

Admission and Enrolment Policy and Procedure

Navitas Professional Institute

Document

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Admission and Enrolment Policy and Procedure

1. Purpose and Scope

The purpose of this policy is to define the principals and conditions informing the admission criteria under which applicants can be admitted to and enrolled in the College courses with reasonable prospects of success in their studies.

This policy covers the two areas of admission and enrolment of admitted applicants and applies to admissions, readmissions and transfers for all the College higher education and vocational education and training award courses.

2. Policy

- 2.1 Admission and enrolment requirements will be course specific, focus on merit, promote NPI's commitment to excellence in academic standards, as well as equity objectives for a diverse and representative student population.
- 2.2 The admission and enrolment of students into College award courses and programs of study will be supported by processes that are fair, transparent, consistent and timely and based on clearly defined, consistent and equitable requirements.
- 2.2 Admission and enrolment requirements shall support the enabling of differing pathways for admission. These may include, but not be limited to: direct application to the College, application through an Australian Tertiary Admission Centre, or through internal or external articulation.

3. Procedure

3.1 Development, review, approval and publication of admission requirements

- (a) Admission requirements for undergraduate and postgraduate coursework courses will be developed, reviewed and approved by the Academic Board via the Academic Dean and where applicable by the College/Centre or School Board/Committee and Courses Accreditation Committee(s), consistent with the College's Delegations of Authority and associated Delegations Schedule - Admissions and New Enrolments, and Course Review and Development Policy and Guidelines.
- (b) Admission requirements for graduate research courses will be reviewed and approved the by Academic Board via the Academic Dean and where applicable by the College/Centre or School Board/Committee and Courses Accreditation Committee and Research and Scholarship Committee, as part of the College's systematic course development and review process.
- (c) Course admission criteria will be clear, transparent and publically available in a manner that is easily accessible and does not require contact with the College to obtain. At a minimum Course admission criteria will be published in relevant prospective students guides and on the College website in advance of the opening date for applications for the next applicable academic period.
- (d) Staff responsibilities for decisions in connection with admission processes will be made clear in the College's Delegations of Authority and associated Delegations Schedule - Admissions and New Enrolments, and Course Review and Development Policy and Guidelines.
- (e) Staff responsible for admission process must not divulge to any unauthorised person any information related to an individual's application for admission in line with College Privacy Policy.

3.2 Development, review, approval and publication of enrolment requirements

- (a) Enrolment procedures for undergraduate and postgraduate (coursework and research) courses will be developed, reviewed and approved by the Executive Committee, consistent with the College delegations of authorities and the associated delegations of admission and enrolment schedule.
- (b) Course enrolment procedures will be clear, transparent and publically available in a manner that is easily accessible and does not require contact with the College to obtain. At a minimum Course enrolment processes will be published on the College website in advance of the opening date for applications for the next applicable academic period.

- (c) Staff responsibilities in connection with enrolment process will be made clear in the College's Delegations of Authority and associated Delegations Schedule - Admissions and New Enrolments, and Course Review and Development Policy and Guidelines.
- (d) Staff involved in enrolment processes must not divulge to any unauthorised person any information related to an individual's application for admission in line with College Privacy Policy.

3.3 Admission criteria - minimum admission requirements

Individuals who apply to study with the College must meet the minimum admission criteria/requirements specified in the admission/entry criteria for the applicable course or program in which they apply for enrolment.

Meeting entry requirements alone does not guarantee admission offer. Where the number of applicants exceeds the number of available places a competitive selection process is applied consistent with the policy principles above.

3.4 English language proficiency – minimum admission standards

International students who apply to study with the College who have not completed a secondary or tertiary education in English must meet the minimum English language proficiency requirements specified in the admission criteria for the applicable course or program in which they apply for enrolment.

These requirements will normally be specified in the form of a minimum International English Language Testing System (IELTS) score (or equivalent) attained no greater than 2 years prior.

The minimum English language proficiency standard for any College undergraduate courses is an overall academic IELTS score of 6.0 (Academic) with no sub-score lower than 5.5 (or equivalent).

The minimum English language proficiency standard for any College postgraduate (course work) courses is an overall academic IELTS score of 6.5 (Academic) with no sub-score lower than 6.0 (or equivalent).

The minimum English language proficiency standard for any College postgraduate research degree is an overall academic IELTS score of 7.5 (Academic) with no sub-score lower than 7.0 (or equivalent).

The College has the discretion to establish a higher English language proficiency requirement than that indicated above for any or all College course qualifications.

