

ADMISSIONS POLICY

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Date of Next Review	23 October 2021	
Approved by	Board of Directors	23 October 2018
Responsible Person	Dean	
Related Documents	Enrolment Policy; Grievance, Complaints and Appeals Policy and Procedures; the organisation’s Governance Framework, Delegations of Authority including Delegations Schedule - Admissions and New Enrolments; Course Review and Development Policy and Guidelines; Student Qualification Verification Policy; and Credit Arrangements Policy and associated schedules.	
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Vocational Education and Training Regulator Act 2011; Migration Act 1958 (Cth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; the Higher Education Support Act 2003 (Cth); Privacy Act 1988 (Cth)	

1. Purpose:

This policy describes the principles and requirements governing the admission and initial enrolment of students into the Australian College of Applied Psychology (ACAP) higher education and vocational education and training award courses.

This policy aims to:

- provide the framework that ensures the integrity of admissions and initial enrolment practices;
- ensure admissions and initial enrolment processes are transparent and decisions are consistent and fair; and
- set-out clear responsibility and accountabilities for admissions and initial enrolment decisions.

It covers admission and initial enrolment of individuals into an award course of ACAP through a tertiary admission centre (TAC) and by direct application to the College; policies, requirements and procedures guiding the development, review, approval, monitoring and publication of admissions and enrolment requirements; and admission/entry by standard admission criteria, an articulation pathway, access and equity pathway, entry pathways Aboriginal and Torres Strait Islanders peoples, conditional enrolment, internal course transfer, non-award enrolment, cross-institutional enrolment, study exchange abroad (inbound), and by individuals who have been prior discontinued from their studies with ACAP or another institution.

2. Scope:

This policy does not cover the principles and requirements governing course re-enrolment for students who have commenced studies with ACAP as these are set out in the Enrolment Policy.

3. Definitions:

Term	Definition
<i>Academic staff / teaching staff</i>	Permanent and casual employees engaged in teaching and assessment of courses at the institution.
<i>Admission criteria (may also be referred to as Admission Requirements, Selection Criteria, Entry Criteria, Entry Requirements, Student Entry Requirements, etc.)</i>	The set of one or more, or any combination of, requirements that an applicant must satisfy for admission and enrolment in their chosen course.
<i>Australian Tertiary Admission Rank (ATAR)</i>	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.
<i>Articulation</i>	An approved arrangement, which recognises admission and/or credit into a College program of study as outlined in the Credit Arrangements Policy.
<i>Conditional Admission/ Conditional Enrolment</i>	A status of course admission/entry and enrolment whereby a course applicant is offered entry and may commence studies on the condition that the individual satisfies one or more specified requirements in connection with their course offer and enrolment. (For terminology for constraints that may be made on a student's continuing enrolment refer to definition for Provisional Enrolment/Enrolment Provisions).
<i>College (the)</i>	The Australian College of Applied Psychology (ACAP).
<i>CRICOS</i>	Commonwealth Register of Institutions and Courses for Overseas Students.
<i>Discontinued Student (can also be referred to as excluded, terminated, or cancelled)</i>	A student who has had their enrolment forcibly ceased by ACAP 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.
<i>Domestic student</i>	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.
<i>Enrolment</i>	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.
<i>International student/ Overseas student</i>	A student required to hold a student visa for study in Australia.
<i>Mature age applicants</i>	Individuals who are 21 years of age or greater and not a current year 12 student who can demonstrate an academic capacity to succeed in their chosen studies as set-out in the admission/entry requirements.
<i>Minor</i>	A person under the age of 18.

Term	Definition
<i>Offer</i>	The formal invitation of admission and/or initial enrolment made to a prospective student to commence an award course at the College.
<i>Program of study (program)</i>	A collection of academic subjects, which may or may not lead to the award of a degree, diploma or certificate.
<i>Provisional Enrolment/Enrolment Provisions</i>	A status whereby a continuing student is required to satisfies one or more specified requirements in connection with their enrolment.
<i>Qualifications</i>	Includes 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.
<i>Tertiary Admissions Centres (TAC)</i>	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.
<i>Unit</i>	A unit of study in a higher education course or a unit of study, module and/or unit of competency in a vocational education and training course.

