POLICY: STUDENT RECRUITMENT, SELECTION AND ADMISSION

POLICY NUMBER:	ADM018	VERSION:	6.1
DATE ADOPTED:	30 August 2011	DATE LAST REVIEWED:	26 January 2018
DATE OF NEXT REVIEW:	26 January 2019	REVIEW FREQUENCY:	One year
AUTHORISED BY:	Chief Executive Officer	REVIEWED BY:	Academic Director
RESPONSIBLE FOR REVIEW:	Director International, Academic Director		
REVIEW PROCESS:	Director International, Academic Director		
DOCUMENT MANAGEMENT:	U:/Policies and Procedures		
COMMUNICATION	All relevant staff will be automatically notified by email when the reviewed policy has been authorised		

Policy context: This policy relates to:

HIGHER EDUCATION STANDARDS FRAMEWORK 2015	1.1, 1.2, 5.3, 7.2,
ESOS	National Code: 2.1, 2.2
STANDARDS FOR RTOs 2015	5.1, 5.2
LEGISLATION OR OTHER REQUIREMENTS	Tertiary Education Quality and Standards Agency Act 2011 The Education Services for Overseas Students (ESOS) Act 2000 National Vocational Education and Training Regulator Act 2011
OTHER POLICIES	Enrolment Policy Terms of Offer Refund Policy Access and Equity Policy
FORMS AND OTHER DOCUMENTS	International Student Application Form IIBT International Student Prospectus Letter of Offer

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	Acceptance of Offer Form Confirmation of Enrolment (CoE)
KEY WORDS (META DATA)	IIBT Student Recruitment, Selection and Admission Policy ,student admissions, student recruitment/selection
DEFINITIONS	**CoE**: Confirmation of Enrolment (CoE) is a document registered with Department of Immigration & Border Protection (DIBP) to confirm an International student's acceptance into a particular course for a specified duration. **Commencement**: The published date of commencement of tuition at IIBT. **Course**: A formal program of education and/or training made up of study components known as units or modules. **Deferment**: To delay commencement or continuation of course studies normally for a period of one trimester. **Provider**: Any Registered Training Organisation (RTO) or Higher Education or ELICOS Provider within Australia.
EVIDENCE	Application Form, Enrolment form, Letter of Offer

Policy Information:	
POLICY	IIBT is committed to the application of consistency, fairness and rigour in the assessment of applications so that applicants meet the entry requirements deemed necessary to be successful in their courses. IIBT adheres to access and equity principles in its student recruitment and selection procedures so that students are not disadvantaged in any way by ethnic, cultural or socio-economic background and are selected on the grounds of merit only. IIBT's merit-based selection process is open and transparent and entry criteria are made available in published form in the IIBT prospectus and on the website.
SCOPE	This policy applies to all applications for admission to IIBT.
PROCEDURES	• An application for a place in an IIBT course must be completed by the prospective student in writing in hardcopy or online format via the IIBT application form or online application portal. Prospective students must provide all information requested on the application. • Minimum Entry requirements are clearly communicated to applicants via the IIBT prospectus, which is published annually, as well as the IIBT website • Admission to any IIBT course is offered to applicants who demonstrate

that they meet the published Academic and English language admissions requirements for the course

