Admissions Policy

Policy Owner	Academic Director + Director of Marketing and Admissions
Contact Officer:	Admissions Manager
Policy Number:	QMKPO003
Approved by:	Senior Management Group (22/05/17); Learning and Teaching Committee (23/11/2017); Academic Council (15/12/17)
Last Reviewed:	15 December 2017
Related Policies:	Assessment Guidelines – Disability and Equity Enrolment Policy Enrolment Terms of Offer (International Students) Enrolment Terms of Offer (Local Students) Recognition of Prior Learning (RPL) Policy Refunds Policy Transfer of Provider Policy Underage Student (Minors) Policy
Related Forms:	Bring Your Own Device (BYOD) Requirements Checklist Entry Portfolio Application Form Recognition of Prior Learning (RPL) Application Form

1. Overview

1.1. The purpose of this policy is to guide decision making and admissions processing to ensure consistency and fairness in the assessment of applications.

1.2. This policy has been developed in line with requirements set out in the:
- Education Services for Overseas (ESOS) Act 2000 and the National Code
- National quality assurance frameworks including:
  o Australian Qualifications Framework (AQF)
  o TEQSA's Higher Education Standards Framework (Threshold Standards)
- ECU-Navitas-ECC IP Licence and Services Agreement

2. Organisational Scope

2.1. This policy applies to all applications for admission to a course of study at ECC and its partner providers.

3. Definitions

3.1. **ATSI:** Refers to Aboriginal and Torres Strait Islander people.

3.2. **BYOD:** Bring Your Own Device**.**

3.3. **CoE:** Confirmation of Enrolment is a document registered within the DIBP PRISMS database to confirm a student's acceptance into a particular course for a specified duration.

3.4. **Commencement**: The published date of commencement of tuition at ECC.

3.5. **Course:** A formal program of education and/or training made up of study components known as units or modules.

3.6. **Deferment/Deferral**: To delay commencement or continuation of course studies normally for a period of one Study Period.

3.7. **DIBP**: Department of Immigration and Border Protection

3.8. **GTE:** Genuine Temporary Entrant as defined by Australian's immigration authorities

3.9. **English Test:** An approved test of English language as listed in the relevant course entry requirements specified in the ECC brochure, website and/or Admissions Manual support documents. Approved tests may include the IELTS test, PTE (Pearson Test of English), Pearson Versant English Placement Test, TOEFL or approved equivalents.

3.10. **NARIC**: National Academic Recognition Information Centre – the European Union database which assesses and recognises foreign qualifications

3.11. **National Code:** A set of nationally consistent standards that governs the protection of overseas students and delivery of courses to those students by providers registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

3.12. **NOOSR**: the Australian National Office of Overseas Skills Recognition database which assesses the educational level of an overseas qualification.

3.13. **Portfolio Entry:** refers to the process of assessing disadvantaged applicants on the basis of their personal statement (explaining why they want to enrol in the course), resume (outlining work experience and volunteer positions), formal/informal training, referee statements and an interview.

3.14. **Provider:** Any registered Higher Education Provider (HEP) or Registered Training Organisation (RTO) within Australia

3.15. **Study Period:** For the purposes of this policy, Study Period can refer to a Trimester, Semester or ELICOS Study Block.

3.16. **Tuition Fees:** Fees charged for undertaking units of study in a trimester, payable upfront

4. Policy Principles

4.1. Admission to any ECC course is offered to applicants who demonstrate that they meet the admissions requirements criteria for the course as stated in the ECC Brochure, ECC Admissions Manual and/or the ECC website at: https://www.edithcowancollege.edu.au/admissions-requirements.

4.2. ECC complies with the Admissions Transparency requirements as specified by TEQSA and the Department of Education and Training at: https://www.edithcowancollege.edu.au/admissions-transparency

4.3. ECC reserves the right to reject applications that do not satisfy Navitas pre-screening processes.

4.4. ECC policies and procedures support participation by Aboriginal and Torres Strait Islander (ATSI) people and are sensitive to ATSI knowledge and culture.

5. Policy Content

5.1. An application for a place in an ECC course must be submitted in writing via a hardcopy or online ECC application form and must provide all information requested on the application.

5.2. Admission to any ECC course is offered to applicants who demonstrate that they meet the admissions requirements criteria for the course and any other GTE requirements.

5.3. Admission to any ECC course can also be offered to applicants who may not meet the entry criteria but, because of their age and/or prior experience, can demonstrate a high probability of success in the chosen course. This decision is made by the Academic Director in consultation with the Director of Marketing and Admissions.

5.4. ECC may recognise alternative forms of entry qualifications which are targeted at improving access for ATSI students or others who may be experiencing disadvantage in accessing and participating in education. To that end, a Portfolio Entry process may be applied.

5.5. ECC reserves the right to reject an application for admission on the grounds that:
   - such a decision is considered to be in the best interests of the applicant; or
   - the applicant has previously been excluded from ECC or another college for breach of visa conditions or provider rules, or
   - the applicant has failed to satisfy requirements of the pre-visa screening processes

5.6. The Letter of Offer package sent to applicants includes the ECC Enrolment Terms of Offer and the Acceptance of Offer Sections.

