

Policy Owner: Director of Marketing and Admissions / Head of Marketing and Admissions

Keywords: Admissions, Entry criteria

Policy Code: QMKPO003

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1. INTENT

- 1.1 This Policy articulates the principles for determining Admission into all Courses at Australian College of Business and Technology ('ACBT' or the 'College').
- 1.2 The purpose of this Policy is to guide Admissions decision-making to ensure consistency and fairness in the assessment of applications.

2. ORGANISATIONAL SCOPE

- 2.1 This Policy applies to all applications for Admission into a Course of study at ACBT and its Partner Providers.

3. DEFINITIONS:

- 3.1 The *Glossary of Policy Terms* applies to this Policy.

4. POLICY CONTENT:

- 4.1 The College may, but is not obligated to, make an offer of Admission to an applicant.
- 4.2 An applicant becomes a Student of the College on the date of Admission recorded on the College's Student Management System, subsequent to the acceptance of an authorised offer of Admission by the applicant.

Admissions Transparency

- 4.3 ACBT application processes and entry requirements are transparent, accurate, equitable and clearly communicated to prospective applicants via publicly available information on the ACBT website, to enable informed decision-making about educational offerings and experiences.
- 4.4 ACBT will make available on its website, Information in plain English including, but not limited to:
- a) Admissions requirements;
 - b) Course design including prerequisites;
 - c) when and where Courses are offered;
 - d) fees;
 - e) important dates;
 - f) arrangements for the Recognition of Prior Learning and Advanced standing arrangements;
 - g) alternate entry methods;
 - h) equity and access provisions;
 - i) Policies and Procedures;
 - j) Students under 18 years of age;
 - k) Mature-aged Students;
 - l) services and Student support;
 - m) learning and teaching delivery and design information;
 - n) information regarding access to IT systems and IT requirements;
 - o) internal and external grievance mechanisms
- 4.5 Delegations to approve Admissions exemptions are identified in this Policy and in ACBT's *Governance Charter*.
- 4.6 An application for a place in ACBT course must be in writing. It may be lodged in hardcopy (Using the application form provided by the College) and must provide all information requested on the application.
- 4.8 The Letter of Offer package given to applicants includes the Partner Provider's Enrolment Terms of Offer and the Acceptance of Offer Sections.
- 4.9 A formal Orientation provides a forum to find out more about the College, it's programmes and the offer package. An information pack consisting of timetables, study obligations, and the Refund Policy will be provided. On conclusion, students complete the enrolment form, select units of enrolment and payment options.
- 410 Applicants in receipt of the Partner Provider's 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 Enrolment is confirmed. Where the applicant is sponsored by an approved sponsor, a financial guarantee is acceptable in lieu of fees being paid. The Partner Provider will invoice sponsors on a trimester-by-trimester basis once an enrolled student's

timetable is confirmed.

Admissions Requirements

- 4.11 The Academic Council determines Admissions requirements for ACBT / ECC Sri Lanka.
- 4.12 The Head of Marketing and Admissions may prescribe from time to time the closing date(s), forms and any other additional processes that an applicant for Admission is required to follow, including the provision of written and other evidence of the applicant's qualifications and identity.

- 4.13 ACBT ensures that assessments of eligibility for Admission and Course offers:
- are based on merit and demonstrated achievement, especially academic achievement, and are free of patronage, bias and unlawful discrimination;
 - enable access to study to persons who have experienced educational disadvantage or are from a group under-represented in higher education;
 - take account of other factors such as work and life experience, demonstrated commitment and specific achievements related to particular fields of endeavor; and
 - are comparable for domestic and international applicants.
- 4.14 Admissions requirements are approved in consultation with ECC. ACBT / ensures all Admission requirements:
- are consistent with the Australian Qualifications Framework (AQF); and
 - support Pathways between and AQF qualification level and/or Course in accordance with ECU's Policies.

Verification of Qualifications

- 4.15 All applications are required to be accompanied by copies of documents verifying academic qualifications and Results. ACBT requires all supporting academic qualifications to be submitted in the original language and a translated copy. Where appropriate or required, qualifications and tests will be checked against the:
- National Office of Overseas Skills Recognition (NOOSR) guidelines published by the Department of Education for equivalence to Australian qualifications;
 - National Recognition Information Centre for the United Kingdom (UK NARIC) which the UK National Agency providing official source of comparison information and advice on international education and training systems and overseas skills qualifications;
 - Sri Lankan Qualification Framework and TVEC where applicable
- 4.16 Verification of English will be undertaken using credible sources, primarily:
- IELTS Test Report Form (TRF) Verification Service;
 - Test of English as a Foreign Language (TOEFL Verification Service); and
 - Pearson Test of English – Academic Score Report website.

Recognition of Prior Learning

- 4.17 Students may apply for Credit for Prior Learning according to ECC's or Partner Provider *Credit and Recognition of Prior Learning (RPL) Policy*.
- 4.18 If Credit is granted through Recognition of Prior Learning, the Student will be Exempted from a number of or a particular set of Units.

Alternative Entry

- 4.19 Applicants who are unable to meet entry requirements due to having experienced disadvantages in accessing and participating in education, may be invited to apply for a Course using a Portfolio.