- Admission to any IIBT course can also be offered to applicants who may not meet the entry criteria but, because of their age or prior experience or qualification, have the opportunity to achieve success in the chosen course.
- IIBT 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 IIBT or another college for breach of visa conditions or provider rules
- All offers made to applicants will be accompanied by the IIBT Enrolment Terms of Offer, the Acceptance of Offer form, and the Refund Policy and Schedule
- International Student Applicants in receipt of an IIBT Offer must sign the Acceptance of Offer form, meet any conditions and pay fees as indicated on the Offer before a Confirmation of Enrolment (CoE) is issued.
- Where an application has been received from a country where the academic entry requirements have not been established, it must be assessed by the Director International in consultation with the relevant academic manager and the Minimum Entry Requirements should be updated accordingly.
- Applicants must provide certified copies of their academic transcripts. Agents/representatives of IIBT are authorised to certify documents for this purpose.
- Academic records of an applicant who requests Course Credit or Recognition of Prior Learning (RPL) must be forwarded to IIBT for assessment. Original or certified copies of supporting documentation will be sought by IIBT. Confirmation of exemptions granted by IIBT will accompany the Offer Letter
- Applicants with qualification documents in a language other than English may be requested to provide their original qualification plus an English translation from an official and accredited translator
- International student applicants who have accepted an offer and paid the course fees may, due to a delay in the granting of the student visa or for compassionate or compelling circumstances, defer their commencement date until a later date. A new letter of offer will be issued and any CoEs issued will be updated.
- Domestic students may also apply for deferment on compelling or compassionate grounds
- Applicants with disabilities should indicate on their application their disability status. Such students will be asked to provide further details of their disability to allow IIBT to assess their special study requirements. This is to ensure that the college can provide the reasonable adjustment required to enable the student to participate in the learning and teaching environment without disadvantage
- International student applicants who are sponsored must provide a

written statement 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 IIBT has received a written financial guarantee from the sponsor. IIBT reserves the right to determine acceptability of a sponsor.

- Students who provide false information or incomplete information during the application process may have their offer cancelled without notice.
- An application received from a former IIBT student will be assessed in conjunction with the known history of the student's attendance and academic performance as evidenced in student records. IIBT reserves the right to refuse entry to a student whose history suggests that he or she will not be able to follow the college's progression rules.
- Admission of an International student transferring from another provider will be processed as normal, unless there are reasonable grounds to suspect that a student has been with a provider for less than six months. Where reasonable grounds exist, a letter of release must be requested via a condition on the letter of offer.

Entry Requirements

Diploma of Business Administration

Australian Students:
- Year 12 or equivalent

- **ATAR** : not required
- **WACE** : certificate of completion or equivalent. No specific courses are required to be studied.
- **Certificate IV or Diploma** in relevant course (eg Business, IT, Management)
- **Mature Age**: applicants may be able to obtain Recognition of Prior Learning (RPL)

International Students:
- Year 12 or equivalent

- IELTS 5.5 (Academic) with no individual band below 5.0 or equivalent

Diploma of Information Technology

Australian Students:
- Year 12 or equivalent

- **ATAR** : not required
- **WACE** : certificate of completion or equivalent. No specific courses are required to be studied.
- **Certificate IV or Diploma** in relevant course (eg Business, IT,

Management)
- **Mature Age**: applicants may be able to obtain Recognition of Prior Learning (RPL)

International Students:
- Year 12 or equivalent

- IELTS 5.5 (Academic) with no individual band below 5.0 or equivalent

Certificate IV in Business

Australian Students
- Year 11 completion or equivalent or

- Certificate III in Business or relevant qualification

International Students
- Year 11 completion or equivalent or

- Certificate III in Business or relevant qualification

- IELTS 5.0 (Academic) with no individual band below 5.0 or equivalent

Certificate IV in Information Technology

Australian Students
- Year 11 completion or equivalent or

- Certificate III in Information and Technology or relevant qualification

International Students
- Year 11 completion or equivalent or

- Certificate III in IT or relevant qualification

- IELTS 5.0 (Academic) with no individual band below 5.0 or equivalent

English Courses

General English

Applicants will be offered the duration of study (in weeks) that best suits their language needs, based on the presentation of a verified IELTS test score or the completion of the IIBT external and internal placement test.

Academic English III

IELTS overall score of 4.5 or accepted equivalent

Academic English IV

IELTS overall score of 5.5 or accepted equivalent (undergradute pathway)

	IELTS overall score of 6.0 or accepted equivalent (postgraduate pathway) **Applicants who do not meet entry requirements** Where applicants do not meet entry requirements for the course for which they have applied, the college may offer another course appropriate to the applicant's academic credentials and English competency - Not meeting English entry requirement - Place student into related IIBT English course(s) (pre assessment through IIBT internal English test) - Not meeting academic entry requirement - Place student into Certificate IV in Business, or - Admit student into the Diploma (case by case assessment) with compulsory English support

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