

# Admissions Policy



<b>Date first approved:</b>	28 May 2018
<b>Date of effect:</b>	28 May 2018
<b>Date last amended:</b>	28 May 2018
<b>Date of next review:</b>	28 May 2021
<b>Approved by</b>	Stanley College Academic Board
<b>Authorised Officer</b>	Registrar
<b>Supporting documents, procedures and forms of this policy</b>	<p>Aboriginal and Torres Strait Islander People (ATSI) Education Policy and Procedure</p> <p>Application for Enrolment Form (Higher Education) – Domestic Students</p> <p>Application for Enrolment Form (Higher Education) – International Students</p> <p>Course Admission Information Set</p> <p>Credit and RPL Policy and Procedure</p> <p>Diversity and Equity Policy and Procedure</p> <p>English Language Proficiency Policy and Procedure</p> <p>Learning and Teaching Plan</p> <p>Letter of Offer and Student Agreement</p> <p>Refund Policy and Procedure</p> <p>Student Fees Policy and Procedure</p> <p>Student Grievance and Complaint Policy and Procedure</p> <p>Student Prospectus</p> <p>Student Services Plan</p> <p>Whole-of-Institution Admission Information Set</p>
<b>Related Legislation and Codes of Practice</b>	<p><a href="#">Admissions Transparency Implementation Plan, June 2017</a></p> <p><a href="#">Education Services for Overseas Students (ESOS) Act 2000</a></p> <p><a href="#">Higher Education Standards Framework 2015, Part A: Standard 1.1 (Admission), 1.2 (Credit and Recognition of Prior Learning), 2.2 (Diversity and Equity) and 7.2 (Information for Prospective and Current Students)</a></p>

	<a href="#">Higher Education Support Legislation Amendment Bill 2017</a> <a href="#">National Code 2018, Standard 2 and 3</a> <a href="#">Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</a>
<b>Audience</b>	Public

### 1. PURPOSE

1.1 This policy outlines the framework applied to admission processes for higher education courses at Stanley College.

### 2. SCOPE

2.1 This policy applies to all students seeking to apply for higher education courses at Stanley College.

### 3. DEFINITIONS

<b>Australian Qualifications Framework (AQF)</b>	The AQF is the national policy for regulated qualifications in Australian education and training in Australia. It comprises different qualification levels.
<b>AQF Level 7</b>	AQF level ascribed to regulated Bachelor degree courses.
<b>Australian Tertiary Admission Rank (ATAR)</b>	A ranking from 30 (lowest) to 99.95 (highest) agreed by COAG as a nationally equivalent measure of a person's relative academic ranking within their peer cohort in the year they graduated from senior secondary school. The ATAR is derived from the scaled scores achieved for senior secondary school subjects. The specific calculation used is different in each state and territory but the result is designed to be nationally equivalent.
<b>Domestic Student</b>	Under the <a href="#">Higher Education Support Legislation Amendment Bill 2017</a> , only Australian citizens, permanent humanitarian visa holders, and certain New Zealand (NZ) Special Category visa holders are treated as domestic students for the purposes of receiving a Commonwealth Grant Scheme (CGS) subsidy and Higher Education Loan Program (HELP) loans. From 1 January 2018, subsidies for most Australian permanent residents and NZ citizens enrolling in a Commonwealth Supported Place will be withdrawn, making them full fee-paying students.
<b>Education Services for Overseas Students (ESOS) Act</b>	The <a href="#">Education Services for Overseas Students Act 2000</a> of the Commonwealth of Australia.
<b>International English Language Testing System (IELTS)</b>	International English Language Testing System is an international standardised test of English language proficiency. It is jointly managed by the University of Cambridge ESOL Examinations, the