3.5 Conditional and/or Provisional enrolment criteria

College course admission criteria may include facility for the admission and enrolment of students who do not meet the standard admission requirements to enter the course on a conditional and/or provisional basis. The criteria for such admission and enrolment will be made explicit and clear in course admission and enrolment information.

Responsibilities for decisions in connection with conditional and/or provisional enrolment, including the authority to assign, specify and remove of such requirements, will be set-out in the College delegations and associated admission and enrolment delegations schedules. Decisions to place any conditional or provisional requirements on a student's admission or enrolment shall be evidence based, clearly specified, time bound, and made on case-by-case basis with consideration of the policy principle communicated herein.

Students with specified conditional and/or provisional admission and enrolment requirements shall be advised of these requirements promptly in writing, normally by the Admission's Office, and referred to the appropriate responsible monitoring officer (normally Course Coordinator).

Students with specified conditional and/or provisional enrolment requirements will be promptly informed of any decision to extend or remove their enrolment conditions and/or provisions.

3.6 Access and Equity

The College ensures that course admission requirements do not present unreasonable barriers to access. College admission and enrolment processes include provision for applications for additional consideration from students who:

- are a mature aged applicant¹
- have a disability or long term medical condition²
- have difficult circumstances (family or background), and/or
- have suffered disadvantage in their prior academic performance.³

Such requests should be made in writing and submitted with the course application.

3.7 Non-award study

Applicants may seek admission for non-award study of one or more individual subjects/ units of competency, out of interest or for professional or further study reasons. Applicants for non-award study must be able to provide evidence of potential academic success and demonstrate reasons for wishing to undertake the non-award study. Applications for non-award study are subject to the approval of the Responsible Academic Officer for the relevant course and the availability of class places.

3.8 Internal course transfers

All students who wish to transfer from their current program of study to another program of study at the College must meet the admission requirements for that program. Internal course transfers are subject to the approval of the Responsible Academic Officer for the relevant course.

3.9 Cross-institutional study

Domestic students from other tertiary education institutions in Australia may wish to undertake a College subject or subjects concurrently as part of their award course. Applicants seeking cross-institutional study are required to provide documentary evidence that their own institution has approved the concurrent enrolment and that the applicant meets the College's pre-requisites for the course and units. Admissions for cross-institutional students are subject to the approval of the Responsible Academic Officer for the relevant course and the availability of class places.

3.10 Study Exchange Abroad (inbound) students

NPI admits international students for one or two semester programs of study that may be counted towards a degree at their home institution. Study Exchange Abroad programs are managed by the Registrar's Office.

3.11 Refusal of application, withdrawal of an offer of admission and cancellation of admission or enrolment

NPI reserves the right to refuse an application, withdraw an offer of admission and cancel admission or enrolment under the following conditions: when the applicant or enrolled student has provided untrue, inaccurate or incomplete information; when the College is not satisfied that an international applicant meets the Genuine Temporary Entrant and/or Genuine Student requirements set by the

¹ Mature age applicant is a person 21 years of age or older who can demonstrate relevant life/work experience and skills. Life/Work skills may include organisational ability, time management skills, an enthusiasm for the field of study and commitment to achieving set goals. A wide range of work environments and other experiences may demonstrate these skills.

² Individual's seeking accessibility assistance with applying for admission or their enrolment can access the College's accessibility services.

³ Individuals applying for entry to a College course that is available for admission via a Tertiary Admission Centre's (TAC) application process, who seek special consideration as they have suffered disadvantage in their prior academic performance are required to follow the applicable TAC's advised Special Entry Access Scheme processes (SEAS) (or equivalent) with their application. Information submitted relating to Special Consideration must show the extent to which the circumstances exceeded 'normal risk' and were therefore beyond the applicant's control. The educational disadvantage incurred as a result of circumstances could include: absence from school; inability to concentrate; inability to submit written work, or undertake oral or other examinations. Applicants must attach full supporting documentation including contact details of referees with appropriate professional knowledge of the special consideration case, prepared to give statements on the extent of the disadvantage and the extent to which such disadvantage was or was not compensated by the school/educational authority. Applications that do not have supporting documentation will not be assessed.

Department of Immigration and Border Protection; or when any legislation prohibits the international student's admission. These matters are managed by the Registrar's Office.

Admission applications and enrolled students have the right to appeal College decisions based on the provision of untrue or incomplete information in accordance with the College's Grievances, Complaints and Appeals policy and procedures.

