

ADMISSION POLICY AND PROCEDURE

1. PREAMBLE

The College is dedicated to the provision of quality education that empowers learners and creates an environment that is safe, inclusive and promotes learning based on accurate records, exceptional student service and a robust administrative framework. The College's efforts in this regard are manifested through this Admission Policy and Procedures outlined in this document.

2. PURPOSE

The purpose of this policy and procedure is to ensure that the SydneyMet College (hereafter referred as 'College') meets the requirements regarding entry by students into the course; all rights of students regarding access to information for admission are respected. This 'policy and procedure' aims to identify minimum requirements for admission at the College and the process adopted for fair admission practices.

3. SCOPE

Prospective and current students of SydneyMet; Governing Council (GC) and Academic Board (AB); staff of SydneyMet.

4. ADMISSION REQUIREMENTS

QUALIFICATION

- 4.1 Applicants with recent secondary education (within the past 2 years) with a completed Year 12 or equivalent with ATAR 60, or equivalent overseas qualification at the required level.
- 4.2 Applicants with higher education study having completed tertiary education qualification at AQF Level 5 (Diploma) or above, or equivalent, from an Australian University or other accredited higher education provider, or equivalent overseas qualification at the required level.

- 4.3 Applicants with vocational education and training (VET) study having completed vocational education qualification at AQF Level 4 (Certificate IV) or above, or equivalent, from a registered training organisation (RTO), equivalent overseas qualification at the required level.

SPECIAL ENTRY

- 4.4 Special entry may be possible for applicants who do not meet the above requirements, but demonstrate that they have suitable work experience to be able to undertake this degree.
- 4.5 Suitable work experience for special entry means that the applicants have at least two years' full time experience in a role involving significant business management and entrepreneurial tasks and responsibilities, within the last five years. Written evidence is required in the form of a statement of service or similar document outlining the details of tasks performed by the applicant. This evidence will be assessed case by case basis as part of the assessment process.
- 4.6 Incomplete studies that are relevant for the applied course may also be considered as potentially acceptable on a case-by-case basis.
- 4.7 The applicant for special entry must also be over 18 years of age, and English Language Proficiency of IELTS 6.5 (minimum 6 in all bands) or equivalent.
- 4.8 Applicants in any category whose study, work or life experiences have been impacted by disability, illness or family disruption may also be given special consideration for admission. Each application will be considered on its merit, based on the evidence supplied by the applicant attesting to the circumstances of the applicant.
- 4.9 Applicants for special entry may need to complete written or numerical tasks to assist with assessing eligibility for admission.
- 4.10 The focus in all consideration of Special Entry applications will be on whether the applicant can demonstrate a reasonable prospect of success in their proposed studies.

CREDIT and RPL

- 4.11 Applicants with advanced standing/academic credit/recognition of prior learning (RPL) may be entitled to credit for prior learning, whether formal or informal. Formal learning can include previous study in higher education, vocational education, or adult and community education. Informal learning can include on the job learning or various kinds of work and life experience. Credit can reduce the amount of study needed to complete a degree. Applicants admitted based on prior higher education study may be eligible for Advanced Standing in the form of credit and/or recognition of prior learning (RPL) under the SydneyMet *Credit and RPL Policy and Procedure*.

ENGLISH LANGUAGE PROFICIENCY

The English proficiency requirement for international students or local applicants with international qualifications (this applies in addition to academic or special entry requirements noted above) are shown below:

- 4.12 The minimum IELTS (Academic Module) level to enter the programme is 6.5 overall with no band being less than 6.0.
- 4.13 TOEFL minimum score of 583 including TWE of 5.0.
- 4.14 TOEFL iBT minimum score of 84.0 with no individual score less than 17.
- 4.15 Pearson Test of English: PTE Academic 64 (with no scores less than 58).
- 4.16 University of Cambridge [Cambridge English: Advanced (CAE)] A score between 58 - 66 with no less than "Borderline" in any element of the test.
- 4.17 Other: Evidence of education up to Year 12 in schools where English is the only medium of instruction.
- 4.18 English language support is provided at no cost to students who want to improve English proficiency. For this, English language class will be run at the College for 2 hours a week for three months in one academic year.
- 4.19 The English Language Proficiency requirement applies to all students, including those seeking Special Entry.

OTHERS

- 4.20 Applicants must be at a minimum 18 years of age prior to course commencement, except special entry with relevant work and/or life experience that is also possible with due consideration by the College.
- 4.21 For international students, as part of VISA requirements, students must enrol full time and on campus. The course must be completed within the standard full-time duration.

