



Cairnmillar
INSTITUTE

Treatment | Education | Research

Student Selection, Admission, and Enrolment Policy and Procedures (Higher Education)

Policy Name	Student Selection, Admission, and Enrolment Policy and Procedures (Higher Education)
Policy number	SSP001
Date approved	24 July 2019
Approving body	Academic Board
Responsible officer	Head of School
Implementation officer	Academic Registrar Course and Program Coordinators
Next review date	June 2023
Linked policies	TLP005-Recognition-of-Prior-Learning SSP004-Register-of-Responsibilities-for-Academic-Student-Matters-Policy SSP009 International Student Policy SSP010 Learning Environment Student Wellbeing and Inclusion Policy SSP011 Tuition Fees Policy CDD002-Course-Development-Policy CDD008 Course and Unit Change Policy (TBC)
Linked forms and documents	Application Portal Course Handbooks

1. Purpose of this policy

The Cairnmillar Institute (the Institute) is committed to ensuring:

- Fair and consistent practices in relation to student:
 - Recruitment
 - Selection, and
 - Enrolment
- Ensuring that students meet standards that demonstrate the potential for success in higher education studies.

This policy details the rules and procedures in place to ensure fair and equitable admissions practices in line with the relevant rules and legislation, including but not limited to:

- Higher Education Support Act 2003 (HESA)
- HESA Administrative Guidelines 2012 (HESA Guidelines)
- Higher Education Standards Framework (Threshold Standards) 2015

This policy does not apply to VET and RTO courses.

2. Policy

2.1. Information for prospective students and applicants

2.1.1. The Institute must provide the following information to prospective students about the courses offered at the Institute:

- a) A general description of the course
- b) The qualification gained upon completion of the course
- c) Any relevant professional accreditations that apply to the course (e.g. APAC or PACFA)
- d) The duration of the course in both full-time and part-time modes (if applicable)
- e) Required units of study and course structure
- f) The tuition fees to be paid for units in the course
- g) The tuition fee refund policy
- h) For international students, any requirements regarding their study visa and the CRICOS code for the course
- i) For Australian students, information relating to FEE-HELP
- j) Equivalent full-time study load (EFTSL) weightings and credit points for each unit of study
- k) A statement of course tuition assurance
- l) The facilities and student services available on campus
- m) Minimum requirements for application and selection in the course, including any particular conditions of enrolment and participation for undertaking particular courses

of study that may not apply to other courses more generally, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements.

- 2.1.2. For undergraduate courses at AQF 5, 6, or 7 or other courses where ATAR is an admissions factor, the Institute must publish an official Admissions Information Set, using the prescribed definitions and any other Admission Transparency Information as required by the Department of Education in accordance with the Admissions Transparency Implementation.
- 2.1.3. For postgraduate courses admission information should also be as clear and accessible as possible.

2.2. Dissemination of unit information

- 2.2.1. Prior to 1 September each year, the Institute must publish on its public website a schedule for all the units of study the Institute proposes to provide during the following year which details:
 - a) Tuition fees
 - b) EFTSL values
 - c) Census dates

2.3. Eligibility for selection and admission

- 2.3.1. To be eligible for admission into a course at the Institute, applicants must:
 - a) Meet the Institute's admission requirements for the course
 - b) Comply with the Institute's application process
- 2.3.2. Official minimum criteria for applications and selection are detailed and authorised in the Course Handbook for each course, and then published on the Institute website and in all other relevant materials for applicants and potential students.
- 2.3.3. Minimum entry criteria for each Institute course must comply with the [Australian Qualifications Framework \(AQF\)](#) and Schedule A of this policy, and any relevant professional standards or regulations.
- 2.3.4. Courses and programs may have additional selection criteria including subjective elements such as interviews or portfolios in addition to academic standards.

- 2.3.5. Changes to admission criteria can only be made in accordance with CDD002 Course Development Policy or CDD008 Course and Unit Change Policy
- 2.3.6. Offers of admission are only made to eligible applicants whom the Institute believes to have a genuine expectation of success in the course of study offered.
- 2.3.7. Selection is not automatic, the Institute reserves the right to decline any application for admission for any reason.

