

## ADMISSIONS AND ENROLMENT PROCEDURE

### **1 Purpose and Objective**

- 1.1 The purpose of this procedure is to outline the processes for setting of minimum entry requirements, for admission and assessment of admission applications as per entry criteria.
- 1.2 This procedure references the linkage between English assessment, candidate's outcomes and admission criteria and organisational risk.
- 1.3 This procedure provides the broad framework through which the Academy manages these commitments and linkages.

### **2 Scope**

- 2.1 This procedure applies to all Academy candidates enrolled in the selected programs.

### **3 Procedure: Setting and Monitoring Minimum Entry Requirements**

- 3.1 Minimum entry requirements of English language is clearly outline in the application form and on the website and within the Learning Management System.
- 3.2 The Teaching and Learning Manager (Academic and Compliance) is responsible for reviewing recommendations and forwarding recommendations to Academic Council for approval.
- 3.3 Data on student progress and success (pass rates, retention rates and completion rates) will be reviewed by Academic Council and the Board of Directors annually to inform minimum entry requirements.
- 3.4 In addition to annual monitoring, minimum entry requirements will be reviewed formally by the Teaching & Learning Committee at least once every 5 years as part of the program review cycle.

### **4 Procedure: Transparency in Admissions**

- 4.1 The Academy is committed to ensuring consistency and transparency in relation to information regarding admission.

- 4.2 At a minimum, the information outlined in Table 1 will be made available to all prospective applicants via the designated communication channel.

*Table 1: Specified Core Information*

Specified Core Information	Communication Channel
General information about the Academy, including overview of minimum requirements for admission	<ul style="list-style-type: none"> <li>• Academy website</li> <li>• Academy application form</li> <li>• Academy prospectus</li> <li>• E-marketing material</li> </ul>
Student Profile	<ul style="list-style-type: none"> <li>• Academy website</li> </ul>
How to apply and enrol	<ul style="list-style-type: none"> <li>• Academy website</li> <li>• Academy Learning Management System Portal LMS</li> </ul>

*Table 2: Student Profile Data*

Applicant Background	Semester one / Full year intake [year] [i.e. the most relevant recent intake period]	
	Number of Students	Percentage of all students
(A) Age criteria of 18 years and above	n	%
(B) English Proficiency		
<ul style="list-style-type: none"> <li>• Admitted solely on the basis of OET/IELTS results</li> </ul>	n	%
<i>All Students</i>	<i>n</i>	<i>100%</i>

- 4.3 The Program Manager is responsible for data acquisition, data quality, data provision and dissemination.

## 5 Procedure: Applications for Admission and Assessment

### General

- 5.1 Applicants for admission must complete an online admission application. There are Rolling intakes.
- 5.2 Applicants must attach copies of evidence of English language proficiency of past test.
- 5.3 If the program has been discontinued or is currently not offered the applicant will be offered admission to a comparable program, provided that they meet the admission requirements and that a place is available on that program.
- 5.4 Applications should be assessed and responded to within 5 working days.

### Applicants

- 5.5 Applicants apply directly to the Academy.

- 5.6 Pre enrolled assessment is compulsory by the Academy to determine the course duration. The Academy will assess the completed application.
- 5.7 Once application is successful, and fees paid, a confirmation letter will be generated through the LMS, confirming the start date and providing access to the Learning Management System.
- 5.8 The Academy will retain records of all written agreements as well as receipts of payments made by students under the written agreement for at least 6 months after that the person ceases to be a student of the Academy.

## **6 Procedure: Leave of Absence or Intermission**

### **General**

- 6.1 The maximum period of intermission allowable is 1 months.
- 6.2 To apply for a Leave of Absence students must contact Program Manager and complete and submit the relevant form.

## **7 Procedure: Withdrawal from Candidature**

- 7.1 If a student has commenced the course and access the course material and wishes to withdraw from the program, there will be no refund awarded to the student.

## **8 Procedure: Excluded Students**

- 8.1 Students may be excluded from the Academy for academic or behavioural misconduct, unsatisfactory attendance, or unsatisfactory academic progress.

## **9 Appeals**

- 9.1 Students are directed to the Academy's Student Appeals Policy and Procedure for any grievances under this Admission and Enrolment Procedure.

## **10 Roles and Responsibilities**

- 10.1 The Academic Council is responsible for approving minimum entry requirements for admission.
- 10.2 The Academic Manager is responsible for the day-to-day implementation of this procedure.
- 10.3 The Teaching and Learning Manager (Academic and Compliance) is responsible for:
  - a) reviewing recommendations made pursuant to clause 3.2 and forwarding recommendations to Academic Council for approval;

- b) reviewing data in relation to minimum entry requirements or a specific basis for admission and advising Academic Council in relation to possible amendments to organisational policy, procedure or practice;
- c) decisions in relation to readmission to candidature following a period of exclusion;
- d) ensuring compliance with this policy and related procedures with specific responsibility for maintaining open and transparent communication in relation to quality outcomes;
- e) benchmarking Academy policy and standards with those adopted elsewhere in the tertiary sector; and
- f) the monitoring of information available from the review of records relating to the implementation of this procedure.

10.4 Program coordinators are responsible for recommending appropriate minimum entry requirements for their program of responsibility.

10.5 The Program Advisory Committee is responsible for formally reviewing minimum entry requirements once every seven years as part of the program review procedure.

10.6 The Provost, Academic Affairs responsible for assessing applications for compassionate or compelling circumstances.

10.7 All staff are responsible for becoming familiar and complying with this policy and the related procedures.

## 11 Definitions

ACADEMIC MISCONDUCT	means providing aid or assistance in relation to, creating or making, obtaining, or acquiring, or using information, services or equipment that may unfairly give a student an unauthorised advantage relative to other students with regard to formative or summative assessment
ACADEMY	GYSGU English Australia.
APPLICANT	means a person who has submitted an application for admission to a Academy program
COMPASSIONATE AND COMPELLING CIRCUMSTANCES	means circumstances generally out of the control of the student which will have an impact upon the student's wellbeing or program progress
OFFER	means the invitation to enrol after a successful application for admission
PROGRAM	Means a course which is approved by the Academic Council and the Board of Directors, and is conferred upon completion of the relevant program requirements

<b>PROSPECTIVE APPLICANT</b>	means a person who is may be considering an application for admission to an Academy program
<b>STUDENT</b>	means an admitted or enrolled student of the Academy
<b>ADMITTED STUDENT</b>	means a student who has been admitted to an Academy program of study and who is entitled to enrol in a subject of study
<b>ENROLLED STUDENT</b>	means a student who has been admitted to an Academy program of study and who is enrolled in a subject at the Academy
<b>SUBJECT</b>	means a unit of study as part of a program.

## 12 Associated Information

<b>Document Title</b>	ADMISSIONS AND ENROLMENT PROCEDURE
<b>Date Compiled</b>	4 January 2022 / 6 <sup>th</sup> March 2024
<b>Author</b>	Daljit Rao
<b>Due Date for Review</b>	January 2022/ February 2024
<b>Version</b>	1.0/2.0
<b>Related Documents</b>	Admissions and Enrolment Policy Internal Quality Assurance Policy
<b>Related Legislation</b>	Nil.
<b>Approval Authority</b>	Academic Council
<b>Document Administrator</b>	Teaching and Learning Manager (Academic and Compliance)
<b>Version Control Update</b>	V2
<b>Amendments</b>	-