5. ADMISSION PROCEDURES

- 5.1 The appropriate application form must be completed with declarations signed before an application can be processed. The forms are provided through the College website or hard copy or through agents.
- 5.2 All qualifications and supporting documentation must be certified as true copies of the original copies. Should further evidence be required, the student will be contacted by Student Services (i.e., Admission Officer) requesting documentation.

- 5.3 Applications are accepted from applicants only with complete documented evidence fulfilling the admission requirements into the course.
- 5.4 Non-English documents and qualifications must be accompanied by certified translations, stamped with a signifying sign that includes the translator's details and their registration number/s.
- 5.5 Applications received after the published closing date of the admission will not be entertained.
- 5.6 Complete applications are processed within a period of four (4) to eight (8) weeks and a decision is communicated to the applicant in regard to their potential for enrolment. All applicants will be notified in writing, of the outcome of their application.
- 5.7 The Dean has the final responsibility for all admissions in the College. However, the responsibilities can be delegated to a trained or competent employee.
- 5.8 All international applicants applying to undertake study in Australia will be pre-screened for authenticity of their reasons for study and arrival by undergoing screening by the College to satisfy its determination of the Genuine Student Criteria as defined by the Department of Home Affairs. This is referred to as "Direction No. 53" and is attached to this policy and procedure for staff reference.
- 5.9 For domestic students, enrolment details are communicated to the applicant along with any conditions or further requirements. For international students, Confirmation of Enrolment certificates (CoEs) are issued pursuant to the ESOS Act, CRICOS requirements, the National Code and the requirements of the relevant departments such as the Department of Home Affairs. Any conditions or further requirements are also communicated to the applicant in writing.
- 5.10 A file is created for the student containing all correspondence and documentation and any relevant identifiers such as enquiry number and applicant number.
- 5.11 Incomplete applications or those requiring further evidence are followed up with the applicant within a period of four (4) to eight (8) weeks and a decision is communicated to the applicant in regard to their potential for enrolment.
- 5.12 Incomplete or inaccurate or fraudulent documents will lead to withdrawal of the application or offer and cancellation of enrolment. Prior to exercising this authority, the Dean must give the applicant an opportunity to explain the reasons for inaccuracies, omissions or inconsistencies. If the Dean is satisfied with the explanation/s, the College may allow the application process to continue.

6. STAFF INTERACTION AND DOCUMENT CHECKS

- 6.1 All applications will be reviewed by the College and all evidentiary documents will be cited prior to an offer of admission made to the intending student.

- 6.2 Students may receive recognition of their prior study and/or work experience (refer to the Recognition of Prior Learning [RPL] Policy and Procedure) upon assessment of these and in accordance with the RPL Policy and Procedure.
- 6.3 A Letter of Offer must be on College Letterhead and authorised by and signed by the Principal Executive Officer (PEO) or their authorised officer. If there are special conditions attached to the Offer, these will be stated on the Letter of Offer.
- 6.4 An intending student who has accepted an Offer of admission to the College but has failed to complete the enrolment process stated in the Letter of Offer by the due date specified therein, the student will attain a “Failure to Enrol” status.
- 6.5 An intending student may request a review of the admission decision using the College Appeals and Complaints Policy and Procedure.
- 6.6 Applications that are not accompanied by certified documents (e.g. not certified photocopy documents) will have a special condition inserted in the Letter of Offer indicating that acceptance and the issuance of a Confirmation of Enrolment (CoE) can only take place once the required certified documents are received by the College and are in good order.
- 6.7 Clear and legible copies of documents are required for the application to be assessed. The Admission Officer at the College will check the completeness of documents and assess the equivalency and authenticity of the qualifications provided.
- 6.8 In the event that work, and life experiences are provided as a foundation for experience and, hence, acceptance into the course, the work and life experience must be deemed as relevant and timely (in the last 5 years) by the College. A letter of statement of service by the employer should be provided on company letterhead along with the full contact details of the company.
- 6.9 If the student applying for admission is an overseas student already studying in Australia, Student Services will check that the applicant has completed at least the required duration of studies by the Australian Immigration of their primary course of study before processing the application.
- 6.10 If the student has not yet completed the required duration of study, Student Services will check if one (1) of the following is correct before processing the application:
 - 6.1.1 The student has a valid release letter from the original institution.
 - 6.1.2 The student’s course from the original institution is no longer registered or is discontinued.
- 6.11 Assessing an international student’s qualifications will be via the Australian Government AEI Country Education Profiles (CEP) online at www.aie.gov.au.
- 6.12 Payment methods of fees include bank transfer to the College’s nominated bank account. Other payment methods may be agreed to by the College.