2.4. English language proficiency

- 2.4.1. Applicants who have not completed the entirety of their prior education in English will need to demonstrate relevant English language competency before an offer can be made.
- 2.4.2. Schedule A, section 5.1 details minimum English language standards required, some courses may have a higher requirement if academically relevant.

2.5. Course Admission and Unit Enrolment

- 2.5.1. A student is eligible to be admitted to a course of study at the Institute when they receive and accept a formal offer of enrolment into that course of study.
- 2.5.2. Only formally admitted students may enrol in subjects and units of study.

- 2.5.3. To accept an offer and be formally admitted to the course, the student must:
- a) Comply with the course offer acceptance and first-time enrolment process
 - b) Accept they are subject to the policies and procedures of the Institute
- 2.5.4. Admission and enrolment in a course of study means the student is entitled to:
- a) Enrol into the units required to complete the course when they are offered and in accordance with the relevant course rules,
 - b) Access to general Institute facilities and services, such as student websites, Library and course planning support.
- 2.5.5. To enrol in units of study, the student must:
- a) Be enrolled in a formal course of study
 - b) Comply with the unit enrolment process
 - c) Accept they are subject to the policies and procedures of the Institute
 - d) Pay applicable tuition fees on or before the due date.
- 2.5.6. Enrolment in a unit means the student is entitled to:
- a) Attend classes and other scheduled teaching and learning activities for the subject being taught
 - b) Access to relevant unit specific learning materials and resources for the subject
 - c) An assessment of their learning and performance.

3. Procedure

3.1. Qualification Equivalency and Entry Pathways

- 3.1.1. Where informal learning or alternative entry pathways are offered as a pathway to admission in a course or program, the Course or Program Coordinator must have a documented special admission assessment procedure for the course or program.
- 3.1.2. Special admission assessment procedures must:
- a) be evidence-based, equitable and transparent,
 - b) be applied consistently and fairly with decisions subject to appeal and review under the SSP007 Grievance and Appeals policy,
 - c) recognise learning regardless of how, when and where it was acquired, provided that the learning is relevant and current and has a relationship to the skills and learning outcomes required for success,

- d) be benchmarked against equivalent policies and admission standards for similar courses at the same AQF level,
 - e) be academically defensible and take into account the students' ability to successfully participate in and meet the learning outcomes of the qualification if admitted.
- 3.1.3. Once admitted to the course, credit transfer and recognition of prior learning (RPL) towards completion of the course requirements may also be available in accordance with the TLP005 Recognition of Prior Learning Policy.
- 3.1.4. The Institute may enter into pathway or RPL agreements either between courses at the Institute or with other organisations through a formal memorandum of understanding (MOU) or academic credit agreement. The principles of TLP005 policy and item 3.1.2 of this policy must apply to any such agreement.

3.2. Application Process

- 3.2.1. The Academic Registrar will publish the application process and procedures on the public website, and any other relevant methods, by 1 August of the year prior to the intake.
- 3.2.2. Applicants will apply via the relevant application form, portal or system as detailed in the published requirements.
- 3.2.3. Applicants must provide evidence of:
- a) Identity and citizenship status, including at least one form of photographic identification (e.g. a passport is evidence of both, or a driver licence and a citizenship certificate together), and
 - b) Official transcripts or other officially issued evidence of all prior academic qualifications, and
 - c) Any other academic or personal documents which are required as part of the application to inform the selection process.

3.2.4. Certification of Application Documents

- a) Where an electronic scan of an original document is provided, and the applicant has declared via the application process that the documents are original and unaltered, then no certification is needed.
- b) Where a copy of an original document is used the original and copy must be sighted by a [witness authorised to sight Commonwealth statutory declarations](#) and signed by the witness as a true and correct copy.
- c) By uploading or otherwise supplying a document as part of the application process, the applicant is assuring the Institute that the document is true, correct and unaltered.

3.3. Admission Period

- 3.3.1. The admission period is defined as being the day on which applications are formally open for acceptance until the first day of teaching in the semester or teaching period of the intake.
- 3.3.2. The main admissions period will normally open in the first week of August in the year prior to admission.