5.7. Applicants in receipt of an ECC Letter of Offer must read the Enrolment Terms of Offer, sign the Acceptance of Offer Sections, meet any conditions and pay fees as indicated on the Offer before a Confirmation of Enrolment (CoE) is issued. Where the applicant is sponsored by an approved sponsor, a financial guarantee is acceptable in lieu of fees being paid. ECC will invoice sponsors for each Study Period once an enrolled student's timetable is confirmed.

5.8. Applications will be assessed against the minimum entry requirements as maintained by the ECC Admissions office and published in the annual brochure or website.

5.9. ECC admissions requirements will be set by ECC. Where the course articulates with an Edith Cowan University (ECU) course, admission requirements will be benchmarked against, and set in collaboration with ECU.

5.10. Applicants to ECU, who are unsuccessful in being offered a place via direct entry, may be referred to ECC for pathway entry. The Letter of Offer Package must clearly indicate that the student is receiving an offer for a different course and with a different provider.

5.11. Where the applicant does not meet the entry requirements for the ECC course they have applied for, ECC reserves the right to offer another course appropriate to the applicant's academic credentials and/or English competency.

5.12. Where an application has been received from a country where there the academic entry requirements have not been established, it must be assessed by the Director of Marketing and Admissions (or nominee) in consultation with the Academic Director and the minimum entry requirements will be updated for that country in accordance with NOOSR and/or NARIC .

5.13. Where an applicant is required to undertake an English Test, the test must be one that is approved for admission into the respective course application and administered by either ECC staff or by an approved Agent. The English Test must be conducted according to the rules for test administration.
   - Where it is deemed that a test has not been conducted according to test administration rules, it will be declared invalid and a new, correctly-administered test will be requested.
   - Where there is evidence to suggest that the test was conducted in a manner that raises the possibility of fraud, the test result will be deemed to be null and void and the applicant will not be permitted to sit another test.

5.14. Applicants must provide certified copies of their academic transcripts. Agents are authorised to certify documents for this purpose.

5.15. Applicants who have accepted an Offer and paid the course fees may defer their commencement date until a later Study Period.   Where a deferral is approved, any fees paid in advance will be credited to the agreed next Study Period. In the event of non-commencement, the fees paid in advance will be refunded or forfeited in line with the notice period described in the Refunds Policy.

5.16. Applicants with disabilities must indicate on their application their disability status. Such applicants will be asked to provide further details of their disability in order for ECC to assess their special study requirements. No policy or practice of ECC shall discriminate against persons with disabilities except where, in the opinion of the College Director/Principal, the provision of additional goods, services or facilities would go beyond "reasonable adjustment" and impose an unjustifiable hardship on the College.   Refer to *Assessment Guidelines – Disability and Equity* at: www.edithcowancollege.edu.au/policies

5.17. Applicants who are sponsored must provide a written statement (Financial Guarantee) from their sponsor outlining those fees and other expenses that will be covered by the sponsor. The written statement must clarify payment arrangements and liability where units may have to be repeated. A CoE will be provided only when ECC has received a written financial guarantee from the sponsor. ECC reserves the right to determine acceptability of a sponsor.

5.18. Staff will advise students that student visas are aimed at achieving an educational outcome, and students should choose a course of study based on their own interest and the quality of the course. Students **should not** make educational choices solely on the basis of hoping to achieve a particular migration outcome, as the skilled migration program will continue to change and adapt to Australia's economic needs.

5.19. Students who provide false information as part of their application may have their offer or enrolment cancelled without notice.

5.20. ECC will assess all applications which are accompanied by a request for Recognition of Prior Learning (RPL). Originals or certified copies of academic transcripts, unit outlines and supporting documentation will be required prior to processing. Confirmation of exemptions will accompany the Letter of Offer Package. Refer to ECC's Recognition of Prior Learning (RPL) Policy for further information.

5.21. With respect to offshore delivery at ACBT, students may enter the Advanced Diploma, on successful completion of:
   - the ECC Diploma or a comparable qualification
   - a combination of units granted for exemption by ECC and units completed at ACBT where the ECC award is unable to be granted as the student has completed fewer than four (4) Diploma units directly with ACBT

5.22. Admission of underage students must be conducted in line with the Underage Students (Minors) Policy.

5.23. Where an application is received from a former ECC student, Admissions staff will refer to the student's file and consult the Academic Director and Finance Department for approval, prior to issuing an Offer.

5.24. Admission of a student transferring from another provider will be processed as normal unless the student has been with their current provider for less than six months. In such instances the student must obtain a letter of release from their current provider.

5.25. In order to facilitate greater classroom engagement and self-directed learning, students will be required to provide their own laptop or tablet (BYOD) for both classroom use and private study. A copy of the latest BYOD Requirements Checklist can be found at:
https://www.edithcowancollege.edu.au/documents-and-forms

6. Administrative Procedures

6.1. This policy available to the public on the Policies and Procedures page of the ECC website at:
http://www.edithcowancollege.edu.au/policies

6.2. This policy will be included in the Admissions Manual and communicated to new staff at induction.

6.3. Any changes to this policy and related procedures will be communicated to staff via email.