ADMISSIONS PROCEDURE – DOMESTIC STUDENTS

1.   Purpose and Scope

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

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

- Marketing and Recruitment staff
- Academic Staff
- Registry Staff
- Prospective students/applicants

Direct Applications:

Applicants may apply for admission to the College directly and are not required to apply via a Tertiary Admissions Centre. All communications regarding admission are handled by the College student recruitment staff.

To be accepted for enrolment, applicants should meet the admissions entry criteria specified in **the Admissions Policy – Undergraduate** and the **Admissions policy - Postgraduate**. An offer of admission may only be made on behalf of the College by an authorised officer.

2.   Procedure

The College accepts applications via the online application form available on the College website.

A Student Enrolment Advisor contacts each applicant within 2 business days from receipt of the application, to arrange an admissions interview.

All applicants must attend an interview with the Student Enrolment Advisor and/or an academic

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Admissions Procedure (PRO-05) – Version 2   Page **1** of **6**

staff member. An interview may be conducted face-to-face on campus or remotely by phone or Skype/Zoom.

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.

At interview stage, it is the Student Enrolment Advisor's role to:

- determine or confirm whether the applicant meets the entry requirements for their selected course as outlined in the College's Admissions Policies;
- determine the suitability of the applicant to tertiary education;
- provide information about course structure and progression and provide initial assistance with unit selection and study load;
- familiarise the student with the campus facilities;
- determine method of payment of tuition fees;
- provide information on tuition fee amounts; and
- inform the student of key dates, policies, handbooks and procedures.

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, or conduct an interview to make a further assessment of the applicant's suitability for the nominated course.

The Student Enrolment Advisor issues the offer letter to the successful applicants. The offer letter may include conditions for enrolment. To proceed with enrolment, applicants must sign the acceptance of offer and agree to the College's Terms and Conditions.

On advice from the Student Enrolment Advisor of the applicant's acceptance of the offer, the Registrar's Office updates the admissions data on the Student Management System, organises student access to the Student Management System, and issues the Welcome Pack to the successful applicant.

The Welcome Pack will include the following information for the new student:

- Confirmation of the student's course
- ACPE Student Identification Number
- Information about important dates, specifically the commencement date and the

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Admissions Procedure (PRO-05) – Version 2   Page **2** of **6**

census date for the student's first semester

- Information about tuition fees and payment methods
- Instructions concerning accessing FEE-HELP loans for eligible students
- Advice on compulsory Foundation Unit enrolment and the first semester's enrolment patter
- Timetable options for the student's first semester
- Instructions on how to access Paradigm to enroll into their initial units
- Information on accessing the College's IT systems, including the student email account and the Learning Management System (LMS)
- Links to relevant enrolment guides and policies.

The Registrar's Office is responsible to ensure applications for FEE-HELP have been processed via the Commonwealth Government's eCAF system.

The Student Enrolment Advisor follows up successful applicants who have not completed their enrolment into their initial units of study.

3. Ineligible Applicants

Where possible applicants who do not meet the entry requirements will be offered alternative study pathways. Applicants will be advised of alternative study pathways that may include enrolment into a relevant Vocational qualification Certificate IV or higher as a pathway to Higher Education, or recommended to undertake a suitable bridging course provided by the College prior to enrolment into a Higher Education program.

At the discretion of the Dean, an applicant may be offered the opportunity to undertake one or more units as a Non-Award student; Non-Award units are not eligible for FEE-HELP assistance. Such units will be stipulated by the College and if the applicant is successful and is admitted to their chosen course in a later semester, any successfully completed unit/s may be credited to their student record in the form of academic credit.

4. RPL or Credit Assessment

Should the applicant request credit for prior learning, the Student Enrolment Advisor will discuss the RPL application with the applicant and provide guidance on what documentation

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Admissions Procedure (PRO-05) – Version 2   Page **3** of **6**

is required as part of the RPL application process.

The Recognition of Prior Learning (RPL) policy and procedure and the RPL Process Flowchart should be applied in all instances where academic credit has been requested. Specifically, in coordinating an RPL request, the student recruitment staff should:

- Direct the applicant to the course unit descriptors on the College website to determine which unit/s the applicant believes that credit may be granted.
- Provide advice on the compilation of academic transcripts, unit/subject outlines which clearly indicate the learning outcomes of any previous studies.
- For non-formal learning, provide advice on compilation of third-party documentation such as position descriptions, examples of claimed work outcomes, employment reports and references etc.
- Provide advice on completing the Application for Recognition of Prior Learning (RPL) Form and the directions provided on the form.
- Provide advice on the provision of certified copies of documents relied upon as third-party evidence.

At no point should the student recruitment staff provide an opinion or advice on specific credit assessment.

5. 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. Further information is provided in the Course and Unit Viability policy

6. Roles and Responsibilities

Admissions

The Student Enrolment Advisors are responsible for ensuring all applications are dealt with professionally and ethically as outlined in the Admissions Policy - Undergraduate and Admissions Policy – Postgraduate, and are accountable for following up outstanding applications that require assessment or other input to ensure that overall turnaround times are met.

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Admissions Procedure (PRO-05) – Version 2   Page **4** of **6**

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.

Registrar's Office Staff

Registrar's Office Staff are responsible for validating admissions data, for ensuring commencing students are issued with a personalised Welcome Pack which include information relevant to the student's enrolment, and for providing advice regarding accessing the Student Management System for enrolment.

7. Definitions:

- **Admissions** is the process of applying for, being provided with a letter of offer, accepting an offer of admission and being admitted to an accredited award course or to non-award study. This process is triggered by a candidate submitting to the College an expression of interest in enrolment, including but not limited to an Application form for New Students, or a Non-Award Study Enrolment Form.
- **Applicant** is an individual who has applied to the College or its agent for admission to an award course or to non-award study at the College.
- **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.

8. Related Documents:

ACPE Documents

- Admissions Policy – Undergraduate
- Admissions Policy – Postgraduate
- Recognition of Prior Learning (RPL) Policy and Procedure

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Admissions Procedure (PRO-05) – Version 2   Page **5** of **6**

- Course and Unit Viability Policy

Legislation

- Higher Education Standards Framework 2015
- Tertiary Education Quality and Standards Agency Act 2011
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

9. Policy Administration:

Policy Name & Code:			Admissions Procedure (PRO-05)
Policy Owner:			Marketing and Student Recruitment
Approval Authority:			Board of Directors
Next Review:			September 2023
Approval Date	Effective Date	Version	Summary of changes
		1	Policy – new harmonised
Sep 2020	Sep 2020	2	• Document de-harmonised from other SGA brands. • Document content updated to reflect current ACPE practices, roles and departments. • Document content reviewed to ensure compliance with relevant HES. • Document format changed in line with the new document template for ACPE policies and procedures.

*Unless otherwise indicated, this policy will still apply beyond the review date.

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Admissions Procedure (PRO-05) – Version 2   Page **6** of **6**