


PROCEDURE		
<p>Ref. to Legislative Frameworks:</p> <p>HESF: Standard 1.1 / 1.2 / 1.4 / 6.3 / 7.2</p> <p>SRTOs: Standard 3.5 / 4.1 / 5.1 / 5.2 / 5.3 / 5.4</p> <p>National Code: Standard 3 / 7-9</p> <p>Education Services for Overseas Students Regulations: Section 9(q)-(r), Section 11, Item (2)</p>	Student Selection and Admission	
Version: 4	Approved by: Head of Marketing	Approved on: 09//08/2024 Review by: 09/08/2026

REVISION HISTORY

Version	Description of Change	Procedure Developer(s)	Effective Date
2.3	<p>Changed DIBP to Department of Home Affairs (DHA)</p> <p>Updated Procedure 2. of assessing course appropriateness for student intended course application</p> <p>Updated Procedure 4 with DHA VEVO check weblink</p> <p>Updated MMs' responsibilities of assessing applications</p>	General Manager, Operations & Risk Management	16/11/2018
2.4	Amended the General Guidelines on English Evidence and Comments in PRISMS procedure.	Compliance Manager	07/01/2020
2.5	<p>Updated the reference to legislative frameworks for HESF.</p> <p>Update the weblink for AEI NOOSR Country Education Profiles.</p> <p>Updated the English Evidence for Higher Education.</p> <p>Updated the References section.</p>	Compliance Officer	25/02/2022
2.6	Updated English language entry requirements and entry requirements to postgraduate courses.	CEO	26/10/2023

2.7	Updated English language entry requirements	Compliance Officer	05/03/2024
3	Updated the English language requirements to align with the changes in immigration requirements Revised higher education English requirements for clarity and improvement Added GSA Form under the required documentation Updated Reference table	Compliance Officer	13/05/2024
4	Minor revisions to Entry Requirements for clarify and improved readability Revised PRISMS Guidelines and removed Other Forms of Testing Options and Comments in PRISMS	Compliance Officer	09/08/2024

PURPOSE

The purpose of this procedure is to describe the process of selecting and admitting student into programs conducted by Academies Australasia Polytechnic (AAPoly).

POLICY STATEMENT

The policy that underpins this procedure ensures that every student is informed of the services they are to receive, their rights and obligations and AAPoly's responsibilities under the relevant legislative frameworks before the student signs the Student Agreement. In relevant circumstances involving international students, this policy should be read in conjunction with the "Transfer of International Students Between Registered Providers" Policy and Procedure.

SCOPE

This procedure applies to international students enrolling into accredited courses offered by AAPoly. Applicants must meet Department of Home Affairs and ESOS criteria for overseas student visas. Staff members involved in selecting and enrolling students, including Marketing, Admissions and Student Services teams, should read and follow the directions of this procedure.

DEFINITIONS

Admission	The process of being accepted to study at AAPoly
Selection	The action of carefully choosing someone as being the most suitable
Student Agreement	The binding contract between a student and AAPoly
Simplified Student Visa Framework (SSVF)	The national Australian framework managed by the Department of Home Affairs (DHA) whereby all CRICOS-registered education providers have access to the benefits associated with 'streamlined evidentiary requirements' in regard to student visa applications for some countries. Education providers and source countries are allocated a risk rating, based on the immigration risk outcomes over the previous 12-month period.
Visa Entitlement Verification Online (VEVO)	A free online service that gives visa holders, employers and other registered organisations access to visa entitlements and status information 24 hours a day.
Genuine Student (GS) Requirement	The Australian Government has introduced the student visas with a Genuine Student (GS) Requirement. All student visa applicants must genuinely intend to enter Australia for study purposes, demonstrating a clear understanding that their primary reason for holding a student visa is to pursue studies in the country. The College uses the Genuine Student Assessment (GSA) Form for prospective students prior to admission.

PROCEDURE

1. Enquiries for new enrolments at AAPoly are directed to the Marketing Manager (MM) who provides general information about AAPoly, explains the course information, assists to match a course of student's desire and checks that the intended course

meets the student's academic interest and is appropriate for the student based on their existing skills and competencies. MM then provides the application form to the student.

