



Student Admissions Policy

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| Alignment | |
| AQTF 2010 | |
| Conditions | |
| Standards NVR Registered Training Organisations 2011 | |
| Standard | |

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| Purpose: | To make admission accessible to students who wish to enter into a course of study. The Academy is committed to ensuring its admissions policies and procedures are fair, transparent and ethical. |
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| Document Control | | | |
| Version | Approval Date | Authorised by | Change Description |
| 1.0 | 08/12/2015 | CEO | Developed to meet Standards for RTO 2015 |
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Policy statement

The Academy will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

The selection and admission of students shall be governed by the following overarching principles:

- Fairness
- Consistency
- Transparency
- Timeliness
- Merit

Definitions

Admissions

Admissions means the process of applying for, being made an offer, accepting the offer of admission and being admitted to a course of study at the Academy. This process is triggered by a candidate by submitting to the Academy a completed *Enrolment Form* – this can be made in person, by post or online.

Applicant

Applicant means a candidate who has applied to the Academy or its agent for admission to a course of study at the Academy.

Recognition of Prior Learning

Recognition of prior learning (RPL) means credit towards a course in recognition of prior learning in another award course at the Academy or at another institution or relevant life experience.

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General Principles of Admission Requirements

Normal admission to the Academy is based on a combined range of factors, including merit, academic performance, and a student interview. The Academy recognises that some applicants are not able to demonstrate their full potential for success at tertiary level study through the normal qualifying examinations. The Academy, therefore, provides alternative means for such applicants to enter courses.

The Academy shall take into account the educational disadvantage experienced by a particular applicant when determining selection and admission.

English Proficiency Requirements

Students who identify with English as a Second Language (ESL) or who demonstrate difficulty with the English language during their course admission process or studies should contact their Student Adviser to inform them of their difficulties.

The Student Adviser can advise the student of any programs to assist the student with English difficulties to equally participate in Academy life and course requirements.

VET applicants who identify with ESL must have an academic IELTS score of 5.5. These levels have been set to ensure the student will have the ability to successfully engage in their studies and in the chosen vocation at completion of their studies. English test results must be no more than two (2) years old.

The Academy reserves the right to determine IELTS scores required for specific courses based on professional body and/or professional association requirements and/or as per industry recommendations. At the discretion of the Academy, prospective students who demonstrate difficulty with English language during their course admission process may be required to undertake an assessment of English language at their own cost and achieve a result at least equivalent to:

Certificate II and Certificate III

- IELTS 5.0
- Cambridge English: First (FCE 154-161)
- Pearson (PTE) Academic Score of 40 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 500
- Internet based (iBT) TOEFL score of 61

Certificate IV and Diploma

- IELTS 5.5 (overall score)
- Cambridge English: First (FCE 169-175)
- Pearson (PTE) Academic Score of 52 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 537
- Internet based (iBT) TOEFL score of 79.

General Admissions Criteria for Vocational Education and Training Programmes

Certificate IV and Diploma

Applicants are required to have successfully completed Year 10 High School or possess equivalent study or life skills.

All applicants must be over 18 years of age before beginning training.

Provisional Admissions Criteria

An applicant seeking admission who is unable to demonstrate that he or she satisfactorily meets the General Admission Criteria will be considered by the Academy for Provisional Admission.

The CEO or Academic Manager has the authority to admit an applicant under the terms of "Provisional Admission Criteria".

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Application for Provisional Admission

An applicant should be aware that if he or she is being considered for Provisional Admission that he or she may be requested to:

- Provide evidence that will demonstrate to the Academic Manager's satisfaction that he or she has a reasonable likelihood of success in their studies with the Academy and
- Attend an interview with the CEO or Academic Manager.

Conditions attached to Provisional Admissions

An applicant should be aware that conditions, as determined by the CEO or Academic Manager, will be attached to a Provisional Admission such as:

- He or she may be required to undertake a reduced or part-time rather than a full-time load. A regular full-time load is 5 -6 units of study per term;
- He or she must attain the minimum pass grade in all units of study undertaken in the first 2 terms of enrolment in the course; and/or
- He or she must satisfactorily complete all English literacy requirements as described in English Proficiency Requirements.

An applicant shall be advised of any conditions that apply to his or her provisional admission at the time of offer of admission in a course on a provisional basis.

An applicant who has been admitted to a course on a provisional basis will have his or her academic progress reviewed at the end of each term of enrolment and his or her provisional admission status reviewed at the end of the advised provisional admission period.

Conditions of Enrolment

All enrolled students at AAOWT are obliged to adhere to the Student Code of Conduct. This is available for public viewing on our website under Policies and Procedures.

All newly enrolled students are required to familiarize themselves with the relevant policies and procedures affecting them. These will be available online. It is a condition of enrolment in the Academy that all students read, understand and agree to abide by all policies and procedures.