4. Policy

4.1 Principles

ACAP’s admissions and enrolment policies, requirements and procedures will be designed and enacted in a manner that promote the College’s commitment to:

- excellence in academic standards;
- evidence-based selection, based on merit, including the use of equivalence and precedence, for genuine applicants who demonstrate reasonable prospects of success in their studies;
- clear and consistent admission requirements that are appropriate to accepted external frameworks and standards, including the Australian Qualifications Framework (AQF) and standards of course professional accrediting bodies;
- a diverse and representative student population; and
- flexible entry pathways.

5. Procedure

5.1 Development, review, approval, publication and monitoring of admission requirements

- Admission requirements for undergraduate and postgraduate coursework courses will be developed by the applicable Discipline Course Committee and recommended for approval by the applicable Course Approval Committee, and approved by the Academic Board on recommendation of the Dean.
- Admission requirements for graduate research courses will be developed by the applicable Discipline Course Committee in consultation with the Research and Scholarship Committee, recommended for approval by the applicable Course Approval Committee, and approved by the Academic Board on recommendation of the Dean.
- The appropriateness and effectiveness and the admission standards for each course of study will be monitored on an annual basis and adjusted as required, consistent with College course development, variation and review policies and guidelines.
- Minor amendments to the criteria specifications in published course admission and enrolment requirements may be recommended by the Chair of Discipline responsible for the course for

approval by the Dean, consistent with the Course Review and Development Policy and Guidelines.

- e) Minor administrative amendment to published course admission and enrolment requirements (e.g. to address a typographical error, update an administrative procedure, etc.) may be approved by the Chair of Discipline responsible for the course.
- f) Changes to minimum admission/entry requirements must not disadvantage any commencing students with an existing, open offer of entry/enrolment from the College.
- g) Course admissions and enrolment policies, requirements and procedures will be published on ACAP's website in advance of the opening date for applications for the next applicable academic period.
- h) VET admission/entry requirements can be found on the College's website in the Admission's Information section.

5.2 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 ACAP's delegations of authorities and the associated delegations of admission and enrolment schedule.
- b) Course enrolment procedures will be clear, transparent and published on the College's website.
- c) Staff responsibilities in connection with enrolment process will be made clear in ACAP's Delegations of Authority and associated Delegations Schedule - Admissions and New Enrolments, and Course Review and Development Policy and Guidelines.

5.3 Admission Requirements

To be eligible for admission to an award course of study offered by ACAP an applicant must:

- a) meet the published standard admissions/entry criteria for the course, which includes English language requirements, or other permitted entry pathway/requirements for the course, (e.g. articulation pathway, access and equity pathway, conditional admission, etc); and
- b) abide by the conditions of admission/enrol set-out in the ACAP's Course Application Declaration; and
- c) have attained 18 years of age on commencement of the course, unless admissions arrangements for minors have been agreed between the College and the applicant and her/his parent/guardian.

5.4 Setting of standard admissions/entry requirements

- a) A minimum standard admission/entry requirements will be set and published for each AQF recognised qualification offered for entry and awarded by the College.
- b) Factors considered when setting the minimum standard admission criteria are set out in the appendices of the College's Course Development and Variation Guidelines and are inclusive of one or more of the following factors:
 - Academic merit
 - English language proficiency
 - Equivalency
 - Articulation, access and equity and recognition of formal, and/or non-formal and informal prior learning experiences and attainments
 - Other requirements, including performance in admission assessments, interview, residency, portfolio, references, etc.
 - Regulatory and professional course accreditation course admission/entry standards and requirements
 - Comparative sector international and domestic course admission/entry standards and requirements
 - Other factors that the Academic Board considers relevant to the reasonable prospects of success of applicants in a course.

5.5 English language proficiency – minimum standard

- a) The standard course admission/entry requirements will specify any minimum English language proficiency requirements for entry into the course
- by domestic students, if the required minimum English proficiency standards if other than that covered in the specified minimum admission requirements for the course; and
 - by international students, where the course is (or is planned to be) listed on CRICOS.