3.12 Discontinued (Excluded) students

Applicants who have been excluded from their studies with the College or any other tertiary education institute, due to their enrolment having been discontinued on grounds of academic or non-academic misconduct, may not apply for admission during a period of exclusion.

Applicants who have been discontinued previously from the College who seek (re)admission must show cause by providing a written statement outlining why they should be considered for (re)admission to the College, in the manner consistent with the College's Academic or Non-Academic Misconduct policy procedures.

Applicants who have been discontinued previously from any other tertiary institution must show cause by providing with their course application, a written statement and additional documentation, outlining how and why they have an improved likelihood of success in the course for which they are applying.

The (re)admission of previously excluded students of the College or any other tertiary education institution is managed by the Registrar's Office.

3.13 Admissions arrangements for minors

Minors may enrol in programs with parental consent, provided they meet the selection criteria for their chosen program and comply with any age restrictions imposed by a third party associated with any compulsory program components of practicum or industry experience. The College reserves the right to refuse admission to such programs until a minor has reached an age, which complies with the restrictions imposed by the third party.

International students who are under 18, are not admitted to College programs unless they meet the requirements described in the paragraph above, and comply with the regulations as set out in Standard 5 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (as updated from time to time). The Admission of minors is subject to the approval of the Responsible Academic Officer for the relevant course.

3.14 Admission and enrolment by proxy

Admission applications submitted by proxy will not be permitted.

Enrolment by proxy will only be permitted if made on the College approved legally binding form signed by the enrolled student, their proxy and witness. Students will be held liable for all actions taken on their behalf by their proxy.

3.15 Verifying admission applicants' credentials

The College adheres to policies and procedures for verifying applicants' credentials consistent with the College's Student Qualification Verification Policy.

3.16 Admission articulation arrangements and award of credit or RPL for prior studies

The College adheres to policies and procedures for course articulation and transfer and acceptance of credit and/or RPL consistent with the College's Credit Arrangements Policy.

3.17 Monitoring admissions standards

Admission standards for each course of study will be monitored on an annual basis and adjusted by the College as required, consistent with College course development and review policy and procedures.

4. Responsibilities

The College Council through delegation to NPI's Academic Board is responsible for oversight of College admission and enrolment standards, as set out in the College's Governance Framework.

Responsibility for the effective management of College admission and enrolment standards and processes are set out in the College's Delegations of Authority and associated Delegations Schedule - Admissions and New Enrolments, and Course Review and Development Policy and Guidelines.

The Dean Academic, is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy, and associated *Delegations Schedule - Admissions and New Enrolments*, and Course Review and Development Policy and Guidelines.

Executive members, Heads of School/VET, Director of Marketing, Manager(s) of College recruitment and admission services, Registrar and other functional leaders are responsible for being aware of and complying with this Policy and the associated Delegations of Authority and associated Delegations Schedule - Admissions and New Enrolments, and ensuring employees within their remit are aware of this Policy and their responsibilities defined herein.

Navitas employees are responsible for being aware of, and complying with this Policy and related documents.

5. Definitions

Academic staff/teaching staff refers to permanent and casual employees engaged in teaching and assessment of courses at the institution.

Admission criteria (may also be referred to as Admission Requirements, Selection Criteria, Entry Criteria and/or Entry Requirements) are the set of one or more, or any combination of, requirements that an applicant must satisfy for admission and enrolment in the College and their chosen course. Admission requirement(s) may include (but not be limited to): *academic requirements* such as completion of high school certificate, a minimum ATAR requirement, prior completion of a relevant VET or higher education or other tertiary qualification(s), attainment of a minimum English language proficiency requirement; and *other requirements*, such as prior professional experience, TAC process requirements, State government training contract requirements, professional body requirements, criminal record check, working with children check, completion of a screening questionnaire or other admission assessment, supply of a written explanation of reason for studying course, portfolio examples, language or other readiness for study program support participation requirements, a requirement for VET students to obtain a Unique Student Identifier (USI) on enrolment, and for international students genuine student, genuine temporary entrant, and/or financial capability requirements. Admission criteria may also be called Admission Requirements, Entry Criteria and/or Entry Requirements.

Australian Tertiary Admission Rank (ATAR) means a number (not a mark) that indicates a student's position in relation to their Year 12 cohort, including students who did not complete Year 12. An ATAR rank enables comparison of students who have completed different combinations of HSC subjects.