3.4. Selection Authority

- 3.4.1. Course and Program Coordinators are responsible for the careful, accurate and timely selection of qualified applicants into the programs and courses of study for which they are responsible.
- 3.4.2. Selection decisions can be fully or partially delegated to another Cairnmillar staff member by formal notification to the Academic Registrar.

3.5. Special Access Groups and Equity Admissions Targets

- 3.5.1. The Institute may give special preference or target for admission members of identified equity groups or with lower representation in the relevant profession, in accordance with the SSP010 Learning Environment Student Wellbeing and Inclusion Policy.

3.6. Offers of Admission and Enrolment

- 3.6.1. Formal offers of admission will be sent in electronic format (normally by email) or other media specified by the Academic Registrar prior to the admission period.
- 3.6.2. Offers must include:

- a) Full name of the applicant being made the offer
- b) Full course and qualification title
- c) Start date of the first unit(s) of study
- d) Orientation or welcome dates
- e) Where and how to access additional information for International Students in accordance with the SSP009 International Student Policy.

3.7. Notice of Outcomes

- 3.7.1. Applicants will be notified of admissions decisions, including declined applications, as soon as practicable after decisions are made.
- 3.7.2. All applicants, who have not since deleted their applications, will be sent a notice at the end of the admission period to inform them that the admission period is closed and no further offers are being made.

3.8. Application Records

- 3.8.1. A record of all applications is retained for at least 3 months after the admission period, including basic reasons for admission decisions.
- 3.8.2. Documents and evidence provided for unsuccessful applications and applicants who did not formally enrol will be retained for between 3 months to 3 years until disposed of in accordance with a regular cycle.
- 3.8.3. Documents and evidence for successful applications where the student accepted the offer and enrolled for at least one semester will be retained for the duration of the student enrolment and at least 3 years after the conclusion of studies or end of enrolment.

3.9. Victorian Tertiary Admissions Centre (VTAC)

- 3.9.1. Where the Institute offers course or program admissions through the Victorian Tertiary Admissions Centre (VTAC) part of these procedures (section 3) may be varied specifically for VTAC admissions and applications to better meet VTAC processes and procedures.
- 3.9.2. The Policy section will still apply to all VTAC applications and will not be varied except by formal amendment to this policy under the GPF001 Policy Framework.

4. Resources and References

Legislative and compliance framework relevant to the development of this policy:

- [The Australian Qualifications Framework \(AQF\)](#)
- [AQF Qualifications Pathways Policy](#)
- [AHPRA English Language Standards](#)
- [Admissions Transparency Implementation Plan](#)
- [TEQSA Admissions Transparency Checklist](#)
- [TEQSA Advice on Admissions Transparency](#)
- [Higher Education Support Act 2003 \(HESA\) and HESA Administrative Guidelines](#)

5. Schedule A: Minimum Academic Admissions Standards by Course Level

This schedule details the minimum academic standards and prior attainments required for course admission criteria at the Cairnmillar Institute. Some courses of study may apply additional or higher criteria as per the approved Course Handbook.

5.1. English Language Levels

5.1.1. For entry to undergraduate programs:

- a) 4 or more years of most recent secondary school education and qualifications taught and assessed in English, or
- b) IELTS 6.0, with no sub score less than 5.5, or score which is equivalent in the PTE Academic or TOFEL or other such recognised language test.

5.1.2. For entry to Honours programs, Graduate Diplomas, and Graduate Certificates:

- a) Undergraduate degree completed in English, or
- b) IELTS score of 7 with no sub-score less than 6, or score which is equivalent in the PTE Academic or TOFEL or other such recognised language test.

5.1.3. For entry to APAC accredited Masters or higher level qualifications

- a) Masters applicants who will require provisional registration with AHPRA to complete the course must meet the [AHPRA English Language standards](#) on admission to the course,
- b) IELTS score of 7 with no sub-score less than 7, or equivalent scores in another recognised test as detailed in the [AHPRA English Language standards](#)

5.1.4. For all other Masters, AQF 9 and Doctorate, AQF 10 level programs

- a) Undergraduate degree completed in English, or
- b) IELTS score of 7 with no sub-score less than 6.5, or score which is equivalent in the PTE Academic or TOFEL or other such recognised language test.