English language proficiency requirements - International Students

- a) The minimum English language proficiency requirements specified for approved CRICOS courses will be expressed in the form of a minimum overall academic International English Language Testing System (IELTS) score and sub-score (or equivalent), that is no lower than:
- for undergraduate courses: an overall Academic IELTS score of 6.0 with no individual band lower than 5.5 (or equivalent) attained no greater than 2 years prior
 - for postgraduate (course work) courses: an overall Academic IELTS score of 6.5 (Academic) with no individual band lower than 6.0 (or equivalent) attained no greater than 2 years prior
 - for postgraduate research courses: an overall Academic IELTS score of 7.5 with no individual band lower than 7.0 (or equivalent) attained no greater than 2 years prior.

The College has the discretion to establish an English language proficiency requirement that is higher than that indicated above for any or all of the College's courses.

5.6 Recognition of Qualification Equivalence

All course applicants will be assessed through processes that are fair, and transparent, consistent with the policy principles above.

Applicants may apply for admission either directly to the College or through a tertiary admission centre (TAC) on the basis of qualifications that are equivalent to those stipulated in the course admission requirements. It is entirely at the discretion of ACAP, however, to make judgements about equivalence of qualifications and other eligibility criteria to inform admissions decisions.

5.7 Entry via articulation pathway

ACAP systematically establishes formalised articulation arrangements between accredited qualifications offered by the College and by other authorised issuing institutions. These may be across AQF qualifications at the same level, as well as between qualifications at different levels. They are established based on agreed relativities between qualifications and/or the way in which the discipline areas of two qualifications are suited to articulation. These articulation pathways provide for confirmed direct admission eligibility on application. In some cases, they may also include the award credit for studies completed in the articulating course.

A list of ACAP's current formalised course articulation arrangements is provided in College's Credit Arrangements Policy at Schedule A. Course admission/entry granted on the basis that of one of the formalised articulation pathways does not preclude the College from applying entry/admission conditions as set out in the policy below.

Individuals seeking admission/entry via one of the formalised articulation pathways should lodge their course application direct to the College, along with documentation that verifies completion of the articulating course.

5.8 Entry via Access and Equity Pathway

Tertiary education programs are offered according to merit, to genuine applicants who can demonstrate an ability to succeed in their chosen studies, consistent with the policy principle above.

It is for this reason that the College's course admission criteria may include a facility for additional consideration of an application that has been lodged by applicant who does not meet the minimum standard entry criteria for the course due to the individual's experienced long-term educational disadvantage.

Categories of disadvantage considered include:

- disrupted schooling
- financial hardship
- home environment and responsibilities
- English language difficulty
- personal illness/disability
- educational disadvantage due to historical cultural bias
- refugee status
- school environment.

Course admission/entry granted on an access and equity basis does not preclude the College from applying entry/admission conditions as set out in the policy below.

Applying for access and equity consideration

Individuals seeking access and equity consideration applying for entry direct should make such requests in writing, explaining if or how the educational disadvantage experienced by the individual has affected her/his educational performance, be supported by associated evidence (e.g. an accompany statement verifying authenticity of your claims, from someone not related to you, and submitted with the course application. Applications that do not have supporting documentation will not be assessed.

Individuals seeking access and equity consideration applying for entry via a Tertiary Admission Centre (TAC)¹, are required to follow the applicable TAC's advised Entry Access Scheme processes (EAS) (or equivalent) as part of their application.

5.9 Entry for Aboriginal and Torres Strait Islander Peoples

Consistent with the policy principles above, ACAP encourages and supports applications to study from Aboriginal and Torres Strait Islander peoples, including applications for entry via Access and Equity Pathway described above.

5.10 Conditional admission/enrolment

Course admission requirements may include a facility for the admission and enrolment of students who do not meet some but not all minimum standard admission requirements to enter the course on a conditional basis. Courses that are able to offer conditional entry should make this clear in course admission / entry information.

Responsibilities for decisions in connection with conditional offers/entry, including the authority to assign, specify and remove such requirements, will be set-out in ACAP's delegations schedules. Decisions to place any condition on a student's admission and enrolment shall be evidence based, clear, specific, time bound and made with consideration of the policy principles herein.

Individuals offered admission/entry with conditional requirements must be advised of these requirements in writing prior to the commencing studies in the course, normally by the Admission's Office, and referred to the appropriate responsible monitoring officer (normally Course Coordinator). Individuals with enrolment conditions should be prior informed of any decision to extend or remove the conditions, in part or in full.

