

# Admission Policy and Procedure

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## Purpose

This Policy and Procedure describes the approach of the Australia Institute of Future Education (AIFE) to the admission of applicants to an AIFE course.

## Scope

This Policy and Procedure applies to:

- all applications for entry into an AIFE course, and
- AIFE staff responsible for admission decisions.

## Policy

### Principles

All applicants seeking admission into any AIFE course will be treated fairly and equitably.

All applicants must be 18 years of age, or over, in the year of commencing the course.

Students will be admitted based on meeting the published entry requirements.

AIFE will consider applications which indicate an educationally disadvantaged background on provision of evidence.

Students admitted to one of AIFE's courses will be provided with learning and personal support to assist their successful progression through and completion of their course and, thereby, ensure equivalency of outcomes regardless of their place of study.

Prior to enrolment and acceptance to an AIFE course, all applicants will be informed that they may be eligible for Recognition of Prior Learning (RPL) and advised of the process to follow to apply for RPL, as detailed within the *AIFE Recognition of Prior Learning Policy and Procedure*.

## Procedure

All applications for entry must be accompanied by:

- a completed application form signed by the applicant, and
- certified copies of the following documents.
  - Proof of identification. A birth certificate or a passport are considered to be suitable forms of proof of identity. The proof of identification must be translated into English by a certified translator in the applicant's country.
  - Original transcripts, record of results and, if relevant, employer's references or personal character references, which must be translated into English by a certified translator in the applicant's country.
  - An English language proficiency test result, which must have been taken no more than **two years prior** to the program commencement date. The minimum acceptable score of English language proficiency is listed for several major tests below.

Type of English language test	Minimum Score
International English Language Testing System (IELTS)	Overall 6.0 with no band less than 5.5
TOEFL internet based test	60-78
Cambridge English Advanced (Certificate in Advanced English)	169
Pearson Test of English Academic (PTE Academic)	51.6
AEMG English for Academic Purposes Direct Entry Program	Overall 70% with no exam sub-score below 65%
Duolingo	Overall IELTS 6.0 with no band less than 5.5 (or equivalent)

Copies of the above documents can be certified by an officer of the Australian embassy or by a person:

- not related to the applicant by birth or marriage, and
- in the following occupations: legal and medical practitioners, nurses, pharmacists and teachers employed on a permanent full-time or part-time basis at a school or tertiary education institution.<sup>1</sup>

To assist in a smooth admission process, applications should be complete and applicants should provide all documents when requested by AIFE.

### Entry Requirements and Alternative Pathways

For admission into an AIFE Graduate Certificate course, applicants must hold a Masters qualification, or equivalent, in any field.

#### If your first language is English

If English is your first language, you must have citizenship or permanent long-term residency (minimum ten years) and completed secondary or higher education (tertiary) studies in one of the following English-speaking countries: American Samoa, Australia, Bahamas, Barbados, Belize, Botswana, Canada (excluding Quebec), Fiji, Gambia, Ghana, Gibraltar, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Samoa, Singapore, Solomon Islands, South Africa, Tonga, Trinidad and Tobago, United Kingdom (including Northern Ireland), United States of America, Zambia, Zimbabwe.

#### If your first language is not English

If English is not your first language, you must provide proof of your English language proficiency before you can commence your studies at AIFE.

<sup>1</sup> This list is adapted from Schedule 2 in the *Statutory Declarations Regulations 2018*

You can do this by:

- demonstrating that you have completed specific secondary or tertiary qualifications from an English-speaking country (as listed above and which may include a Certificate IV in TESOL (Teaching English to Speakers of Other Languages which must have been taken no more than **five years prior** to the program commencement date; older certification is allowable for active TESOL teachers),
- taking an English language skills test (from the list above), or
- completing a relevant English language course with the Australia Education Management Group (AEMG).

### Eligibility for English proficiency assessment based on work experience

If English is not your first language and you have lived and worked in an English-speaking country (as listed above) continuously for at least five years prior to the date on which you will commence your course, we may be able to assess your English proficiency based on relevant work experience. You will need to provide a work reference letter on a company letterhead with clear information on the nature of work, dates of employment and contact details of a supervisor.