2. Student applies for the course, directly or via appointed registered education agent, by submitting a completed Application Form and submitting supporting documents. Qualifications undertaken in a language other than English must be accompanied by a certified official translation when the prospective student is applying for credits. The application process requires the applicant to acknowledge they are aware of and have access to adequate funds for their study and living in Australia for a full course duration. It includes a Genuine Student Assessment detailing the reasons for their choice of study, planned career path, and immigration history. An interview with a student might be requested prior to a Letter of Offer being granted.
3. In the event that the student discloses any special needs in the Application Form, MM discusses it with DH-M. DH-M discusses this with the Faculty Head (VET) if the student is enrolling in a vocational course or the Academic Dean if the student is enrolling in a higher education program, to consider that the resources, adjustment and additional support needed by the student could be provided. In the event that this is not possible, DH-M advises the MM who in turn advises the student.
4. If the student wishes to apply for Course Credit, refer to the Course Credit Policy and Procedure for vocational students and the Academic Credit Transfer and Recognition of Prior Learning Policy and Procedure for Higher Education students.
5. MM ensures that all the documents are submitted and verified for originality and authenticity before assessing the application based on the entry requirements. MM checks the following:
 - IELTS Certificate against the IELTS Test Report Form Verification Service via <https://ielts.ucles.org.uk/ielts-trf/welcome.html>
 - PTE Score Reports Verification at <https://srw.pteademic.com/>
 - Duolingo Reports Verification at <https://englishtest.duolingo.com/applicants>
 - Previous institution and qualification against the Country Education Profiles via <https://internationaleducation.gov.au/Services-And-Resources/services-for-organisations/Pages/Services-for-organisations.aspx>
 - Student visa status on VEVO for all onshore applications via DHA website <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online>

Where there is any doubt about the authenticity of any documentation provided, MM may contact the issuer of the documents and make relevant enquiries. Where the assessing officer has any doubt about whether an application meets the entry requirements, they will refer the application to the Faculty Head (VET) or Academic Dean (HE) for assessment.

6. MM makes a note in Paradigm regarding the student's current visa subclass.
 - If the applicant is transferring from another provider, refer to the Transfer between Registered Providers procedure.
 - If the applicant is not transferring from another provider but still holds a student visa, MM checks whether the visa subclass is appropriate for the level of study student is applying for in VEVO. If not, MM advises the student to apply for a new visa.
7. For students who do not have the required English level for entry into the Vocational or Higher Education course, a package of not more than 20 weeks of English will be

offered to the student. If the student requires more than 20 weeks of English the student may also be accepted for a standalone English course.

8. If application is assessed as successful, MM sends the Offer Letter (OL) letter and Student Agreement (SA) to the student and/or agent via email. MM ensures that student is informed about critical pre arrival information before the student signs the OL and SA. This information is found in the Student Handbook and a link to the Handbook is provided to the student in the OL and SA.

Note: No applications are accepted if the student has a previous refusal for Australia or any other country.

9. Student pays the total fees to be paid in advanced specified in OL and SA and returns the signed OL and SA to MM. Students may pay more than 50% of the total tuition fees before they start their course if they choose to. (The last page of OL and SA must be signed by the student).
10. MM issues an electronic Confirmation of Enrolment (eCoE) and enters comments in PRISMS and Paradigm detailing evidence of student's English language proficiency, including:
 - The date the student took an English language test, if the student was required to provide evidence of their level of English language proficiency for the purposes of a student visa; and
 - The class of student visa applicant the student falls within (commonly referred to as evidence exemptions), if a student was not required to provide evidence of their level of English language proficiency for the purposes of a student visa.

MM also indicates the student's completion of any required academic entry for the course in the comment section of the eCoE.

MM must record the following student details in PRISMS:

- Student's passport number.
- Residential address (Australian or overseas)
- Phone contact number
- Email address

MM must also ensure that the duration and fees of the eCoE do not exceed what is registered in CRICOS and PRISMS.

Note: When issuing an eCoE, MM must select which representative (if applicable) facilitated the student's acceptance for enrolment.

11. MM saves digital copies of required documents for course application in Paradigm.

Note: OL and SAAs well as receipts of payments made by students under the OL and SA will be kept in Paradigm for at least 2 years after the student ceases to be an accepted student.

12. MM notifies the completion of upload of all documents for course application to the DMO by email.
13. DMO verifies documents in Paradigm and makes a note on Paradigm regarding the completion of document check and changes status of the student in Paradigm.

Admission documents including but not limited to the following must be scanned and uploaded to Paradigm:

- Application Form
- Copy of passport
- Course Credit (RPL/CT) application form with supporting documents (if applicable)
- Documentation related to under 18 students or Accommodation and Welfare Arrangement documents (if relevant)
- Evidence of English language test results
- Evidence of past qualifications and/or past eCoEs
- Financial evidence (if required)
- Genuine Student Assessment (GSA) Form
- Issued eCoE(s)
- Offer Letter and Student Agreement, signed by student, or the guardian if the student is under 18 at the time of application
- OSHC (if applicable)
- Release and offer letter (for transfer within 6 months)
- VEVO check if student is onshore
- Work experience (if relevant)

Entry Requirements for Vocational and Higher Education Courses

1. English Language Proficiency

a. Vocational Courses

Students must meet the minimum English entry requirements of the principal course for which they are applying for. A copy of the following documents must be kept in the student's file. For students from English speaking countries, this requirement does not apply.