5.11 Non-award study

Individuals 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. Individuals 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. Individuals for non-award study are subject to the approval

¹ Not all courses are offered via a TAC.

of the Responsible Academic Officer for the relevant course and the availability of class places. Enrolment conditions may be applied to enrolments for non-award study.

5.12 Internal course transfers

Internal transfers between courses may be permitted subject to the student meeting the admission requirements for the future program and subject to the approval of the Responsible Academic Officer for the relevant course. When making decisions on applications to transfer between courses, factors that should be considered include:

- Availability of places
- Admission requirements for the course
- Any regulatory requirements.

Enrolment conditions and restrictions to any College scholarship granted or offered to the individual may be applied to internal course transfers.

5.13 Cross-institutional study

Domestic students from other tertiary education institutions in Australia may apply to undertake one or more unit(s) offered in the College's award programs, which can contribute as credit to their award course with their home institution. Applicants seeking cross-institutional study are required to provide documentary evidence that their home institution has approved the concurrent enrolment and that the applicant meets ACAP'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. When making decisions on applications for cross institutional study, factors that should be considered include:

- Availability of places
- Admission requirements for the course
- Any regulatory requirements.

5.14 Study Exchange Abroad (inbound) students

ACAP 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 Office of the Director of Operations, in accordance with the College's Student Exchange (Inbound) guidelines.

5.15 Admissions application processes

- a) For students currently completing year 12, admission applications may be lodged either:
 - through a tertiary admission centre (TAC) in accordance with the procedures set out by the applicable TAC where course is offered by the TAC, or
 - direct to the College, in the form and as instructed on the 'How to Apply' web page.
- b) For non-school leavers, application for admission to a course must be lodged in the form and as instructed on the 'How to Apply' web page.
- c) Applications for admission/entry not submitted in the requested form or incomplete will normally not be assessed.

5.16 Selection, offer and acceptance

All admissions applications are assessed in accordance with the principles, requirements and procedures set-out in this document and will make one of the following selection decisions:

- Full offer/entry;
- Conditional offer/entry;
- Packaged offer/entry of qualifying course/s leading to entry into principal course;
- An offer/entry into an alternative course; or
- No offer.

Meeting minimum standard admission/entry requirements alone does not guarantee an individual admission/entry into a qualification. Where the number of applicants exceeds the number of available

places, a competitive merit based selection process is applied consistent with the policy principles above.

Individuals selected to be granted a course admission offer/entry will be advised by email to the email address provided on the individual's application form and enrolled in their selected course units.

5.17 Initial enrolment

Students may enrol to study full-time or part-time by varying the number of enrolled units for the study period. Factors that will be considered when making decisions on study loads and varying study loads include:

- Course specific requirements
- Scholarship requirements
- Maximum course duration requirements
- Regulatory requirements

5.18 Deferral of commencement of study

The maximum permitted period for deferral of commencement of study is one year for a higher education and VET courses. ACAP reserves the right to apply restrictions, conditions or resumption of enrolment requirements to such deferrals and to any College scholarship granted or offered to the individual.

When making decisions on approving deferral of commencement of study, factors that should be considered include:

- Course specific requirements
- Scholarship requirements
- Maximum duration requirements
- Regulatory requirements

Requests to extend a deferral period beyond the permitted maximum period due to exceptional circumstances may be considered on written application. Exceptional circumstances may include:

- Students endeavouring to secure financial independence towards general education and accommodation costs through eligibility for youth allowance
- Students who are Australian Defence Force Reservists where the normal maximum periods of deferral provided to students will be extended to ensure that they are not adversely affected by a period of call out regardless of the duration.
- Students from regional and remote areas
- Aboriginal and Torres Strait Islander peoples
- Students from a low socio economic background.

5.19 Refusal, withdrawal or cancellation of admission offer/entry

ACAP reserves the right to refuse an application, withdraw an offer of admission/entry and/or cancel an individual's admission or enrolment under the following conditions:

- a) when minimum standard admission/entry requirements have not been met;
- b) admission may be refused when minimum standard admission/entry requirements have been met but where the number of applicants exceeds the number of available places and a competitive merit based selection process has been applied consistent with the policy principles above;
- c) when the applicant or enrolled student has provided untrue, inaccurate or incomplete information; and/or
- d) when any legislation, regulation or education standard prohibits the individual's admission/entry.

