

Admissions Policy

Policy Category	Academic		
Document Owner	Dean		
Responsible Officer	Registrar		
Review Date	08/05/2021		
Related Documents	<i>Admissions Procedure</i> <i>Assessment Policy</i> <i>Student Fees Policy</i> <i>Credit for Prior Learning Policy</i> <i>Credit for Prior Learning Procedure</i> <i>English Language Proficiency Policy</i> <i>English Language Proficiency Procedure</i> <i>Equity and Diversity Framework</i> <i>National Code Compliance</i>		
Version	Authorised by	Approved	Effective Date
1.2	Academic Board	08/05/2018	08/05/2018

1. Context

This Policy supports Waratah Institute's (the 'Institute' commitment to excellence in academic standards as well as equity across a diverse student population. Core to the Institute's philosophy is that all students with the capacity to succeed in tertiary study should have the opportunity to do so, regardless of social or educational disadvantage.

2. Definitions

Accreditation: the process by which a program is certified with authority. The authority that accredits Waratah Institute's programs is the Tertiary Education Quality and Standards Agency (TEQSA), which ensures the program is compliant with the [Higher Education Standards Framework \(Threshold Standards\) 2015](#) (HESF 2015).

Admission: the procedures and processes involved in the offer of a place in a program offered by Waratah Institute and the approval to enrol.

Australian Qualifications Framework (AQF): Australia's national policy for regulated qualifications. It encompasses higher education, vocational education and training and school education and provides for national recognition and a consistent understanding of what defines each qualification type.

Australian Tertiary Admission Rank (ATAR): a number between 0.00 and 99.95 that indicates a student's position relative to all the students who sat for a senior secondary certificate in Australia.

Compassionate or compelling circumstances: circumstances beyond the control of the student which will have an impact upon the student's progress or wellbeing.

Country Education Profiles: an online qualifications recognition tool designed to help organisations understand overseas higher education and postsecondary technical and vocational educational qualifications. The tool is managed by the Department of Education and Training.

Disadvantage: includes, but is not limited to, applicants with physical disabilities, from geographically isolated areas, with economically disadvantaged backgrounds, with Australian residency granted on humanitarian grounds, Aboriginal or Torres Strait Islander applicants, and those with compassionate or compelling circumstances.

Domestic student: Australian citizens, New Zealand citizens, or holders of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).

English language proficiency: the ability to successfully use the English language to communicate meaning in an academic and discipline context, in both verbal and written form.

Enrolment: the period during which he or she is considered a student of Waratah Institute, is progressing towards the completion of the course requirements, and goes through to completion of program requirements, including scheduled breaks between study periods.

Overseas student: a student who is not a domestic student and who may hold a student visa and is protected by the *Education Services for Overseas Students Act 2000* legislative framework.

Program: a course of study, comprising units of study, the successful completion of which results in the awarding of a qualification, such as a bachelor's degree.

3. Scope

This Policy applies to all prospective students of Waratah Institute, including international and domestic students.

4. Principles

The key principles informing this Policy are:

- applications for admission are treated fairly and equitably;
- applications for admission are considered based on demonstrated ability to successfully study at the relevant level; and
- admissions information is transparent, being clear, sufficiently detailed, and easily accessible.

5. Admission Criteria

Admission criteria for each Waratah Institute program are guided by this Policy and finalised as part of the program development and accreditation process. Once a program is accredited, changes to entry requirements require the approval of the Academic Board.

Qualifications issued overseas deemed equivalent to accredited qualifications issued in Australia will suffice to meet admission criteria. Equivalency will be determined through the [Country Education Profiles](#).

Students can gain admission into a Waratah Institute undergraduate program by meeting at least one the following admission criteria:

5.1. Applicants with higher education study

Applicants who have successfully completed at least one unit of study in an accredited higher education program at undergraduate level.

5.2. Applicants with vocational education and training (VET) study

Applicants who have successfully completed at least one unit of competency with a theoretical focus within a qualification at Diploma level (AQF 5) or higher. The qualification needs to be from a VET Training Package or an accredited program and delivered by a Registered Training Organisation in Australia or overseas.