Accepted English Proficiency Tests:

- **IELTS:** A minimum an average band score of 6.0 or equivalent with no band lower than 5.0. The IELTS One Skill Retake (OSR) is acceptable if the OSR is taken within 60 days of the original test date.
- **PTE Academic:** Minimum average band score of 51, with no band less than 41.
- **Cambridge B2:** Overall score of 169 with no skill lower than 154.
- **TOEFL iBT:** Overall score 64 with no skill lower than 35.
- **DET Duolingo English Test:** Overall score of 105 with no skill lower than 80.

Alternative Evidence of English Proficiency:

- Certificate of completion at Advanced 1 level in General English Programme or EAP at Discover English ('DE') or another onshore ELICOS education provider, or for packaged enrolments, a copy of eCoE for the English course.
- Proof of successful completion of either the Senior Secondary Certificate of Education or Certificate IV or higher level qualification from the Australian Qualifications Framework completed in Australia within two years prior to visa application.

- Written confirmation from one of the group's English colleges of successful completion of the English Language Proficiency test in the absence of the above documents.

Note: The Comparative Test Scores Table is available at <https://aapoly.edu.au/study-at-aapoly/admission-enrolment-orientation/>)

Validity:

- The official English exam certificates provided must be valid – i.e. not older than 2 years before the time of enrolment.
- The IELTS OSR must be taken within 60 days from the original test date.

b. Higher Education Courses

Students must meet the minimum English entry requirements of the Higher Education program for which they are applying. Students must provide one of the below forms of evidence to demonstrate their English language proficiency. For students from English speaking countries, this requirement does not apply.

Accepted English Proficiency Tests:

Courses	IELTS Academic	Pearson (PTE)	Cambridge	TOEFL iBT	Duolingo DET
BTHM BBLM BBAN BBCS BBDM	6.0 overall, no band lower than 5.5	51 overall score, with no band less than 46	169 overall score, and no skill lower than 162	60 overall score, and no skill lower than 46	105 overall score, and no skill lower than 95
BIT	6.0 overall, no band lower than 6.0	51 overall score, with no band less than 51	169 overall score, and no skill lower than 169	60 overall score, and no skill lower than 60	105 overall score, and no skill lower than 105
MIT	6.5 overall, no band lower than 6.0	58 overall score, with no band less than 51	176 overall score, and no skill lower than 169	79 overall score, and no skill lower than 60	120 overall score, and no skill lower than 105

BTHM: Bachelor of Tourism and Hospitality Management
BBLM: Bachelor of Business (Leadership and Management)
BBAN: Bachelor of Business (Analytics)
BBCS: Bachelor of Business (Cyber Security)
BBDM: Bachelor of Business (Digital Marketing)
BIT: Bachelor of Information Technology
MIT: Master of Information Technology

Alternative Evidence of English Proficiency:

- Approved English proficiency level results from articulation partners.
- For undergraduate courses, proof of successful completion of either the Senior Secondary Certificate of Education or Certificate IV or higher level qualification from the Australian Qualifications Framework completed in Australia within two years prior to visa application.
- For transfers into undergraduate or postgraduate courses, proof of successful completion of four subjects at the same AQF level within a single calendar year of a higher education in Australia.
- Internal language assessment. The English Language Proficiency test will assess all four macro skills and include an interview by the Academic Manager, to assess the student's speaking and listening skills.
- Proof of completing Senior Secondary and Tertiary studies (a minimum 5 years of study in English) from a country where English is the first language.

Note: Results from multiple tests cannot be used for meeting English Language proficiency requirements for a student visa.

Validity:

- The official English exam certificates provided must be valid – i.e. not older than 2 years before the time of enrolment.
- The IELTS OSR must be taken within 60 days from the original test date.

2. Academic Entry Criteria

a. Vocational Courses

Students must have successfully completed Year 11 or equivalent. A copy of one of the following certificates must be kept in the student's file:

- Completion of Secondary studies in their home country equivalent to an Australian Year 11 qualification.
- Completion of Senior secondary education in Australia with a satisfactory pass in English.
- Completion of a recognised foundation course in Australia with minimum "Pass" in all subjects.
- Completion of a qualification at the Certificate IV level or higher in Australia.
- Completion of any entry requirement for the course enrolled (if applicable).

b. Higher Education Courses

b.1 Undergraduate programs

Students must have successfully completed Year 12 or equivalent for Bachelor course application. A copy of one of the following certificates must be kept in the student's file:

- Completion of Secondary studies in their home country equivalent to an Australian Year 12 qualification.