5.20 Complaints, grievances and appeals

There is no right of appeal in connection with admissions application decisions made by the College and such decisions will not be reviewed.

However, concerns that the admissions principles and procedures have been incorrectly implemented may be investigated under the Grievances, Complaints and Appeals policy and procedures, which can be accessed at: <http://www.acap.edu.au/current-students/managing-my-course/a-z-policies/>

5.21 Admission of students who have been discontinued (excluded) from a course

Individuals who have been discontinued (excluded) from an enrolled course or any other tertiary education institute on grounds of academic or non-academic misconduct may not apply for admission into a course with the College during a period of discontinuation.

Applicants who have been discontinued from their enrolled course by 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 and to their chosen course, in the manner consistent with the Academic or Non-Academic Misconduct policy procedures.

Applicants who have been discontinued from their enrolled course with another 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 admissions, with academic advice from the Chair of Discipline responsible for the course.

5.22 Admissions arrangements for minors

Domestic students who are 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. ACAP 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 2018 (as updated from time to time). The Admission of minors is subject to the approval of the Responsible Academic Officer for the relevant course.

5.23 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.

5.24 Verifying admission applicants' credentials

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

5.25 Award of credit or RPL for prior studies

ACAP adheres to policies and procedures for the granting of credit and/or RPL as part of course admission/entry consistent with the Credit Arrangements Policy and associated schedules.

5.26 Confidentiality in admissions processes

All information provided by applicants is treated as confidential according to Navitas' Privacy Policy and privacy statements. Only authorised personnel at ACAP will have access to an individual's

application. Personal information can only be released to a third party in special circumstances, such as where the law requires it, or where the individual gives their permission.

6. Responsibilities

The **Board of Directors** has delegated responsibility to the ACAP’s Academic Board for oversight of College admission and enrolment standards, as set out in the College’s Governance Framework.

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

Chair of Disciplines are responsible for courses in their discipline remit for ensuring:

- a) the published admission/entry requirements for the course(s) are accurate, current and complete; and
- b) admission and enrolment of students into the course(s) is undertaken in accordance with policy and procedures herein and consistent with other policies including (but not limited to): Delegations Schedule - Admissions and New Enrolments, Course Review and Development Policy and Guidelines, and Credit Arrangements Policy and its associated schedules.

Executive members, other **functional leaders** and **academic** are responsible for being aware of and complying with this Policy and the associated delegations schedules, and ensuring employees within their remit are aware of this Policy and their responsibilities defined herein.

Other Navitas employees, including professional and administrative staff engaged in student recruitment, admission and enrolment services, are responsible for being aware of, and complying with this Policy and related documents.

Responsibility	Discipline Course Committee	Courses Approval Committee	Academic Board	Dean	Chair of Discipline	Research and Scholarship Committee	Executive Committee
Develop admission requirements (undergraduate and postgraduate)	R	R	A	S	C		
Review admission requirements (undergraduate and postgraduate)	R	R	A	S			
Develop admission requirements (graduate research)	R	R	A			S	
Review admission requirements (graduate research)	R	R	A			S	
Review admissions standards	R			A	S		
Minor amendments to criteria specifications				A	R		

Responsibility	Discipline Course Committee	Courses Approval Committee	Academic Board	Dean	Chair of Discipline	Research and Scholarship Committee	Executive Committee
Minor administrative amendment					A		
Develop enrolment procedures							A
Review enrolment procedures							A

R = Responsible, A = Approve, S = Supporting, C = Consulting, I = Informed.

7. Document Management Control

Date	Summary of Changes	Author
7/03/2007	Initial approval	Dean
21/11/2015	Minor amendment	Dean
25/01/2016	Minor template technical amendments	Dean
1/03/2018	Review and administrative amendment in context of recently enacted VET Student Loans Act 2016 and HESF 2015	Dean
10/07/2018	Minor amendments	Dean
12/10/2018	Change of template	VET Compliance Manager
23/10/2018	Minor amendment of 5.19 b)	Dean