Students with a Disability

- 4.20 Applicants with disabilities will be asked to provide details of their disability in order for ACBT to assess its ability to meet their special study requirements. No Policy or practice of ACBT shall discriminate against persons with disabilities. In accordance with applicable legislation, ACBT reserves the right to decline an application where, in the opinion of the Academic Director / Associate Principal, the provision of additional goods, services or facilities would go beyond “reasonable adjustment” and impose an unjustifiable hardship on the College.

Underage Applicants

- 4.21 Admission of underage Students will be conducted in line with the *Underage Students (Minors) Policy*.

Sponsored Applicants

- 4.22 Applicants who are sponsored by an ACBT approved sponsor must provide a written confirmation from their sponsor outlining those fees and other expenses that will be covered by the sponsor.
- 4.23 The written statement must clarify payment arrangements and liability where units may have to be repeated
- 4.24 Enrolment confirmation will be provided only when the Partner Provider has received a written financial guarantee from the sponsor
- 4.25 The Partner Provider reserves the right to determine acceptability of a sponsor.

Admission Offers

- 4.26 Admission offers are made to applicants who are judged to have the academic preparation / background and proficiency in English considered necessary to succeed in their intended Course. ACBT ensures that:
- applicants satisfy the minimum English language entry requirements; (<https://www.acbt.net/admission-requirements>)
 - applicants meet the academic and other requirements for the relevant Academic Admission band for a Course;
 - applicants meet any published pre-requisites required for the Course; and
 - applicants meet any other published requirements of each Course, including any Inherent Requirements.

Where an applicant has not yet met academic and/or English Admissions requirements, a conditional offer may be issued, requiring evidence of satisfying conditions prior to acceptance to ECC

- 4.27 ACBT will take appropriate steps to ensure that any changes to Admissions requirements do not unfairly prejudice Students, including any Student who has accepted an offer for entry into a Course. ACBT ensures that:
- changes will be published as soon as possible after approval; and
 - ACBT will reassess any applicant who has not previously accepted a Course offer and advise them as soon as possible if there are any changes to their eligibility.

Admission Refusal

- 4.28 ACBT reserves the right to reject an application for Admission on the grounds that:
- a) such a decision is considered to be in the best interests of the applicant; or
 - b) the applicant has previously been Excluded from ACBT or another education provider for breach of visa conditions or provider rules; or
 - c) the applicant has failed to satisfy requirements of the pre-visa screening processes or the pre-screening processes.
- 4.29 Where the applicant does not meet entry requirements for the Course they have applied for, ACBT reserves the right to offer another Course appropriate to the applicant's academic credentials and/or English competency.
- 4.30 Applicants who provide false information as part of their application may have their Admission refused.

Withdrawal of Offer

- 4.31 Irrespective of whether an Offer has been accepted, ACBT has a right to withdraw a Letter of Offer where it is found that:
- a) fraudulent information or documentation has been submitted;
 - b) an applicant has omitted to disclose their Exclusion from another education provider; and/or
 - c) any other information which, if disclosed, would have led to the person's application for Admission to the Course being refused.

Written Agreements

- 4.32 All applicants admitted to ACBT are provided with a written agreement in the form of an Offer Letter.
- 4.33 The written agreement must be signed or otherwise accepted prior to, or concurrently with, the payment of tuition fees.
- 4.34 For Students under 18 years of age, the written agreement must be accepted and co-signed by their parent or legal guardian.

Readmission

- 4.35 An application for readmission following an Exclusion for inappropriate behaviour may be refused by the Academic Director/ Associate Principal , where they are satisfied that due to:
- a) a criminal conviction;
 - b) the conduct of the applicant or Student; or
 - c) on any other reasonable ground,
- the Admission/Enrolment of the Student is likely to be prejudicial to the interests of the College, bring disrepute upon the College, or cause damage to the reputation of the College. See the *Student Conduct Policy*.

- 4.36 Students who have been Excluded from ACBT due to unsatisfactory academic progress
- a) may apply for readmission;
 - b) may be asked to satisfy the Academic Director / Associate Principal that the Student has a reasonable chance of success in returning to study due to:
 - i. changed circumstances;
 - ii. academic and/or vocational performance since Exclusion; and/or
 - iii. maturity and motivation.
- 4.37 An application for Admission following a Termination due to non-payment of fees may be accepted at the discretion of the Academic Director / Associate Principal.
- 4.38 Students who Withdraw or fail to re-Enrol by the last date of (re)enrolment will be required to apply for readmission.
- 4.39 Students applying for readmission will be assessed against the Admission Criteria outlined in this Policy and may be required to apply for Credit for Prior Learning as per the *Credit and Recognition of Prior Learning (RPL) Policy*.
- 4.40 A student readmitted into a Course may be subject to previous Enrolment conditions imposed by the Academic Director / Associate Principal and/or the Board of Examiners. See the *Enrolment Policy*.
- 4.41 Student readmitted into a Course may be subject to their previous Academic Progression Status. See the *Academic Progression Policy*.