	British Council and IDP Education Pty Ltd.
<b>International Baccalaureate (IB)</b>	An international educational foundation founded in 1968 and headquartered in Geneva, Switzerland. The IB Diploma program is a senior secondary education curriculum and assessment framework offered by some schools as an alternative to the Australian National Curriculum and overseen by state and territory curriculum and assessment authorities. Australian tertiary admission centres convert IB scores to a notional ATAR, enabling IB students to be ranked for tertiary entrance alongside their peers.
<b>International Student</b>	A student studying in Australia on a student visa.
<b>Overseas Qualifications Unit (OQU)</b>	The OQU is based within the Department of Training and Workforce Development within the WA Government and assesses eligible qualifications gained overseas to determine their comparability with Australian standards. The OQU can assess post-secondary qualifications including: <ul style="list-style-type: none"> <li>• Formal technical and vocational qualifications (Certificate IV and above); and</li> </ul> Formal higher education qualifications (Bachelor degree and above).

#### 4. POLICY PROVISIONS

##### Principles

4.1 Stanley College's admission process is applied fairly and consistently to all applicants.

4.2 The College's admission standards:

- a. Are appropriate for the AQF level of the program and required learning outcomes;
- b. Ensure that students have adequate prior knowledge and skills – including English language proficiency – to undertake the course successfully; and
- c. Have been approved by the Academic Board.

4.3 Stanley College ensures the fair and equitable treatment of all applicants and seeks to increase admission numbers from underrepresented cohorts, including:

- a. International students;
- b. Aboriginal and Torres Strait Islander peoples;
- c. Students from lower socioeconomic backgrounds;
- d. Students with a disability;
- e. Students from remote, rural or isolated areas;
- f. First-in-family learners;
- g. Students from non-English speaking backgrounds (including domestic students); and
- h. Students with significant family responsibilities and/or financial difficulties.

4.4 Stanley College offers Alternate Admission for applicants unable to provide evidence of academic or English capability, as described in sections 4.21 – 4.24. This option is designed to help people

from underrepresented demographics to enter higher education or anyone who has experienced disadvantages and cannot fulfil the merit-based prerequisites of general admission. Refer to Appendix 2 of the *Admissions Procedure* for details of the Alternate Admission assessment.

4.5 Eligible students are admitted irrespective of gender, race, nationality, marital status, faith or disability.

#### **Basis of Admission**

4.6 Requirements for admission are based on standards applicable to a course at AQF level 7 of the Australian Qualifications Framework (AQF) and include a level of acceptable English proficiency. These requirements are published in the student prospectus, admission information sets, and all marketing materials, as well as on the Stanley College website.

4.7 All students must be at least 18 years of age at the time that they commence their course.

4.8 Details of required scores, grades or accomplishments in an applicant's academic background are indicated in the sections below.

#### ***Applicants with higher education study***

##### **Equivalent offer from an Australian or overseas University**

###### *Australian tertiary studies*

4.9 Satisfactory completion of at least six months consecutive study at any Australian university or non-University Higher Education Provider (NUHEP).

###### *Overseas tertiary studies*

4.10 Satisfactory completion of at least six months consecutive study in a program deemed equivalent to an Australian Qualifications Framework (AQF) level qualification of at least level 5 as assessed by the Overseas Qualifications Unit (OQU).

##### **Completed Foundation Studies**

4.11 Successful completion of a Foundation Studies program offered by a registered TAFE, University, or private provider that is accredited as a TAFE Certificate IV provider or accredited as compliant with the *National Standards for Foundation Programs*.

#### ***Applicants with vocational education and training (VET) study***

4.12 Successful completion of a VET award at Certificate IV or higher at an Australian Registered Training Organisation (or equivalent) will normally be considered to meet the entry requirements into the undergraduate degree courses at Stanley College. The Bachelor of Business may have specific entry requirements.

4.13 Applicants who have undertaken VET study may gain entry into Stanley College via RPL with the completion of a Diploma of Business, Advanced Diploma of Business, Diploma of Leadership and Management, and Advanced Diploma of Leadership and Management.

#### ***Applicants with recent secondary education (within the past two years)***

##### **Australian Year 12 (Western Australia)**

4.14 Successful completion of the Western Australian Certificate of Education (WACE), with a minimum Australian Tertiary Admission Rank (ATAR) of 65.

