

Admissions Policy



Date first approved:	28 May 2018
Date of effect:	28 May 2018
Date last amended:	15 September 2023
Date of next review:	15 September 2025
Approved by	Stanley College Academic Board Stanley College VET Council
Authorised Officer	Vice President of Business Development
Supporting documents, procedures and forms of this policy	<ul style="list-style-type: none"> ● Aboriginal and Torres Strait Islander Peoples Education Policy and Procedure ● Admissions Procedure ● Application for Admissions Form (Higher Education) <ul style="list-style-type: none"> ○ Domestic Students ○ International Students ● Application for Admissions Form (VET/PYP) <ul style="list-style-type: none"> ○ Domestic Students ○ International Students ● Course Admission Information Set ● Credit and RPL Policy and Procedure <ul style="list-style-type: none"> ○ Application for Recognition Form (VET) ○ Competency Record Form ○ Course Credit (Higher Education) Form ○ Course Credit Outcome Letter ○ Course RPL Outcome Letter ○ Entry Portfolio Guidelines and Form ○ Exemption Form ○ RPL Assessment Evidence Checklist ○ Student Assessment Policy (VET) ● Diversity and Equity Policy and Procedure ● Education Agent Policy and Procedure ● ESOS 2019 Student Contact Details Fact Sheet ● GTE Assessment Guidelines - International Students ● Language Assessment <ul style="list-style-type: none"> ○ English Language Assessment Policy and Procedure ○ English Language Proficiency Policy and Procedure ○ English Language Tests Evidence Exemptions (Student Visa) Instrument 2018 ○ ESOS 2019 English Language Fact Sheet ○ Language, Literacy and Numeracy Policy

	<ul style="list-style-type: none"> ● Letter of Offer and Student Agreement ● Pre-Enrolment Interview Questionnaire ● PRISMS Provider User Guide ● PYP Admissions Checklist ● Refund Policy and Procedure ● Student Fees Policy and Procedure <ul style="list-style-type: none"> ○ Fee Waiver Application Form ● Student Grievance and Complaint Policy and Procedure <ul style="list-style-type: none"> ○ Student Grievance and Complaint Form ● Under 18 Students Policy and Procedure
Related Legislation and Codes of Practice	<ul style="list-style-type: none"> ● Accounting PYP Provider Manual 2019 ● ACS Professional Year Provider Manual 2020 ● Admissions Transparency for Providers (TEQSA) ● AQF Qualifications Pathway Policy ● Competition and Consumer Act 2010 ● Department of Training and Workforce Development (DTWD) Jobs and Skills ● Disability Standards for Education (2005) ● Education Services for Overseas Students (ESOS) Act 2000 ● ELICOS Standards 2018 ● ESOS National Code of Practice for Education Providers ● FEE-HELP and FEE-HELP Guidelines 2017 ● Higher Education Standards Framework 2021 ● Purchase of Training Services Business Rules 2022 ● Standards for Registered Training Organisations (RTOs) 2015 ● Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 ● Students Loans Act 2016
Audience	Public

Table of Contents

1. PURPOSE.....	3
2. SCOPE	3
3. RESPONSIBILITY	3
4. DEFINITIONS	3
5. POLICY PROVISIONS.....	4
Admissions Transparency	4
Admissions Refusal	5
Entry Requirements.....	5
Formal Qualifications – Verification and Comparability	5
English Language Proficiency.....	6
Recognition of Prior Learning (RPL) or Credit.....	6
Alternate Entry Admission.....	6

Students with a Disability	7
Minors (Students Aged Under 18).....	7
Offer, Acceptance and the Student Agreement.....	7
Funded Students.....	8
Education Agents.....	8
Review of Decisions and Appeals	8

1. PURPOSE

- 1.1 This policy outlines the framework that guides decision-making in Admissions processes to ensure all applications are determined consistently and fairly.
- 1.2 This policy is based on regulatory guidelines including:
 - 1.2.1 Australian Qualifications Framework (AQF)
 - 1.2.2 TEQSA Higher Education Standards Framework (HESF)
 - 1.2.3 VET Standards for RTOs
 - 1.2.4 ELICOS Standards
 - 1.2.5 Professional Year Program
 - 1.2.6 [VET Student Loans](#)
 - 1.2.7 [FEE-HELP](#)
 - 1.2.8 DTWD [Jobs and Skills WA](#) (Jobs & Skills, Traineeships & Apprenticeship, Pre-Apprenticeships to School, VDTSS, etc)

2. SCOPE

- 2.1 This policy applies to all students seeking to apply to enrol in courses at Stanley College, and all staff involved in the processing of applications for admissions.

