Admissions Policy – Professional Year Programs

1. Purpose

1.1 This policy outlines the framework applied to admission processes for the following Professional Year Program (PYP) courses at Stanley College:

1.1.1   Australian Computer Society Professional Year Program (ACS PYP);

1.1.2   Accounting Professional Year Program (APYP).

2. Scope

2.1   This policy applies to all students seeking admission to Professional Year Programs at Stanley College, and all staff involved in the processing of applications for admission.

3. Responsibility

3.1   The Admissions Manager is responsible for the monitoring and oversight of the admissions enquiry, application, offer and enrolment processes.

4. Definitions

AQF	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
Credit Transfer	Credit transfer is the process for awarding credit for a unit or units of competency previously attained , which are the same (or deemed equivalent on the National Training Register) as the unit/s of competency in a course of study.
Education Agent	A person or organisation (in or outside Australia) who recruits overseas students and refers them to education providers. In doing so, the education agent may provide education counselling to overseas students as well as marketing and promotion services to education providers. Education agent does not refer to an education institution with whom an Australian provider has an agreement for the provision of education (that is teaching activities).
ELICOS	English Language Intensive Courses for Overseas Students.

English Language Proficiency	The ability of students to use the English language to make and communicate meaning appropriately in spoken and written forms in the context of their studies. English language proficiency is assessed by Stanley College before a student is enrolled in a course.
ESOS Act	The *Education Services for Overseas Students Act 2000* of the Commonwealth of Australia.
ESOS Framework	The legislative framework that regulates the responsibilities of education institutions towards overseas students on student visas, and includes the National Code.
IELTS	International English Language Testing System (IELTS) is an international standardised test of English language proficiency. It is jointly managed by University of Cambridge ESOL Examinations, the British Council and IDP Education Pty Ltd.
Offer Letter	An offer for admission into a Stanley College course. Some offers may include conditions placed on the admission, which may include pre-requisites.
Overseas Qualification Unit (OQU)	The OQU is based within the Department of Training and Workforce Development within the WA Government and assesses eligible qualifications gained overseas to determine their comparability with Australian standards. The OQU can assess post-secondary qualifications including: • Formal technical and vocational qualifications (Certificate IV and above); and • Formal higher education qualifications (Bachelor degree and above).
Professional Year Program	A Professional Year Program (PYP) is a structured professional development program combining formal learning and workplace experience for international students who have graduated from a university in Australia. Professional Year Programs run for 12 months and are currently available in the fields of accounting, computer science and engineering — Australian industries where the demand for skilled graduates is high.
Recognition of Prior Learning (RPL)	RPL is the assessment process that involves assessment of an individual's relevant prior learning (including formal and non-formal and informal learning) to determine if they meet the requirements of a nationally recognised unit/s of competency.
Standards for RTOs 2015	The Standards for Registered Training Organisations (RTOs) 2015, which sets out the requirements a RTO must meet when providing Vocational Education Training (VET) courses.
Training Package	The components of a training package endorsed by the Industry and Skills Council, or its delegate. The endorsed components of a Training Package are: • units of competency; • assessment requirements (associated with each unit of competency); • qualifications; and • credit arrangements.
VET	Vocational Education and Training.
VEVO	Visa Entitlement Verification Online system

5. Policy Provisions

Principles

5.1   Stanley College's admission process is applied fairly and consistently to all applicants.

5.2   The Stanley College admission standards:
   5.2.1   Meet the requirements of the relevant Professional Year Program's (PYP) accreditation body.
   5.2.2   Ensure that students have adequate prior knowledge and skills – including English language proficiency – to undertake the course successfully.

5.3   Prior to enrolling a student, or an intending student for enrolment, into a course, Stanley College provides comprehensive, current and plain English information on:
   5.3.1   the requirements for a student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable;
   5.3.2   the course details, modes of study for the course including compulsory online and/or internship placements, other community-based learning and collaborative research training arrangements, and assessment methods;
   5.3.3   course duration and holiday breaks;
   5.3.4   the course qualification, award or other outcomes;
   5.3.5   campus locations and facilities, equipment and learning resources available to students;
   5.3.6   the details of any arrangements with another provider, person or business who will provide the course or part of the course, where applicable;
   5.3.7   indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and Stanley College's cancellation and refund policies;
   5.3.8   the requirements for students to successfully meet the course requirements; and
   5.3.9   the grounds on which the student's enrolment may be deferred, suspended or cancelled.