5.3. Applicants with recent secondary education (within the past two years)

5.3.1. International students

Applicants who have successfully completed a school leaving examination deemed by the Executive Dean to be equivalent to the program and standard required of candidates for the NSW Higher School Certificate. Equivalency will be determined through the [Country Education Profiles](#).

5.3.2. Domestic students

Applicants who have achieved an ATAR of 60, or equivalent, will be granted admission into a Bachelor degree.

5.3.3. Additional criteria beyond secondary academic performance

Additional criteria beyond that stated in 5.3.1 and 5.3.2 will be determined on a program by program basis and will be published in the admission criteria for the particular program on the Waratah Institute's website.

5.3.4. Special consideration

Recent school leavers will be considered for admission without meeting admission criteria 5.3.1-5.3.3 based on special consideration or disadvantage (refer to definition for examples). The applicant will need to provide evidence the special consideration or disadvantage (for details of "compassionate or compelling circumstances", refer to the *Assessment Policy*, which can be accessed from Waratah Institute's website), plus evidence that the applicant can meet program requirements, which can include:

- school reports prior to final secondary examinations
- performance in relevant subject in final secondary examinations
- performance in non-accredited programs or community service-related schemes

5.4. Applicants with work and life experience (previously referred to as 'mature-aged' students)

5.4.1. Finished secondary education more than two years ago

The following admission criteria apply to applicants who finished secondary education more than two years ago and have no tertiary study experience. With a demonstrated ability to undertake study at the required level, such applicants

will be granted admission due to relevant and appropriate work and life experience. This can be demonstrated through:

- broadly relevant work experience (documented e.g. CV), demonstrating a reasonable prospect of success; and/or
- formal, informal or non-formal study, completed or partially completed, demonstrating a reasonable prospect of success; and/or
- written submission to demonstrate reasonable prospect of success

5.4.2. Other admission options

For those who finished secondary education more than two years ago will be considered for admission without meeting admission criteria 5.4.1 based on disadvantage. The applicant will need to provide evidence of the disadvantage (for details of “compassionate or compelling”, refer to the *Assessment Policy*, which can be accessed from Waratah Institute’s website), plus evidence that the applicant can meet program requirements, which can include:

- school reports in final year of schooling
- performance in relevant subject in final secondary examinations
- performance in non-accredited programs or community service-related schemes

For details of the assessment of admission applications regarding 5.4.1, refer to the *Admissions Procedure*, which can be accessed from Waratah Institute’s website.

5.5. Program specific admission criteria

Details of program specific admission criteria will be published under the relevant program admission criteria on the Waratah Institute’s website.

5.6. Applicants under 18

Applicants under 18 will be accepted only if they will have turned 18 once they have commenced enrolment at Waratah Institute.

5.7. English Language Proficiency

For admission criteria regarding English Language Proficiency, refer to the English Language Proficiency Policy.

1. Breaches

If a student or staff member is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant *Code of Conduct* and *Misconduct Procedure*, which can be accessed from the Waratah Institute’s website.

2. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from the Waratah Institute’s website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

6. References

Higher Education Standards Framework (Threshold Standards) 2015 – Part A, Standard 1.1

National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2

7. Acknowledgements

In developing this Policy, Waratah Institute acknowledges:

- TEQSA's *Glossary of Terms*
- TEQSA Guidance Notes: *Diversity and Equity*.

Document History:

Version	Date	Author	Reason	Sections
0.1	6/4/2017		Approved by Academic Board	All
0.2	3/7/2017		Reviewed by Academic Board	All
0.3	9/3/18	Stephen Andrews	Revised in response to Academic Board feedback 26/2/18, and approved Policy Development and Review Framework	All
1.0	8/5/18	Stephen Andrews	Revised in response to Academic Board feedback 23/4/18.	2, 5
1.1	16/7/19	Stephen Andrews	Alignment of 'enrolment' definition with Enrolment Policy.	2
1.2	17/12/2019	Philippa Ryan	Amended to reflect new trading name 'Waratah Institute'.	All