3. RESPONSIBILITY

- 3.1 The Vice President of Business Development is responsible for ensuring that the recruitment of International and PYP Students complies with this policy.
- 3.2 The Marketing Manager is responsible for ensuring the accuracy of the website and that recruitment of Domestic Students such as fee for service and funded (Fee Help, VSL & DTWD programs) complies with this policy
- 3.3 The Quality & Compliance Manager, Dean Higher Education and Dean VET are responsible for ensuring the accuracy and currency of information relating to course entry requirements in accordance with the AQF and appropriate academic and English Language guidelines approved by their respective governance bodies.

4. DEFINITIONS

- 4.1 Please refer to *Glossary of Terms* at:
 - 4.1.1 Website: <https://www.stanleycollege.edu.au/studying-with-us/policies-and-procedures/>
 - 4.1.2 Higher Education website: <https://highereducation.stanleycollege.edu.au/essential-information/policies-procedures/>

5. POLICY PROVISIONS

- 5.1 Stanley College's Admissions process is applied fairly and consistently to all applicants who meet the Course Entry Requirements as specified on Stanley College website and marketing materials.
- 5.2 Stanley College Admission decisions:
 - 5.2.1 Align with the Australian Qualifications Framework (AQF) to ensure students have appropriate academic background;
 - 5.2.2 Comply with the Higher Education Standards Framework (HESF), VET Standards for RTOs, ELICOS Standards and Professional Year Program (PYP) accreditation requirements, VSL, Fee Help, DTWD ;
 - 5.2.3 Comply with the Education Services for Overseas Students (ESOS) Act and National Code;
 - 5.2.4 Comply with the requirement that International Students are [Genuine Temporary Entrants \(GTE\)](#)
 - 5.2.5 Comply with all Student Visa requirements linked to the provision of accurate information ([PIC 4020](#))
 - 5.2.6 Ensure students have appropriate English Language Proficiency to successfully undertake a course; and
 - 5.2.7 Are approved by the Academic Board or VET Council for admissions purposes.

Admissions Transparency

- 5.3 Stanley College complies with TEQSA's requirement for *Admissions Transparency*, aimed at presenting accessible, transparent and easily understood information on entry requirements so prospective students can make informed study choices. Information on the website includes:
 - 5.3.1 Courses, course components, course entry requirements (academic, English Language, Alternate Entry) and career opportunities;
 - 5.3.2 Recognition of Prior Learning (RPL);
 - 5.3.3 Fees – tuition fees, material fees (if applicable) and other expenses [administrative charges, Overseas Student Health Cover (OHSC), cost of living in Australia] and details of Funded Courses;
 - 5.3.4 Course duration, start dates, campus facilities and student services;
 - 5.3.5 Complaints and appeals;
 - 5.3.6 Approved Education Agents.
- 5.4 Stanley College ensures the fair and equitable treatment of all applicants and seeks to increase Admission numbers from under-represented cohorts, including
 - 5.4.1 International students (subject to holding a Student Visa and enrolling in a CRICOS-registered course);
 - 5.4.2 Aboriginal and Torres Strait Islander peoples;
 - 5.4.3 Students from lower socioeconomic backgrounds;
 - 5.4.4 Students with a disability;
 - 5.4.5 Students from remote, rural or isolated areas;
 - 5.4.6 First-in-family learners;
 - 5.4.7 Students from non-English speaking backgrounds (including domestic students); and
 - 5.4.8 Students with significant family responsibilities and/or financial difficulties.
- 5.5 Stanley College may offer Alternate Entry for mature-aged applicants and those from disadvantaged or under-represented demographics, subject to meeting an Alternate Entry assessment. Stanley College welcomes applications from Aboriginal and Torres Strait Islander (ATSI) peoples.

