

# Admissions Policy

## Scope

This Policy applies to all prospective Domestic and International Kaplan Higher Education Pty Ltd, (KHE) pathway college (College), Students, individuals currently enrolled in College programs, and staff processing students' applications.

## Purpose

The purpose of this Policy is to ensure that the College has appropriate admission and enrolment criteria and that it recruits students in an ethical and responsible manner, including, but not limited to, ensuring that each prospective student meets the required academic and English language proficiency benchmark.

This Policy also ensures that if the application is accepted, the College will enter into a formal written agreement with the student which makes clear all the obligations of the College and the student, including services to be provided, fees payable and information about refunds, complaints and appeals.

## Definitions

<b>AQF levels</b>	means the criteria required to demonstrate the achievement of a qualification as per the Australian Qualifications Framework (AQF). For example, Level 5 = diploma, Level 7 = bachelor degree, Level 9 = masters degree.
<b>CAAW</b>	is an education provider's confirmation of appropriate accommodation/welfare arrangements – generated from PRISMS
<b>Confirmation of Enrolment (CoE)</b>	means a document issued by education providers to verify the applicant's enrolment in a specified program.
<b>Country Education Profiles (CEP)</b>	means an online recognition tool providing guidance on the comparability of overseas qualifications to qualifications on the AQF, lists of recognised institutions and information about education systems for 127 countries.
<b>Domestic Student</b>	means a student who is an Australian or New Zealand citizen, a permanent resident of Australia or the holder of a permanent Australian humanitarian visa.
<b>ECCTIS</b>	is the official UK national agency services on behalf of the UK Government in qualifications, skills, and migration.
<b>ELICOS</b>	means English Language Intensive Courses for Overseas Students.
<b>IELTS</b>	means the International English Language Testing System, an international standardised test of English language proficiency for non-native English language speakers.
<b>International Student</b>	means a person who holds or intends to hold a student visa with rights to study in Australia.
<b>Kaplan Test of English (KTE)</b>	means a cloud-based, adaptive English language assessment system, grounded in evidence-based learning and assessment principles.
<b>PRISMS</b>	means the Provider Registration International Student Management System (PRISMS) is an Australian Government secure online system that allows providers to issue Confirmations of Enrolment (CoEs), and that government agencies use to monitor student compliance with visa conditions and educator provider compliance with the ESOS Act 2000.



## Policy Principles

All applications for admission to the College's programs are processed in alignment with the following operational principles:

- Admission decisions will be fair, consistent, transparent and as objective as possible.
- Admission decisions are based on demonstrated merit and evidence-based documentation either through prior academic study, or through professional experience.
- The College is committed to providing opportunities for individuals who have experienced educational disadvantages and provides admission pathways to groups who are under-represented in higher education. The College will consider admission decisions based on principles of equivalence where necessary, promoting diversity, equity and inclusion.
- The College will review the minimum entry requirements for programs to ensure that students have the academic background and/or professional experience to be reasonably prepared to succeed in their academic studies at the College.
- Entry requirements will be published on the College's website and will be readily accessible by both current and prospective students.
- The College will conduct regular audits of admission decisions to ensure consistency, transparency and fairness in the admission process and that such processes are in keeping with state and national regulatory policies.
- The College will monitor the cohort of students who are admitted through each admission pathway to reasonably manage the academic success of those students.
- The College will regularly review the admissions policy and procedures and update as required to ensure compliance with applicable regulation, legislation and industry best practice.

## Program Admission

The College has stringent procedures in place to assess whether a student's qualifications, experience and English language proficiency are appropriate to gain entry to study at the College.

Students applying for entry into one of the College's programs must complete the appropriate application form and will be required to provide the following supporting documentation:

- an Australian photo ID (Australian citizens and permanent residents only);
- a valid passport and visa (Overseas Student visa holders or any other temporary visa holders);
- proof that they meet relevant English language proficiency requirements;
- certified copies of transcripts or testamurs of prior qualifications (documents in a language other than English must be translated by an official translation agency/body/person);
- any additional supporting documentation requested by the College.