5.4   Stanley College engages Education Agents to recruit students on its behalf. All Education Agents are assessed and must be approved and trained before they can recruit students on behalf of Stanley College. For further information, refer to the *Education Agent Policy* and corresponding procedure. Stanley College records the details of all registered agents on its website, and is recorded in our student management system.

5.5   The College's Admission standards:
   5.5.1   are appropriate for the AQF level of the program and required learning outcomes;
   5.5.2   meet the requirements of each Professional Year Program ; and
   5.5.3   ensure that students have adequate prior knowledge and skills – including English language proficiency – to undertake the course successfully.

5.6   Stanley College ensures the fair and equitable treatment of all applicants

5.7   Eligible students are admitted irrespective of gender, race, nationality, marital status, faith, disability or sexual orientation.

5.8   All staff are inducted on the:

5.8.1   Accounting Professional Year Program Provider Manual (2019);

5.8.2   Australian Computer Society Professional Year Program Provider Manual (2020);

5.8.3   ESOS Framework

5.8.4   Standards for RTOs 2015.

Responsibilities

5.9   The Faculty Manager and Admissions Manager are responsible for the monitoring and oversight of the admissions enquiry, application, offer and enrolment processes.

Admission into PYP Courses

Entry Requirements - Australian Computer Society Professional Year Program

5.10 Pre-Enrolment Interview:

   5.10.1 Applicants must complete in an individual, documented face-to-face or virtual (online) pre-enrolment interview with Stanley College to ensure program suitability, shared internship expectations, and completion viability.

5.11 Academic Requirement:

   5.11.1 Have successfully attained an ICT-related Bachelor or Master degree or higher from an Australian tertiary institution, prior to commencing the ACS PYP. Qualifications must be relevant to the applicant's anticipated ANZCO Code. For further information, see 'Guideline 1 – Assessing ICT Major Qualifications (ACS PYP)' included in this Policy.

5.12 Visa Requirement:

   5.12.1 hold or applied for a Temporary Graduate visa (subclass 485, either stream) with at least 12 months validity (365 days) from the date of PYP commencement. The student can commence PYP on bridging visa from student visa to 485 visa as long as they can provide 485 visa lodgement acknowledgements; or

   5.12.2 hold an eligible Secondary Visa with work and study rights with at least 12 months validity (365 days) from the date of PYP commencement;

   5.12.3 Temporary Support for 408 Visas: From 1st October 2022, ACS has been temporarily supporting those enrolling on, or bridging to, a 408 Visa (COVID-19 Pandemic event), if the applicant has:

      5.12.3.1 Evidence of meeting all PYP entry requirements, including at least 12 months' visa validity (365 days);

      5.12.3.2 Evidence of full work rights or an 8107 Work Condition, noting that they must have applied for their 408 Visa on or after 21st February 2022; and

      5.12.3.3 Evidence of employment or job offer (e.g., contract, pay slips, letter) that aligns with the visa's conditions.

      Stanley College must provide conditional offers to all relevant 408 holders requiring applicants to remain employed for the entirety of their Professional Year.

5.13 English Language Requirement:

   5.13.1 Have an IELTS score of 6.0 (Academic or General) or higher, with no bands below 6.0 or the equivalent score from Pearsons, TOEFL iBIT or Cambridge Advanced English. Tests must have been undertaken within the three years immediately prior to the date of Professional Year commencement;

   5.13.2 At-home or online tests such as TOEFL's Special Home Edition or IELTS Indicator are not currently accepted.

5.14 Skills Assessment:

 5.14.1 An Australian Computer Society Skills Assessment is not an entry requirement for the course, however where concerns exist regarding the applicant's ICT qualification and suitability, applicants must undertake a Temporary Graduate Skills Assessment prior to enrolling in the ACS PYP.

 5.14.2 Where there is uncertainty in an applicant's degree or transcript, the Australian Computer Society recommends that an applicant submits a Temporary Graduate skills assessment. The applicant will get a result that they can rely on for a two-year period, using a successful outcome to enrol in the Professional Year. Assessments are not mandatory but recommended to minimise risk to Stanley College and students.