5.6 Higher Education applicants can refer to the website for data on Student Profiles – see *Admissions Information Set*

Admissions Refusal

5.7 Stanley College reserves the right to reject applicants who:

- 5.7.1 Provide false information or fraudulent documents in support of their application – for international students the provision of false information or fraudulent documents include those linked to [Public Interest Criterion \(PIC 4020\)](#);
- 5.7.2 Fail to meet pre-visa screening processes;
- 5.7.3 Fail to demonstrate that they are [Genuine Temporary Entrants \(GTE\)](#) as defined under the *Migration Act*;
- 5.7.4 Were previously excluded from studying at Stanley College due to payment default, misconduct, poor progression or failure to demonstrate that they are genuine students;
- 5.7.5 Are unable to meet the requirements and suitability of the course and Stanley College believes that it would not be in the best interest of the applicant;
- 5.7.6 For International Students: Have not completed a minimum of six months of study in the Principal Course linked to the Student Visa issued by another Education Provider.

Entry Requirements

5.8 Academic Entry Requirements align with the Australian Qualifications Framework (AQF). Academic and English Language requirements are set by the appropriate governance committee and periodically benchmarked against other Providers:

- 5.8.1 Higher Education course entry requirements are set by Stanley College Academic Board
- 5.8.2 VET course entry requirements are set by Stanley College VET Council
- 5.8.3 Professional Year Program (PYP) course entry requirements are set by the relevant PYP Regulator – CPA Australia or the Australian Computer Society

5.9 Staff will assess each application on its merits – demonstrated academic achievement, language skills and propensity to succeed at the chosen course. Where applicants do not have sufficient academic or English language background, Stanley College may recommend an alternative course that provides a pathway into the preferred course.

5.10 Where an applicant has a background that is under-represented in Higher Education, other factors such as work experience and life experience may be considered. In such cases, the decision to approve the applicant will be determined by the Dean of Higher Education or the Dean of VET.

Formal Qualifications – Verification and Comparability

5.11 Applicants who have completed academic studies overseas will have their qualifications checked against *Country Education Profiles (CEP)* of the Australian Government Department of Education (<https://internationaleducation.gov.au/Services-And-Resources/Pages/Qualifications-Recognition.aspx>) to determine comparability to the AQF:

- 5.11.1 WA Overseas Qualifications Unit (OQU) to determine comparability to the AQF: <https://migration.wa.gov.au/services/overseas-qualification-unit>
- 5.11.2 South Australia: Skilled Arrival Services: <https://www.migration.sa.gov.au/support-and-resources/support-services/recognition-of-qualifications>

5.12 Applicants must submit certified copies of overseas qualifications and English translation of the document. Education Agents representing Stanley College, may be authorised to certify copies of the original documents from their respective country only.

English Language Proficiency

5.13 English Language Proficiency will be determined on the basis of one of the following:

- 5.13.1 An English pass level in an Australian senior certificate of education (year 12) or equivalent;
- 5.13.2 Evidence of satisfactory completion of an accredited tertiary award in English;
- 5.13.3 Level of attainment in a recognised English language test, as it relates to each course:
 - IELTS (<https://takeielts.britishcouncil.org/take-ielts/what-ielts>)
 - TOEFL (<https://www.ets.org/toefl.html>)
 - Pearson Test of English (PTE) (<https://www.pearsonpte.com/>)
 - University of Cambridge (<https://www.cambridgeenglish.org/exams-and-tests/>)
 - Occupational English Test (<https://oet.com/>)
 - Duolingo (<https://englishtest.duolingo.com/applicants>)
 - Oxford Placement Test (<https://elt.oup.com/?cc=global&selLanguage=en>)

Recognition of Prior Learning (RPL) or Credit

5.14 Applicants may apply for *Recognition of Prior Learning* based on their previous studies, work experience or skills. Recognition of work experience and skills may be limited or unavailable in some courses. See *Credit and RPL Policy* and accompanying procedures.

5.15 Where a student's prior learning is a close match to units in their chosen course, they may be granted a Credit exempting them from doing one or more units. International students are advised to seek advice on their Student Visa if the changes result in a shortened course duration.

