

Admissions Procedure

Version:	6.0	Effective Date:	7 October 2016
Procedure Code:	PR-003	Related Policy Code:	STU-012
Related Policy Name:	Admissions Policy – Undergraduate – Higher Education		

Purpose:

This procedure is designed to provide clear and concise directions on admission and enrolment to staff and students of the College. Where there is a perceived need for a variation from the processes described in the procedure, staff should contact the National Student Recruitment Manager, Higher Education.

Definition of “College” – *In the higher education sector, ACPE Limited trades as The Australian College of Physical Education (ACPE); Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour); Study Group Australia Pty Limited trades as Martin College and Martin Higher Education (Martin HE). For the purpose of this policy, any reference to ‘College’ or ‘the Colleges’ should be considered a reference to each or any of these respective entities or trading names.*

Scope: This procedure covers the processing of applications from initial lodgement through to enrolment.

- All campuses
- Admissions staff
- Student Services staff
- Campus Managers
- Prospective students/applicants

Open Access

The College is an open access institution and students may apply for enrolment into all courses through direct communication with Admissions staff. To be accepted for enrolment applicants should meet the entry criteria specified in the Admissions Policy – Undergraduate – Higher Education. An offer of admission may only be made on behalf of

the College by an authorised officer.

Procedure

- The College accepts applications in hard copy submitted direct to a member of the Admissions staff, or in soft copy through completion of the online application form.
- Upon application applicants are contacted within 2 business days to arrange an admissions interview.
- All applicants must attend an interview with a member of the Admissions staff. An interview may be conducted face-to-face on campus or remotely by phone or Skype.
- At interview stage it is the Admissions staff member's role to determine or confirm whether the applicant meets the entry requirements for their selected course; assist with subject selection and study load; provide information about course structure and progression; demonstrate the College's Learning Management System; provide information about acquiring text books and other materials required for study; familiarise the student with the campus and key facilities; determine method of payment of tuition fees and advise of tuition fee amounts; inform the student of key dates, policies, handbooks and procedures.
- Applicants may be asked to complete the Learning Discovery Quiz based on information provided in the admissions interview. Applicants who achieve less than 75% on the Learning Discovery Quiz will be recommended to enrol in the College's Enabling Courses prior to commencing formal study. Admissions staff will confirm completion of Enabling Courses prior to processing enrolment into an award course.
- Either pre-interview or at interview, but prior to acceptance of enrolment, all applicants are provided with a hard or soft copy of the relevant course structure; on-campus timetable and online subject schedule; current tuition fee list; text book list; method of payment documentation including Fee-Help forms if required; Fee-Help Information Booklet; a copy of the Fees Policy – Higher Education including cancellation fee policy; and access to all College policies.
- Members of academic staff may attend an interview upon request to provide the applicant with a deeper understanding of the subject matter, teaching approach and assessment work.
- To proceed with enrolment applicants must complete and sign the application form and indicate their full and complete understanding of the Fees Policy –

Higher Education. Applicants who do not sign the application form and agree to the terms of enrolment will not be accepted.

- Applicants to Endeavour will be recommended to attend a clinic consultation at the Endeavour Teaching Clinic to assist the applicant's understanding of the profession in which they will be studying.
- After completion of the interview, the applicant's enrolment documentation is forwarded to the nominated Student Services staff member at the local campus. Complete enrolment documentation will include signed and completed application form; confirmed subject selection and preferred delivery mode (on-campus and/or online), complete tuition payment advice and class timetable preferences.
- It is Student Services responsibility to formally enrol the student and create a student record. Once a student record is created the student is notified by email of their acceptance of enrolment and provided with access to the College Student Portal.

Students commencing their first subject online are contacted by phone to conduct a "Walk to Class" which involves familiarising the student with the Learning Management System.

Ineligible Applicants

Where possible applicants who do not meet the entry requirements will be offered an alternative option for study with the College or other Study Group Australia institutions through the following process:

- Applicants will be advised of alternative study pathways that may include enrolment into a Vocational qualification (where there are no prerequisites) as a pathway to Higher Education, or recommended to undertake a suitable bridging course provided by the College at no cost prior to enrolment into a Higher Education program.
- Applicants who do not hold a senior/secondary school certificate may be requested to provide the following evidence to support their suitability for study: relevant work experience; alternative education or qualifications; communication skills; motivation to study; organisational skills; capacity to understand sustained independent study; and any other material considered relevant.
- Domestic applicants for whom English is not their primary language may be required to provide an IELTS, Cambridge English Scale score or Pearson score

to confirm their English proficiency level prior to acceptance of enrolment. It is the responsibility of the applicant to obtain the selected test score at their own cost prior to published enrolment cut-off dates. Refer to the Admissions Policy – Undergraduate – Higher Education for English proficiency test requirements.

RPL or Credit Assessment

- Applications requiring credit or RPL assessment are emailed or mailed to the College nominated assessment officer.
- Applicants will be provided with the appropriate application pack and guidelines for gathering the required evidence for assessment.
- Applicants must attend an admissions interview to determine they meet the entry requirements and be accepted for enrolment prior to the commencement of the assessment process.
- Applicants have the option of being provided with a Provisional Enrolment reference number to have their application for Advanced Standing assessed prior to being issued a Confirmation of Enrolment into their chosen course of study.
- Applicants will be advised of all costs associated with the assessment process at the interview.

Refer to the Educational Pathways Policy – Higher Education, Recognition of Prior Learning Procedure – HE and Informal Articulation Procedure for further information.

Course Viability

The College reserves the right to withdraw course offerings at any time during the admissions process or not offer any places in courses depending on current student numbers. Refer to the Course Viability Policy – HE for more information.

Roles and Responsibilities

Admissions

Admissions staff are responsible for ensuring all applications are professionally and ethically dealt with as outlined in the Admissions Policy – Undergraduate – Higher Education. Admissions staff are accountable for following up outstanding applications that require assessment or other input to ensure that overall turnaround times are met.

Student Services

Student Services staff are responsible for student and academic liaison, ensuring

enrolments are not subject to delays and ensuring the provision of correct and necessary information relevant to a student's individual circumstances.

Academic Staff

Academic staff are responsible for the provision of accurate, current and timely information required to effectively assess and applicant for admission. Academic staff are also required to make themselves available within reason to attend admissions interviews.

Definitions: **Student** – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Further Information:

Related Policies: [Admissions Policy – Undergraduate – Higher Education](#)
[Admission and Enrolment Policy - International](#)

Related Procedures: Not applicable

Related Documents: Not applicable

Guidelines: Not applicable

Procedure Author:	Director Admissions and Marketing
Procedure Owner:	National Student Recruitment Manager, HE
Contact:	National Student Recruitment Manager, HE KArch@studygroup.com
Procedure Status:	<ul style="list-style-type: none"> • Revised – harmonised to include all Colleges
Responsibilities for Implementation:	<ul style="list-style-type: none"> • <i>National Student Recruitment Manager, HE</i> • <i>Director, Student Services & Retention</i> • <i>Directors of Education</i> • <i>Program Leaders / Heads of Department</i> • <i>Campus Managers</i> • <i>Admissions staff</i>
Key Stakeholders:	<ul style="list-style-type: none"> • <i>Executive Director, Higher Education</i> • <i>Director, Student Services & Retention</i>