Overseas qualifications will be assessed for equivalence in Australia at the time of application using the Country Education Profiles (CEP) and/or ECCTIS online tools. Australian Qualifications Framework (AQF) qualifications and providers will be verified using one of the Australian government's registers, such as Training.gov.au (TGA) and/or the Tertiary Education Quality and Standards Agency (TEQSA) National Register.

Incomplete applications for admission to the College or applications not submitted using the approved form (either electronic or hardcopy) may not be assessed or approved by the College.

Meeting the minimum entry requirements under this policy is not a guarantee of admission, and the College reserves the right to decline applications at its own discretion.

More information on admission to programs can be found on the College's website.



## Students under the age of 18 years

The College will accept applications for enrolment from students who are under the age of 18 years provided that additional steps are taken during the admission process. These include the following:

- I. For prospective students who are under 18 years old and applying for a student visa, additional evidence and/or processes are required before a Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAW) letter can be issued, and a CoE can be created in PRISMS.
- II. For all prospective students who are under 18 years old, a parent or legal guardian must agree to them undertaking their chosen program and must also sign the Offer of Admission and the Under 18 Welfare Form.

For more information, please see the College's *Under 18 Policy* available on the College's website.

## English Language Requirements

Students must demonstrate English proficiency through one of the following means:

- An English test score using one of the published English language tests as approved by the College. Proof of English language proficiency, evidenced by one of the tests listed on the website, must be completed within two years prior to commencement of the program;
- Completion of an English subject in an Australian school with a Pass grade or better, or a recognised international English subject completed within two years prior to commencement of the program;
- Successful completion of at least one year of full-time study in a country where English is the first language within two years prior to commencement of the program.
- Successful completion of an approved English for Academic Purposes program or equivalent from selected ELICOS providers that have been approved for direct entry to the College.

### Pathway Option

Students who do not meet one of the above English language proficiency criteria may be offered a pathway that includes completion of a General English or English for Academic Purposes program that satisfies the entry requirements prior to commencing their academic pathway with the College.

More information regarding English language requirements can be found on the College's website.

## Academic Entry Requirements

Students must achieve the admissions standards as set by Kaplan Higher Education, outlined below. Overseas qualifications will be assessed at the time of application; academic entry requirements vary by nationality.

### Foundation Studies Programs

Completion of secondary education up to and including Australian Year 11 (or equivalent).

### Degree Transfer Programs

Completion of secondary education up to and including Australian Year 12 (or equivalent).

### Pre-Master's Program Extended

Completion of a 3 year higher education qualification comparable to an AQF Level 5, with 75% average.

### Pre-Master's Program

Completion of a 3 year higher education qualification comparable to an AQF Level 6 with required score.

### Pre-Master's Program Accelerated

Completion of a Bachelor's degree or equivalent (AQF Level 7 or equivalent).

More information on program entry requirements to be found on the College's website.



## Alternative Entry Options

The criteria listed below outline alternatives to more typical entry practices. Students should review the relevant program information to determine if these pathways are applicable for entry into their chosen program.

### ***Mature age entry***

Mature-age students (21 years of age and over) may be admitted into a program without meeting the formal academic requirements if they demonstrate relevant and recognised prior learning.

### ***Diversity, Inclusion and Equity Pathway***

The College recognises that applicants may not meet the minimum entry requirements for a program due to experiencing significant educational disadvantages. The College will consider granting special consideration and provisional entry to applicants who have suffered adversity or disadvantage due to cultural, socioeconomic, and health factors.

The following categories of disadvantage may be considered by the College when granting special consideration for admission:

- Aboriginal and Torres Strait Islander peoples;
- Individuals with disabilities;
- Areas of study where specific genders have been traditionally underrepresented;
- Individuals from a non-English speaking background;
- Individuals who are the first in their family to attend a higher education institution;
- Individuals from lower socio-economic backgrounds;
- Individuals from remote, rural or isolated areas; and
- Any other groups of prospective students who may have experienced educational disadvantage.