Articulation means an approved arrangement, which recognises admission and/or credit into a College program of study as outlined in the College's Credit Arrangements Policy.

College (the)/Institution (the) means the Navitas Professional Institute and its colleges (see Registration information below).

Domestic student, in the context of this policy, means a student who is an Australian citizen (including Australian citizens with dual citizenship), or a student who is a New Zealand citizen or a student who has Permanent Resident Status.

Conditional Admission/ Conditional Enrolment is a status of course admission and enrolment whereby a study load limit is placed on the student for one or more study period(s) by restricting the number of unit(s)/subject(s)/module(s) the student can enrol into for the specified period. (For terminology for other constraints that may be made on a student's admission and enrolment refer to definition for Provisional Admission/ Provisional Enrolment)

Enrolment means the process of by which an student formalises their initial enrolment in the course by selecting one or more of the course subject/units they wish to study for the applicable teaching session(s). Once enrolled, students are required to pay the required tuition fees and any other applicable fees, re-enrol in further study periods (as applicable for their course), and abide by the policies and rules of the College.

Discontinued Student (can also be referred to as excluded, terminated, or cancelled) refers to a student who has had their enrolment forcibly ceased by the College or another tertiary education institution for a specified minimum or maximum period due to the decision of a panel convened to

examine a matter of academic or non-academic misconduct or convened to examine the failure to meet a core requirement of a course or other serious matters.

Institution (the)/College (the) means the Navitas Professional Institute and its colleges (see registration information below).

International student/overseas student means a student required to hold a student visa for study in Australia.

Mature age means a person of 21 years of age or older.

Minor means a person under the age of 18.

Offer means the formal invitation of admission and/or initial enrolment made to a prospective student to commence an award course at the College.

Program of study (program) means a collection of academic subjects, which may or may not lead to the award of a degree, diploma or certificate.

Provisional Admission/ Provisional Enrolment is a status of course admission and enrolment whereby a study is required to meet one or more compulsory requirement in connection with their admission and enrolment, other than a study load limit (For terminology for study load limits refer to definition for Conditional Admission/ Conditional Enrolment provisions).

Qualifications include degrees, diplomas, certificates, professional titles and professional standing that an individual acquires through recognised study or experience. It also includes the outcomes of an assessment and validation process obtained when a competent body determines that an individual has achieved relevant learning outcomes to given standards and/or processes the necessary competence in a specific area.

Tertiary Admissions Centres (TAC) means the State administrative body that coordinates admissions to award courses of Australian higher education and vocational education and training providers. These include in NSW – UAC; VIC – VTAC; and QLD –QTAC.

Unit means a unit of study in a higher education course or a unit of study, subject, module and/or unit of competency in a vocational education and training course.

6. Review

This policy is reviewed at a minimum of every 5 years by the policy owner (or designate) to ensure alignment to appropriate strategic direction and its continued relevance to Navitas' current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

7. Records

Records in association with this policy will be kept in accordance with the institution's Records Management Policy and Records Retention and Disposal Schedule. Confidential files related to the implementation of the policy must be maintained according relevant privacy processes.

8. Related documents

Accredited course admission rules as updated from time to time with approval by the Academic Board (or Academic Dean by delegation) as published in the Student Guide and on the College website; Academic Grievance, Complaints and Appeals Policy and Procedures; Non-Academic Grievance, Complaints and Appeals Policy and Procedures; the College Governance Framework; and the College Delegations of Authority and associated the College Delegations Schedule - Admissions and New Enrolments; Course Review and Development Policy and Guidelines; Student Qualification Verification Policy; and Credit Arrangements Policy.

9. Related legislation

Higher Education Support Act 2003; Tertiary Education Quality and Standards Agency Act 2011; National Vocational Education and Training Regulator Act 2011; Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Registration Authorities and Providers of

Education and Training to Overseas Students 2007; and associated Commonwealth and State legislation; Australian Qualifications Framework.

Registration information

The Navitas Professional Institute is a group of colleges in the Navitas Professional and English Programs (PEP) Division of Navitas Limited the colleges being the Australian College of Applied Psychology (ACAP), Navitas College of Public Safety (NCPS), Health Skills Australia (HSA), and the Australian TESOL Training Centre (ATTC) with respect to ATTC's 39296QLD Graduate Certificate in TESOL and 39297QLD Graduate Diploma in TESOL courses. Navitas Professional Institute Pty Ltd (NPI Pty Ltd), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500. Health Skills Australia Pty Ltd ABN 53 123 479 201, RTO 21646.