AIFE recognises the disadvantage experienced by minority groups and those living with a disability and will accept applications from these groups upon provision of suitable evidence, such as awards, certificates or other educational achievements.

### Outcome of Application

Applicants who are offered a place in an AIFE course will receive a letter of offer and written agreement, which must be signed and returned to AIFE in accordance with the instructions in the letter of offer.

Applicants who do not meet the entry requirements will be advised of the unsuccessful outcome and of their right to appeal the decision under the *Student Appeals Policy and Procedure*.

Applicants who are offered a place in an AIFE course will be informed that they may be eligible to defer and advised of the process to follow. Applicants will be notified if the application is successful.

AIFE reserves the right to reverse its decision and revoke the letter of offer and written agreement if the information relied upon to admit an applicant is found to be fraudulent, false or misleading.

### Eligibility for Deferment

Students can request a deferment if they cannot begin their course on the planned start date due to the valid reasons listed below. Deferment requests must be submitted 14 days before the census date to be considered.

<ul style="list-style-type: none"> <li>• Serious illness or injury prohibiting the student's ability to attend classes</li> </ul>	A medical certificate must accompany the application
<ul style="list-style-type: none"> <li>• Bereavement of a close member of family (e.g. parents, grandparents)</li> </ul>	Death certificate or similar certification are appropriate supporting evidence

<ul style="list-style-type: none"> <li>Major political upheaval or natural disaster impacting the student's ability to commence studies</li> </ul>	Provide links to a newspaper article or correspondence from the transportation company (e.g. airline, train company)
<ul style="list-style-type: none"> <li>A traumatic experience, such as involvement in, or witnessing of a serious accident, or witnessing or being the victim of a serious crime which has impacted the student</li> </ul>	Acceptable evidence include police or psychologist's report

Approved deferments are typically granted for one academic term or year. Deferment beyond one academic year will be considered on a case-by-case basis and may require re-application and will attract an Administration Fee of AUD 500.

Students granted a deferment must re-confirm their intention to commence the course 4 weeks before the new start date. Failure to re-enrol by the specified date may result in cancellation of the deferment approval.

Tuition fees paid for the original start date will be carried forward to the new start date, subject to any fee adjustments.

Students may need to discuss alternative course options with the academic advisor if their original course is no longer available.

Applicable refunds will be processed according to the AIFE refund policy.

## Monitoring and Improvement

Toward the end of each year, AIFE will conduct an internal audit of the admission process to ensure that applicants have been assessed and admitted fairly, consistently and in accordance with this Policy and Procedure. AIFE will have regard to the guidance provided by the Institute of Internal Auditors Australia in its *Internal Audit in Australia* when planning this internal audit.<sup>2</sup>

Feedback from applicants about their experience of the admission process will also be sought.

Audit outcomes and student feedback results will be collated and the findings, including recommendations for improvements, documented in a report to be provided to the Dean for consideration and the Academic Board for approval of any recommendations for improvement.

The Board of Directors will be kept informed by the Academic Board Chair of changes to the admission process, including approved changes to entry requirements and the potential impact, if any, on AIFE's financial viability.

<sup>2</sup> The Institute of Internal Auditors Australia 2020, *Internal Audit in Australia*, Second Edition

## Responsibilities

The Dean is responsible for reviewing audit outcome and student feedback on the admission process.

The Academic Board is responsible for approving the entry requirements for AIFE courses.

## Definitions

For the purposes of this Policy and Procedure, the following terms are defined as follows:

Deferral	Enrolment into a course is delayed by a student who has received and accepted a Letter of Offer
Letter of Offer	A document issued by AIFE to offer a student a place in an AIFE course

## Version History

Version #	Changes	Approval Body	Approval Date
1.0	New policy	Academic Board	11 October 2022
2.0	Minor editorials	Academic Board	06 December 2022
3.0	Change to English language requirement	Academic Board	12 August 2024
4.0	Clarification of qualification requirements Inclusion of deferment requirements Minor edits	Academic Board	31 October 2024

## Additional Information

Policy Status	Approved
Policy Owner	Dean
Next Review Date	3 years from Approval Date
Related Internal Documents	Student Appeals Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2022	Standards 1.1.1, 1.1.3, 2.2.1, 2.2.3, 5.3.5 and 5.3.7
Other legislative or regulatory instruments	Not applicable