To apply for special consideration for admission, applicants will need to submit a written statement explaining the disadvantages they have experienced and how this has impacted on their educational performance. The statement will need to be accompanied by supporting evidence, such as a statutory declaration from an individual who is not a direct relative to the applicant or medical documentation, where applicable. Any applications for special consideration which are not accompanied by supporting documentation may not be assessed by the College.

## **Assessment of the Genuine Student (GS) requirement**

The College follows clear processes for assessing the eligibility of international applicants. Prospective students applying to study at the College on an overseas student visa will be required to demonstrate they meet the GS requirement as defined by the Department of Home Affairs. In some cases, the applicant will be required to provide additional documentary evidence to the College to address the GS requirement.

Further information about the GS requirement can be found on the Department of Home Affairs website at <https://immi.homeaffairs.gov.au/>.

## Offer of Admission

Instructions will be provided during the application process on how an applicant may formally accept an offer of Admission to the College. Any offers made to an applicant are conditional on the applicant meeting the individual program entry requirements as published on the College's website.

All applicants who apply for admission to the College will be sent an email notifying them of the outcome of their application. Applicants who are unsuccessful will be provided with reasons for the decision. Each applicant who satisfies the admission criteria will be offered a place via a Written Agreement, known also as an Offer of Admission.

The Offer of Admission is a binding contract outlining rights and responsibilities of both the College and the applicant. This includes information on what happens in the event a program is not delivered by the College, the process through which refunds of tuition fees are determined; the procedure to follow when submitting grievances, complaints and appeals; and other information of relevance to the applicant's success.

The Offer of Admissions must be accepted in the College student management system before enrolment can be confirmed. For applicants under the age of 18 years, a parent or legal guardian must also sign the Offer of Admission.

The Offer of Admission must be accepted by the applicant prior to or at the same time program fees are paid. The College will not accept any payment prior to having received a signed agreement and all required documentation.

For applicants applying for an Overseas Student Visa, once the College receives the acceptance of the Offer of Admission, evidence of any conditions provided and payment of program fees, a Confirmation of Enrolment (CoE) is created in PRISMS and is issued to the student for the visa application purposes.

International applicants who are made an Offer of Admission based on their international student status may not change that status upon gaining residency until the following semester/trimester of study.

More information regarding offers of admission can be found on the College's website.

## Complaints and Appeals

Any complaints or appeals regarding decisions made according to this Policy should be arranged in accordance with the College's *Grievances, Complaints and Appeals Policy*.

## Relevant Legislation

As a registered higher education provider, the College operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with the legislative instruments referenced below::

- Australian Qualifications Framework
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Education Services for Overseas Students Act 2000 (ESOS Act)
- Education Services for Overseas Students (Foundation Program Standards) Instrument 2021
- Education Services for Overseas Students Regulations 2019
- ELICOS Standards 2018
- Higher Education Standards Framework (Threshold Standards) 2021
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)
- Privacy Act 1988
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

## Related Policies

This Policy should be read in conjunction with the following College policies:

- Grievances, Complaints and Appeals Policy
- Reasonable Adjustment Policy
- Refund Policy

## Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this Policy.

Policy Category		Academic		
Responsible Officer		Vice President, Academic		
Implementation Officer(s)		Manager, Admissions and Enrolment		
Review Due Date		April 2027		
Approved by				
Vice President, Academic under a standing delegation from the KHE Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Admissions Team and Quality, Regulations and Standards	New Policy	21.10.2022	01.11.2022
1.1	Quality, Regulations and Standards Team	Addition of entry requirements for Diploma courses and Postgraduate Qualifying Program Replaced GTE with GS requirement Minor wording and formatting changes	23.04.2024	23.04.2024
1.2	Quality, Regulations and Standards Team	Policy re-branded for new KHE college.  Minor editing and formatting changes.	10.03.2025	11.03.2025