7. CHANGES IN ENTRY REQUIREMENTS APPROVED BY THE ACADEMIC BOARD

The Academic Board may from time to time alter or enhance the entry requirements into one or more of the courses offered by the College. Any changes to the entry requirements will be published by the College along with a start date for the use of the new requirements.

8. A FRAMEWORK FOR ETHICAL, FAIR AND TRANSPARENT ADMISSION

The enrolment process for students will be ethical, fair, transparent, clear and free from misleading information. The Admission Officer and other employees at the College play an important role in providing clear and meaningful information to students during enrolment and will be familiar with the enrolment process and its requirements to be able to assist students in their enrolment. The purpose of this framework is to ensure staff dealing with international and domestic students the enrolment process applied equally to all students; the process being employed correctly, transparently, fairly, consistently and with convenience to students.

9. PROCEDURES FOR ETHICAL, FAIR AND TRANSPARENT ADMISSION

- 9.1 The National Code requires the College to enter into a written agreement with the student, signed or otherwise accepted by the student or the student's parent or guardian.
- 9.2 The student must be provided with a copy of the written agreement. This is available on the College IT drive.
- 9.3 The agreement must clearly state the course or courses in which the student is to be enrolled.
- 9.4 The staff member must check that the student understands the itemised list of course fee payable to the College as shown in the written agreement. The staff member must also check that the student understands the College Refund Policy.
- 9.5 The College's Privacy Policy must be clarified with the student particularly in regard to personal information that may be shared between the College and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme. The staff member should clarify and point out the section of the agreement that covers the fact this information may include personal contact details, course enrolment details and changes, and the circumstances of any suspected breach of the student visa conditions.
- 9.6 The student must advise the College of any change in their address and other contact details while enrolled in the course.
- 9.7 The staff member should clarify to the student and point out where in the written agreement the following items are detailed:
 - Certain amounts that may or may not be repaid to the student
 - Processes for claiming a refund

- A simple and plain English explanation of what happens in the event of a course not being delivered
 - A statement “This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws” must be clearly pointed out and explained to the students.
- 9.8 The admission requirements for the course detailed in the admission documents, the College website, course structure documents, student handbook, brochures, and other documents, are understood and satisfied by the applicants. The location of the College is communicated and all details about the College and Course are explained in plain and easily understandable English language.
- 9.9 The course entry requirements comprise the minimum academic requirement of equivalent experience for admission to the course.
- 9.10 The staff member undertaking enrolment enquiries and enrolments must ensure that entry requirements and course selection criteria are readily available, accessible and legible. They are designed to enable measurement of an applicant’s potential to attempt and succeed in the course.
- 9.11 The College may amend course entry requirements based on industry changes, course changes and other factors and if approved by the Academic Board. Any changes will be communicated to all students well in advance.
- 9.12 The information related to the required documents needed for application process must be provided to the applicants, including:
- Evidence of completion of school or prior studies
 - Evidence of English language proficiency
 - Evidence of financial capacity
 - Appropriate applicant declarations
 - Identification forms such as passport
 - Address and contact details
 - Proof of age
 - Other documentation pertinent to the application as requested by the College
- 9.13 The staff member is to ensure the student understands the course structure, the course learning outcomes, teaching and assessment practice, College expectations and possible career path. The College will provide the applicant sufficient time to consider and ask questions and dedicated Student Services Officer will respond to the question in timely manner.
- 9.14 The next step in the process is the completion of forms and the admissions process.

10. APPEALS AND REVIEWS

Unsuccessful applicants who consider that the College has failed to properly assess their application may seek review of the College’s decision by completing an Admission Decision

Appeal Form and submitting it to Enrolment and Service Officer in hard or soft copy. A decision will be made by the Academic Board or its delegated committee or staff member within four (4) weeks of the appeal being received. The decision of the Academic Board will be final in the case of a negative appeal outcome. This form must be completed and sent to Enrolment and Service Officer no later than two (2) weeks after the decision is sent to the applicant informing them of their non-acceptance into the course.

Eligibility for admission does not guarantee offer of a place.