5.2. AQF 7 (Bachelors)

5.2.1. Year 12 or equivalent with ATAR 60, or

5.2.2. a competitive pass in a recognised matriculation examination, equivalent to an Australian Year 12 qualification.

5.3. AQF 8 (Honours, Graduate Certificate, Graduate Diploma)

- 5.3.1. Successful completion of an AQF level 7 undergraduate degree, normally in a relevant discipline, or
- 5.3.2. relevant equivalent qualification(s).

5.4. AQF 9 (Masters)

- 5.4.1. Successful completion of an AQF level 8, Honours or Graduate Diploma degree in a relevant discipline, or
- 5.4.2. relevant equivalent qualification(s).

5.5. AQF 10 (Doctorate)

- 5.5.1. Successful completion of an AQF level 9 Master's degree either by research, or by coursework with a substantial element of research work, or
- 5.5.2. successful completion with a first-class average in an AQF level 8 Honours degree, or
- 5.5.3. relevant recognized equivalent overseas qualification(s).

6. Schedule B: Current course entry criteria and examples

As at 21 May 2019

Course	Admission requirements
Doctor of Psychology (Clinical Psychology)	<ul style="list-style-type: none"> • Qualify for the award of a degree from an Australian university • Successful completion of: <ul style="list-style-type: none"> ○ A four year, or ○ A three year plus a fourth year Australian Psychology Accreditation Council (APAC)-accredited sequence in psychology (“Psychology Qualification”) • Completion of the Psychology Qualification: <ul style="list-style-type: none"> ○ Within the last 10 years, and ○ With an overall score at first or above an upper second class honours (2A) or equivalent, and • Be eligible for registration with the Psychology Board of Australia as a provisional psychologist
Master of Psychology (Clinical Psychology)	<ul style="list-style-type: none"> • Qualify for the award of a degree from an Australian university • Successful completion of: <ul style="list-style-type: none"> ○ A four year, or ○ A three year plus a fourth year APAC-accredited sequence in psychology (“Psychology Qualification”) • Completion of the Psychology Qualification: <ul style="list-style-type: none"> ○ Within the last 10 years, and ○ With an overall score at or above an upper second class honours (2A) or equivalent, and • Be eligible for registration with the Psychology Board of Australia as a provisional psychologist
Master of Professional Psychology	<ul style="list-style-type: none"> • Successful completion of: <ul style="list-style-type: none"> ○ A four year, or ○ A three year plus a fourth year APAC-accredited sequence in psychology (“Psychology Qualification”) • Completion of the Psychology Qualification with an overall score: <ul style="list-style-type: none"> ○ At or above second class honours (2A) or equivalent, or ○ In exceptional circumstances, at credit or equivalent
Bachelor of Psychology (Honours)	<ul style="list-style-type: none"> • Successful completion of: <ul style="list-style-type: none"> ○ A three year APAC-accredited sequence in psychology (“Psychology Qualification”) • Completion of the Psychology Qualification: <ul style="list-style-type: none"> ○ Within the last 10 years, and

	<ul style="list-style-type: none"> ○ With an average grade of credit or higher across level 2 and 3 psychology units.
Master of Counselling and Psychotherapy	<ul style="list-style-type: none"> ● A degree, preferably with honours level achievement or its equivalent, from an Australian accredited higher education institution in one of: <ul style="list-style-type: none"> ○ Psychology ○ Medicine ○ Nursing ○ Social work, or ○ Counselling, or ● A similar qualification with recognised equivalence from an overseas higher education institution
Graduate Diploma of Counselling and Psychotherapy	<ul style="list-style-type: none"> ● A degree from an Australian accredited higher education institution in one of: <ul style="list-style-type: none"> ○ Psychology ○ Medicine ○ Nursing ○ Social work ○ Theology or ○ Counselling ● A similar qualification with recognised equivalence from an overseas higher education institution
Graduate Certificate of Counselling and Psychotherapy	<ul style="list-style-type: none"> ● An unrelated degree ● Professional references ● Relevant work experience in the delivery of counselling or psychotherapy ● The potential for personal development