Entry Requirements – Accounting Professional Year Program

5.15 Pre-Enrolment Interview:

 5.15.1 Undertake a face-to-face or virtual (online) pre-enrolment interview with Stanley College to ensure course suitability and viability.

5.16 Academic Requirement:

 5.16.1 Completed one or more Accounting related degrees as a result of at least two years* full time study in Australia:

  5.16.1.1 The degree/s must be on the approved list of courses for international students (CRICOS); and

  5.16.1.2 The applicant must have completed the most recent degree within the past two years.

5.17 Visa Requirement:

 5.17.1 Hold a 485 with a validity of at least 12 months (365 days) from the commencement date of PYP class. The student can commence PYP on bridging visa from student visa to 485 visa as long as they can provide 485 visa lodgement acknowledgements;

 5.17.2 hold an eligible Secondary Visa with work and study rights with at least 12 months validity (365 days) from the commencement date of PYP class;

 5.17.3 Temporary Support for 408 Visas: APYP confirmed on the 20th June 2023, it has been temporarily supporting those enrolling on, or bridging to, a 408 Visa (COVID-19 Pandemic event), on a case by case basis, if the applicant has:

  5.17.3.1 Evidence of meeting all PYP entry requirements, including at least 12 months' visa validity (365 days) from the commencement date of PYP class;

  5.17.3.2 Evidence of full work rights or an 8107 Work Condition, noting that they must have applied for their 408 Visa on or after 21st February 2022; and

  5.17.3.3 Evidence of employment or job offer (e.g., contract, pay slips, letter) that aligns with the visa's conditions.

  Stanley College must provide conditional offers to all relevant 408 holders requiring applicants to remain employed for the entirety of their Professional Year.

5.18 English Language Requirement:

 5.18.1 Have a current Academic or General IELTS score of 6.0 in each band, or the equivalent score from Pearsons, TOEFL iBIT or Cambridge Advanced English.

5.19 Skills Assessment:

 5.19.1 From the 1st of June 2022, students **are NOT required** to have a positive skills assessment from one of the Professional Accounting Bodies#

#Applicants must be made aware upon application that after completing the PY Program they will need to obtain a suitable skills assessment result to be eligible to apply for Permanent Residency

* Two Academic Years is defined as being at least 92 weeks according to the CRICOS registration of full time study

Application for Admission

5.20 The Pre-Enrolment Questionnaire documentation/recordings must be retained for a minimum of three (3) years and must be conducted either:

   5.20.1 face-to-face with the Admissions Manager, a PYP Staff Member or appropriate manager prior to the student completion of the *Application Form – Professional Year Program.'*; or

   5.20.2 online/virtually with the Admissions Manager, a PYP Staff Member or appropriate manager prior to the student completion of the *Application Form – Professional Year Program.'*

5.21 Applications may be lodged using the *Application Form – Professional Year Program* and submitted using the following methods:

   5.21.1 Complete the online Application form, available via the Stanley College website;

   5.21.2 emailing the completed application form to admissions@stanleycollege.edu.au; or

   5.21.3 submitting the completed application in person at a Stanley College campus.

5.22 Documents required for Admission include:

   5.22.1 a completed *Application Form – Professional Year Program;*

   5.22.2 read and understand the Conditions of Enrolment including the *Student Refund and Cancellation Fee Policy – Professional Year Program Students;*

   5.22.3 a copy of the student's visa;

   5.22.4 a copy of the students Temporary Graduate Skills assessment (if necessary);

   5.22.5 evidence of the students Pre-Enrolment Questionnaire including;

      5.22.5.1 completed Pre-Enrolment Questionnaire (including consent for video recording only where required); and

      5.22.5.2 online interview recording (where required) including the interviewers' verbal confirmation of the date, time, applicant name, date of birth, and current location;

   5.22.6 VEVO check completed by Stanley College confirming that the student is currently Onshore;

   5.22.1 certified/ translated copies of:

      5.22.1.1 English test result which must be reviewed and vetted prior to enrolment;

      5.22.1.2 Academic Records / qualifications;

      5.22.1.3 Any public examination results;

      5.22.1.4 Valid Passport.

Admissions via Credit Transfer / Recognition of Prior Learning (RPL)

5.23 With reference to students studying either the Accounting Professional Year Program (APYP) or the Australian Computer Society Professional Year Program (ACS PYP), the following applies:

   5.23.1 Recognition of Prior Learning (RPL) is not recognised by either PYP Regulatory body and as such cannot be accepted;

   5.23.2 Credit Transfer can only be accepted where students have received academic transcripts from other PYP providers for completed modules only and where relevant. Students must have completed full modules only for credit and must have participated at an approved APYP or ACS PYP provider.