Review mechanisms

Informal Review

- 4.42 A Student may ask the Admissions Manager for an Informal Review of their Admissions Status within seven (7) Calendar Days of the written notification of the Admission Status by ACBT or its partner providers.
- 4.43 As part of the Informal Review, the Admissions Manager (or nominee) will provide feedback on the reason for the Admission Status.
- 4.44 The Admissions Manager may (but is not obliged to) revise the Student's Admission Status following the Informal Review process, having regard to equity matters in relation to other Students enrolled in the Unit when making a decision.
- 4.45 Within seven (7) Calendar Days of undertaking an Informal Review, the Admissions Manager will inform the Student in writing the outcome of the Informal Review.

Formal Review

- 4.46 A Student may only request a Formal Review if they can demonstrate that they have engaged or attempted to engage in the Informal Review process in relation to the Admission.
- 4.47 A Student who is dissatisfied with the outcome of an Informal Review may lodge a request for a Formal Review on any one or more of the following grounds:
- a) the College has not adhered to its relevant Policies and Procedures;
 - b) new information is available that was not available at the time of the original decision; and/or
 - c) the Result contained, was based on, or was caused by, a clear error.
- 4.48 A request for a Formal Review of an Admission result must be lodged within thirty (30) Calendar Days of the written notification of the Admission Status by ACBT.
- 4.49 Where a Student wishes to lodge a request for a Formal Review outside of the periods described in 4.44, the Student must include reasons and sufficient evidence as to why their request should be considered out-of-time. The Head of Marketing and Admissions may in their absolute discretion, either in Exceptional Circumstances or where delay has been caused by the College, approve for review a request submitted outside of this period.
- 4.50 A request that does not use the Prescribed Process, is incomplete or inadequate, does not provide relevant evidence, or seeks an outcome that is not permissible under these Procedures, will be returned to the Student, providing reasons for the rejection and notifying the Student that they may resubmit the request within a further seven (7) Calendar Days.
- 4.51 Once accepted or resubmitted, the request will be referred to the Head of Marketing and Admissions (or nominee), who will conduct the Formal Review.
- 4.52 In conducting the review, the Head of Marketing and Admissions may, but is not obliged to:
- a) consult with any relevant Staff member; and
 - b) seek advice from relevant subject matter experts within the College, provided such experts do not have a Conflict of Interest.

- 4.53 Within fourteen (14) Calendar Days of the Student's request for a Formal Review:
- a) the Director / Head of Marketing and Admissions:
 - will determine if there exists a basis for a review of the Admission;
 - may nominate an alternative qualified person (which may be themselves) to conduct or participate in a review or recommend an adjustment to the Admission Status; and
 - will determine (with reasons) whether the Admission Status should be confirmed, varied or set aside, and what other actions (if any) are to be taken; and
 - b) the College will notify the Student in writing of the Formal Review outcome including reasons for any decision made and will record this notification in its Student management system(s).
- 4.54 The Formal Review is the final stage of review at ACBT for Admissions-related concerns.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

- 5.1 The **Academic Council** is responsible for ensuring that the College provides evidence for the Benchmarking and suitability of its Admission requirements to each Course.
- 5.2 The **Academic Director / Associate Principal** is responsible for approving and maintaining the Academic Admission Bands and English Language Bands.
- 5.3 The **Director / Head of Marketing and Admissions** is responsible for ensuring the College makes its Admissions information easily accessible on the website and in promotional material.
- 5.4 The **Admissions Manager** is responsible for the Admissions of Students in accordance with the principals in this policy.

6. RELATED DOCUMENTS:

- 6.1 Relevant to this Policy are:
- Academic Integrity Policy*
 - Academic Progression Policy*
 - Credit and Recognition of Prior Learning (RPL) Policy*
 - Enrolment Policy*
 - Privacy Policy*
 - Refunds Policy*
 - Underage Student (Minors) Policy*
 - Unit and Course Review Policy*
- 6.2 This Policy has been developed in line with requirements set out in the:
- National Office of Overseas Skills Recognition (NOOSR);*
 - Education Services for Overseas Students (ESOS) Act 2000 ;*
 - The [National Code of Practice for Providers of Education and Training to Overseas Students;](#)
 - National quality assurance frameworks including:

[Higher Education Standards Framework \(HESF\);](#)
[Australian Qualifications Framework \(AQF\);](#)
[AQF Qualifications Pathway Policy ;](#)
[Country Education Profiles \(CEP\)](#) issued by Australian Education International (AEI);
[European Credit Transfer and Accumulation System \(ECTS\);](#)

7. CONTACT INFORMATION:

For queries relating to this document please contact:

POLICY OWNER	Director / Head of Marketing and Admissions
ALL ENQUIRIES CONTACT:	Quality and Compliance Manager
TELEPHONE:	
EMAIL ADDRESS:	

8. APPROVAL HISTORY:

POLICY APPROVED BY:	Academic Council / Senior Management Group
DATE POLICY FIRST APPROVED:	May 2017
DATE LAST MODIFIED:	June 2022
REVISION HISTORY:	September 2021. Adoption of a principle-based approach to policy.
NEXT REVISION DUE:	September 2023