- Completion of Senior secondary education in Australia with a satisfactory pass in English.
- Completion of a recognised foundation course in Australia with a pass in all subjects.
- Completion of a qualification at Certificate IV level or higher in Australia.
- Completion of any entry requirement for the course enrolled (if applicable).

b.2 Postgraduate programs

Students must have successfully completed a recognised bachelor's degree (or higher), or equivalent, in any discipline to enter the Master of Information Technology.

General Guidelines in PRISMS

- Use only your own logon credentials to access PRISMS. Do not share your Logon ID and password with anyone.
- Prior to creating a student profile for the College, search the PRISMS database to check if the student already has a student record created. Creating a duplicate record wastes time, system resources, and can cause delays and confusion for the student obtaining their visa.
- The College requires the Provider's Student Identifier (also known as 'Student Number' or 'Student ID') for efficient student searches and reporting.
- Pay meticulous attention to detail when creating Confirmation of Enrolments (CoEs) for students.
- If the student is exempted from providing evidence of undertaking an approved English test, MM must select from the drop-down list of possible exemptions in PRISMS.
- Each English test type has the test score drop-down menu in PRISMS pre-populated with its corresponding test score range depending on the test type selected.
- From 27 June 2024, providers are no longer required to indicate 'Other Form of Testing' when answering 'Yes' to the question 'The institution used, or will use, other means of testing to ensure the student has, or will have, met the English language requirement of this course'.
- If the student is exempted from providing evidence of undertaking an approved English test, MM must select from the drop-down list of possible exemptions in PRISMS.

General Guidelines in Paradigm

- For packaged enrolment, where the succeeding course requires completion of a prior course or condition, Marketing Managers must change the student's status from 'Prospective' to 'Conditional – Not started' in Paradigm.
- English Language Proficiency Test must be scanned and uploaded on the student's profile in Paradigm.

RESPONSIBILITIES

- The **Department Head, Marketing (DH-M)** is responsible for developing, maintaining and communicating the policy and procedure to the relevant staff members and discussing any special needs disclosed by the student in the Application form, discusses with the Faculty Head (VET) if the student is enrolling in a vocational course or the Academic Dean if the student is enrolling in a higher education program, to consider that the resources, adjustment and additional support needed by the student could be provided and advises the MM.
- **Marketing Managers (MMs)**
 - Advises potential students on available courses and critical information and determines eligibility of student based on the entry criteria and SSVF guidelines provided. Also checks that the intended course meets the student's academic interest and is appropriate for the student based on their existing skills and competencies.
 - If applicable, provides name and contact details of any third party AAPoly represents or, on the other hand, the third party that will provide the course to the student on behalf of AAPoly.
 - Ensures all documents for course application are complete and relevant fees are collected.
 - Ensures relevant policies and procedures are adhered to.
 - Checks the visa status of all onshore applications on VEVO and verifies the IELTS certificate or other evidence of English language proficiency (if applicable) submitted by the student.
 - Liaises with Academic staff about special needs to students if students disclosed that in the application form.
- **Designated Marketing Officer (DMO)**
 - Check documents for course application in Paradigm and informs MM on any outstanding or incomplete documents for follow up.
 - Complete the enrolment process and enter the data accurately in Paradigm.
- **Student Services** prepare student files and communicate to the student the orientation schedule.

FEEDBACK

Queries or feedback about this procedure should be directed to the DH-M through g.rodriquez@academies.edu.au. The DH-M will respond in writing to the feedback or enquiries within two weeks unless an extenuating circumstance requires an immediate response or action. Any changes to this procedure because of the queries or feedback will be documented in the version control register and used as part of continuous improvement and quality assurance of AAPoly.

REFERENCES

Source	Document Title
Internal	Student Selection and Admission Policy
	Academic Credit and RPL (HE) Policy and Procedure
	AAPoly Course Credit (VET) Policy and Procedure
	Marketing Information and Practices Policy and Procedure
	Transfer of International Students between Registered Providers Policy and Procedure
External	Department of Home Affairs Website
	Higher Education Standards Framework (Threshold Standards) 2021
	Standards for Registered Training Organisations 2015
	National Code of Practice for Providers of Education and Training to Overseas Students 2018
	Education Services for Overseas Students (ESOS) Act 2000
	ESOS Framework (Standard 8: Overseas student visa requirements)