Review of Decisions and Appeals

5.24 Applicants may seek a review of a selection decision if they are dissatisfied with the admissions outcome. Refer to the *Student Complaints and Appeals Policy (VET & ELICOS)* and corresponding procedure.

5.25 This policy and the availability of complaints and appeals procedures do not remove the rights of the student to take action under Australia's consumer protection laws (including the *ESOS Act*) or to pursue other legal remedies.

Record Keeping

5.26 Stanley College retains records of all 'Offer Letters and Written Agreements' as well as receipts of payments made by students for at least 3 years after the person ceases to be an accepted student. This is completed using the Student Management system

6. Policy Information

Policy Area	Admissions
Authorised Officer	Vice President of Corporate Services and Operations
Supporting documents, procedures & forms of this policy	*Accounting Professional Year Program Provider Manual* *Application Form Student Complaints and Appeals Policy* *Education Agent Policy and Procedure* *Pre-Enrolment Interview Questionnaire* *PYP Admissions Checklist* *Student Record Management Policy (VET)*
Related Legislation and Codes of Practice	Education Services for Overseas Students (ESOS) Act 2000 ACS Professional Year QA Compliance Framework ACS Professional Year Provider Manual APYP Provider Manual ACS Professional Year Student Management and Admissions Framework
Audience	Public

Guideline 1 – Assessing ICT Major Qualifications (ACS PYP)

Assessing ICT Major Qualifications in PY Program Admissions

1. Qualification Docs Received?	Award or official document of award eligibility (completion); Statements of academic record or transcript; If a research degree, a research/thesis abstract and a letter from the research supervisor endorsing the research			
2. Student's Nominated Occupation?	PY students in ICT must identify a nominated ICT occupation assessed by ACS At least 65% of a degree's ICT content must be closely related to the nominated occupation (ANZSCO)			
3. Which Australian Degree?	**Bachelor Degree**	**Cognate Postgraduate Qualification (non-research degree)**	**Non-Cognate Postgraduate Qualification**	**Postgraduate Research Degree**
4. Was a prior ICT undergraduate degree required to enroll?	N/A	**Yes** (cognate)	**No** (non-cognate)	**Yes/No**
5. Minimum Study Duration?	**Standard 3 years** If longer in duration, criteria is assessed to the equivalent of 3 years	Standard **2 years**	**At least 1.5 years full-time study, or a minimum of 3 semesters, plus a Minimum of 12 units/subjects** *If 12 units are taken over 2 years, the duration is assessed as 1.5 years only	**At least 1.5 full-time study Research degrees** typically include a coursework component and a significant research component
6. Is it an ICT Major? *Total units / Years Duration – Number of ICT units or credits required*	**At least 33%** of the degree	**At least 33%** ICT content at post-graduate level (AQF Level 8)	**At least 50%** ICT content at post-graduate level; **At least 1 year** or 2 semesters of full-time equivalent ICT content; *A qualification of only 12 subjects requires at least 67% ICT content	The field of research must be ICT related or in some circumstances another field of research may be accepted IF there is extensive use of ICT techniques (e.g. Software Engineering/Algorithm Development etc.)

- Australian qualifications that have been accredited by ACS will generally meet the ICT Major Criteria
- ACS assesses qualifications as stand-alone awards and does not consider/combine other ICT degrees nor non-awarding subjects
- ACS evaluates thesis/research works of all Research degrees for suitable ICT content, as the title of the thesis/dissertation may not suggest ICT
- Course & subject level verificaiton is particularly applicable to borderline ICT courses and cross-disciplinary programs such as Business Information System, Commerce, Multimedia, and Data Science qualifications where subjects may not "predominantly educate persons to be a professional in ICT"

ACS Skills Assessment	**ACS Accredited Courses**