## **Interstate Year 12**

4.15 Successful completion of an Australian Senior Certificate of Education deemed equivalent to the WACE, with a minimum ATAR of 65.

## **International Baccalaureate (IB)**

4.16 Successful completion of the International Baccalaureate (IB), including English.

## *Applicants with work and life experience*

### **Alternate Entry Admission**

4.17 The alternative entry option is for applicants who are unable to meet the requirements for admission detailed above and allows candidates from underrepresented groups or those who have experienced educational disadvantage to seek entry into Stanley College's higher education courses.

4.18 Applications for Alternate Entry should be used by applicants who:

- a. Do not have school, TAFE or University results recent enough (within the past two years) to be considered for general admissions entry;
- b. Have qualifications or certificates with ungraded assessments and no other means to satisfy general admissions entry requirements;
- c. Have not received a Higher School Certificate (HSC) or equivalent;
- d. Do not meet the general entry requirements but have completed non-award tertiary studies; or
- e. Are students with work and life experience who cannot enter via general Admissions

4.19 Admission by the Alternate Entry requires applicants to sit for the Special Tertiary Admissions Test (STAT) and achieve the following scores:

- a. A minimum score of 135 for the STAT Multiple Choice component and a minimum score of 140 for the STAT Written English component; and
- b. Ensure that their STAT results are available to Stanley College at least 3 weeks prior to the commencement of the academic semester in the desired intake period.

4.20 All details of Alternate Entry and STAT details are included on the Stanley College Admissions web page.

### **Finished secondary education more than 2 years ago**

4.21 Students with work and life experience may be admitted to a course without meeting the formal academic requirements if they have relevant work experience and/or other acceptable qualifications.

### **Bridging and enabling course entry**

4.22 Applicants with insufficient preparation to commence a higher education course at Stanley College will be provided with information on other institutions that offer bridging courses or foundation studies. They will be encouraged to re-apply upon successful completion of a qualification that satisfies the College's entry requirements.

## *Special Consideration for Admission*

### **Aboriginal and Torres Strait Islander peoples**

4.23 Aboriginal and/or Torres Strait Islander students are encouraged to apply for entry to any undergraduate level course through general admissions or, if appropriate, by the Alternate Entry Admission process. Refer to *Aboriginal and Torres Strait Islander People Education Policy and Procedure* for more details.

### **Domestic applicants with overseas qualifications**

4.24 Australian citizens and permanent residents who have successfully completed overseas qualifications will be assessed by the OQU.

### **English Language Proficiency Requirements**

4.25 To gain entry into a higher education course at Stanley College, all applicants must satisfy the College's English Language proficiency requirements, as specified in the English Language Proficiency Policy and Procedure and Admissions Information Sets.

### **Processing of Admission Applications**

4.26 All Admission applications are processed by Stanley College's Student Services Office. Refer to Appendix 1 of the *Admissions Procedure* for further details of the application process.

### **Admission Outcomes**

4.27 All applicants will receive a formal notification of the admission outcome from Stanley College's Student Services Office, as follows:

- a. A full offer;
- b. A conditional offer; or
- c. An unsuccessful letter.

### **Offers**

4.28 Students wishing to accept an offer will do so in accordance with the College's *Admissions Procedure* within the timeframe provided on the formal notification of admission.

4.29 Conditional Offers are issued with specific conditions authorised by the Registrar's Office.

4.30 Stanley College may vary or cancel any decision where it is determined that the applicant has not met the admission requirements. Stanley College may vary or cancel any decision made on the basis of incorrect, incomplete or fraudulent information provided by the applicant or by referees in support of an application.

### **Review of Decisions and Appeals**

4.31 Applicants may seek a review of a selection decision if they are dissatisfied with the admissions outcome. Refer to the *Student Grievance and Complaint Policy and Procedure*.

4.32 This policy and associated complaints and appeals procedures do not remove the rights of the student to take action under Australia's consumer protection laws (including the *ESOS Act*) or to pursue other legal remedies.