


POLICY		
<p>Ref. to Legislative Frameworks:</p> <p>HESF 2021: Standard 1.1 / 1.2 / 1.4 / 6.3 / 7.2</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 (HE)	
Version: 3.0	Approved by: Academic Board	Approved on: 10/04/2026 Review by: 10/04/2028

REVISION HISTORY

Version	Description of Change	Policy 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 reference to legislative frameworks for HESF.</p> <p>Updated the References section.</p>	Compliance Officer	25/02/2022
3.0	<p>Updated policy statement, principles and removed references to VET and to incorporate entry requirements.</p> <p>Updated with a new definition.</p> <p>Updated responsibilities.</p>	CEO and Compliance Manager	10/04/2026

PURPOSE

This policy establishes the principles and requirements governing the selection and admission of students into higher education courses at Academies Australasia Polytechnic (AAPoly). It ensures that admission practices are fair, transparent, consistent, and compliant with the Higher Education Standards Framework (Threshold Standards) 2021 (HESF 2021) and the Education Services for Overseas Students (ESOS) legislative framework.

SCOPE

This policy applies to domestic and International students enrolling into Higher Education courses offered by AAPoly.

DEFINITION

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
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	A requirement under the Australian student visa framework where providers must assess whether an applicant intends to study genuinely and has the capacity to undertake the course of study.

POLICY PRINCIPLES

AAPoly is committed to ensuring that:

1. Admission processes are merit-based, equitable, transparent, and consistently applied.
2. Students are admitted only where there is demonstrable evidence of academic preparedness and capability to successfully complete the course.
3. Entry requirements are clearly defined, approved by Academic Board, and publicly available.
4. Admission decisions are made by appropriately authorised staff and are documented.
5. Applicants are provided with accurate, sufficient, and timely information to make informed decisions.
6. International student admissions comply with ESOS requirements, including assessment of the Genuine Student Requirement.

POLICY

1. Admission Criteria

AAPoly will establish and publish course-specific admission criteria for all higher education programs. These include:

- Minimum academic entry requirements
- English language proficiency requirements
- Any prerequisite knowledge or skills
- Additional selection criteria where applicable

All admission criteria must be approved by the Academic Board.

2. Assessment of Applications

All applications will be assessed against approved admission criteria. AAPoly will:

- Verify the authenticity and completeness of all submitted documentation
- Assess academic qualifications and prior learning
- Evaluate English language proficiency
- Determine the applicant's capacity to successfully undertake the course

Where necessary, AAPoly may request additional information or conduct further assessment.

3. Genuine Student Assessment (International Students)

AAPoly will assess whether international applicants meet the Genuine Student Requirement in accordance with Department of Home Affairs requirements. This includes consideration of:

- Educational background
- Course relevance to previous study or career goals
- Capacity to meet academic and financial requirements

4. Recognition of Prior Learning and Credit

Applicants may seek recognition of prior learning (RPL) or credit transfer in accordance with the Academic Credit and Recognition of Prior Learning (HE) Policy and Procedure.

5. Information Provision

AAPoly will ensure that prospective students are provided with accurate and comprehensive information prior to enrolment, including:

- Course structure and requirements
- Fees and refund conditions
- Student support services
- Student rights and responsibilities

6. Offers and Acceptance

Offers of admission will be made in writing and will clearly outline:

- Conditions of the offer (if any)
- Course details
- Fee obligations

Enrolment is confirmed upon acceptance of the offer and execution of the Student Agreement.

7. Record Keeping

AAPoly will maintain accurate and complete records of all admission decisions and supporting documentation in accordance with HESF 2021 and ESOS requirements.

8. PRISMS Reporting (International Students)

AAPoly will report required student information through PRISMS in compliance with ESOS legislation.

RESPONSIBILITIES

Academic Board

- Approves admission criteria and entry requirements for all higher education courses
- Oversees the effectiveness and integrity of admission processes

Chief Executive Officer (or delegate)

- Provides executive leadership to ensure institutional compliance with this policy

Group Admissions Manager

- Develops, maintains and communicates this policy to the relevant staff members

Marketing Manager

- Provide accurate information to prospective students and education agents.
- Assess completeness of documents against approved criteria

Admission Officer

- Assess applications against approved criteria, including
- Verify documentation authenticity

Student Services

- Maintain student records and updates in Student Management System
- Support onboarding and orientation processes

FEEDBACK

Queries or feedback about this policy should be directed to the CEO through suggestionstotheceo@aapoly.edu.au. Any changes to this policy as a result of the queries or feedback or ongoing compliance with regulatory requirements will be documented in the version control register and used as part of continuous improvement and quality assurance of AAPoly.

REFERENCES

Source	Document Title
	AAPoly Academic Credit and RPL (HE) Policy and Procedure
	AAPoly Marketing Information and Practices Policy and Procedure
	AAPoly Transfer of International Students between Registered Providers Policy and Procedure
	Genuine Student Assessment (GSA) Form
External	Genuine Student Requirement , Department of Home Affairs Website
	Higher Education Standards Framework (Threshold Standards) 2021
	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
	ESOS Act 2000