

Admissions Procedure

Procedure Category			
Document Owner			
Responsible Officer			
Review Date	15/08/2022		
Related Documents	<i>Admissions Policy Letter of Offer and Written Agreement Student Fees Policy Assessment Policy Credit for Prior Learning Policy Credit for Prior Learning Procedure English Language Proficiency Policy English Language Proficiency Procedure Equity and Diversity Framework National Code Compliance</i>		
Version	Authorised by	Approved	Effective Date
1.4			08/2019

This Procedure implements Waratah Institute's (the 'Institute') *Admissions Policy*.

1. Scope

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

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*.

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 registration of an individual with Waratah Institute as a student.

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.

Letter of Offer and Written Agreement: an official document offering an applicant a place in a Waratah Institute program.

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. Procedure

3.1. Application

When applying for admission into a Waratah Institute program, prospective students are to submit a completed *Admission Application* form, provide the required evidence and/or supporting documentation, and the Enrolment Fee to the Registrar. All evidence and documentation provided needs to be in English and needs to be authentic. Authenticity can be demonstrated by the document having been:

- certified i.e. the original document has been sighted by a representative from an Australian Overseas Diplomatic Mission or Australian Education Office, or a Justice of the Peace, and a copy of document is noted as being certified.
- verified i.e. the original document has been sighted by the Registrar.

Where official documentation to support an application for admission is in a language other than English, the document must be accompanied by a complete English translation. Translated documents must comply with the following requirements:

- need to be by an authorised translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).
- each page of the translation must bear the translator's signature, the date translated and the translator's accreditation details or official stamp.

3.2. Assessment of Application

The Registrar will review each application to ensure completeness. Complete applications will be assessed based on published criteria. For general criteria, such as ATAR or formal study, the Registrar will determine whether these criteria have been met. Country Education Profiles will be used to determine equivalency of qualifications issued overseas to accredited qualifications issued in Australia. For criteria that requires an individual assessment, such as work experience or a piece of writing, the Program Coordinator will determine whether admissions criteria have been met.

Incomplete applications will be returned to the student for completion and resubmission. Applications that include false or misleading information will be rejected.

The Registrar will submit offers of admission to the Dean for authorisation. The Dean has authority to withdraw an offer of admission in circumstances listed in section 3.4.

3.3. Application outcome

The applicant will be informed of the outcome in writing by the Registrar within 3 working days, and successful applicants will be issued with a *Letter of Offer and Written Agreement*. The *Letter of Offer* will be a formal offer of a place in a Waratah Institute program, and a *Written Agreement* sets out the contractual obligations of accepting a place in the course, including the student's tuition fee obligations. On receipt of a formal offer, an applicant may either:

- accept the offer;
- apply to defer commencement; or
- take no action, in which case the offer will be deemed to have been declined after the period of time specified in the *Letter of Offer and Written Agreement*.

3.4. Acceptance of Offer

To accept an offer, an applicant will need to comply with all specified instructions and deadlines, and sign and return the *Acceptance Form* to the Registrar. If an offer of a place is accepted in accordance with the specified instructions and by the specified deadline, the applicant will be admitted to the program unless admission is not possible due to reasons of revocation, cancellation and refusal, such as:

- the program has filled its allocated quota, reached maximum or allowable capacity or is no longer available;
- an applicant or student fails to meet any relevant pre-requisite admission or enrolment requirements;
- an offer is not accepted, or enrolment not actioned by the student within the period of time specified in the *Letter of Offer and Written Agreement*;
- an applicant or student has provided false or misleading information to Waratah Institute in relation to their admission or enrolment;
- an applicant or student has failed to pay tuition or other fees within the timeframe stated in the *Student Fees Policy*, which can be accessed from the Waratah Institute's website;
- an applicant withdraws; or
- where a student is deceased.

3.5. Deferral of commencement

An applicant who has received an offer for admission into a Waratah Institute Program may apply to defer commencement of their studies. The applicant will need to submit a completed *Deferral Application* form to the Registrar prior to the commencement of the first trimester of study. Overseas students need to comply with the conditions of their student visa and relevant legislation in relation to deferred offers.

The deferred admission option is available:

- only in respect of the program to which the student requesting deferral has been admitted (i.e. deferred admission is non-transferable from one course to another); and
- on the provision that the student will accept unconditionally any course changes that the Institution implements during the period of deferral.

A deferral period of not more than 12 calendar months may be approved.

4. Records of Decisions on Admission Application

A record of Waratah Institute's decision on each admission application will be created in the student management system. The record will specify all data relevant to the decision, including ATAR and non-ATAR factors.

De-identified admission data will be used to create ATAR profile tables for supporting prospective student decision-making.

1. Breaches

If a student or staff member is found to be in breach of this Procedure, 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 Procedure 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.

5. 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

6. Acknowledgements

In developing this Procedure, 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	2.1-2.4
1.0	8/5/18	Stephen Andrews	Revised in response to Academic Board feedback 23/4/18	All
1.1	14/11/18	Julien Marechal	Revised in response to Corporate Board feedback 13/11/18	4
1.2	8/8/19	Julien Marechal	Revised in response to TEQSA feedback and approved by the Academic Board 8/8/19.	3.2
1.3	15/8/19	Stephen Andrews	Revised in response to TEQSA feedback and approved by the Corporate Board 15/8/19.	3.2
1.4	17/12/2019	Philippa Ryan	Amended to reflect new trading name 'Waratah Institute'.	All