Alternate Entry Admission

5.16 The **Alternate Entry** option is for applicants who do not meet the requirements for Admission and allows applicants from under-represented groups or those who have experienced educational disadvantage to seek entry into Stanley College courses. This applies to applicants who:

- 5.16.1 Are mature-aged applicants who do not have recent (within the last two years) school, TAFE or University results to be considered for general admissions entry;
- 5.16.2 Have qualifications or certificates with ungraded assessments and no other means to satisfy general admissions entry requirements;
- 5.16.3 Do not have a Higher School Certificate (HSC) or equivalent;
- 5.16.4 Do not meet the general entry requirements but have completed non-award tertiary studies;
- 5.16.5 Are students with work and life experience who cannot enter via general Admissions; or
- 5.16.6 Are Aboriginal or Torres Strait Islander peoples or other under-represented backgrounds

5.17 Admission by the Alternate Entry requires applicants to sit for the Special Tertiary Admissions Test (STAT) and achieve the required scores as specified on the Stanley College website.

5.18 Students with **work and life experience** may be admitted to a course without meeting the formal academic requirements if they have relevant work experience and/or other acceptable qualifications. These include formal qualifications such as:

- 5.18.1 Higher Education or sub-degree study in a different field
- 5.18.2 VET study – completion of competency-based Certificate IV and Diplomas
- 5.18.3 Bridging and preparation courses
- 5.18.4 Post-secondary professional qualifications

Students with a Disability

- 5.19 Stanley College welcomes applicants with disabilities and will endeavour to meet their specific needs. Applicants will be asked to provide details of their disability to enable Stanley College to ascertain if it can support their specific learning needs. Stanley College will support students with a disability in accordance with the [Disability Standards for Education 2005](#).
- 5.20 Whilst Stanley College will never discriminate against those with disabilities, it reserves the right to decline an application where, in the opinion of the relevant Dean, the applicant's needs go beyond "reasonable adjustment", imposes an unjustifiable hardship on the College (as specified in legislation) or the nature of the course is likely to place the student or others at risk.

Minors (Students Aged Under 18)

- 5.21 International students aged under 18 will be admitted in accordance with the requirements of the ESOS Act – Standard 5 – Younger Overseas Students.
- 5.22 Stanley College requires Minors to live with a parent/legal guardian, or a close relative or Homestay arrangement. Stanley College must approve these arrangements and will periodically undertake welfare checks to ensure compliance with the Student Visa requirements. See *Under 18 Student Policy* and the website for *Younger Students Enrolment Guidelines*.

Offer, Acceptance and the Student Agreement

- 5.23 Applications for Admissions are processed by the Admissions team in accordance with the *Admissions Procedure*.
- 5.24 All applicants will receive a formal notification of the Admission outcome from the Student Services Office as either a full offer, a conditional offer (which must have its conditions met prior to being eligible to enrol) or an unsuccessful letter.
- 5.25 Successful applicants and those who have met their Conditional Offer, will be sent a written agreement in the form of a *Letter of Offer*. To accept the Offer, applicants must sign the Letter of Offer, pay fees in accordance with Offer and within the timeframe specified.
- 5.26 International Students will be issued with a *Confirmation of Enrolment (CoE)* subject to meeting the GTE requirements, to enable them to obtain a Student Visa. The CoE details will be recorded in PRISMS – students' details will be maintained in PRISMS for the duration of their studies in Australia.
- 5.27 Applicants who are Minors must have their Letter of Offer co-signed by their parent/legal guardian.
- 5.28 Stanley College may vary or cancel any decision made on the basis of incorrect, incomplete or fraudulent information provided by the applicant or by referees in support of an application.
- 5.29 Stanley College reserves the right to amend Entry Requirements where the applicant fails to accept the Offer within the specified timeframe and submits another application at a later Study Period.
- 5.30 International Students who have a packaged offer with another Provider and have not yet completed a minimum of **six months study in the Principal Course**, will not be eligible to apply for entry into Stanley College. Transfer to Stanley College can only be approved once the student has

completed six months of study in their Principal Course or have written evidence of approval to transfer (“Release Letter”) from their previous Provider.

Funded Students

5.31 Funded Students must provide proof of being eligible for funding and/or sponsorship prior to being enrolled in a course.

5.32 Sponsored students must provide written documentation outlining what fees/expenses will be paid by the sponsor, including what arrangements are in place if the student has to repeat a unit.

Education Agents

5.33 Stanley College engages Education Agents to recruit students on its behalf. All Education Agents must be approved, trained and assessed before they can recruit students on behalf of Stanley College. (See *Education Agent Management Policy* and corresponding procedure).

5.34 Stanley College will immediately terminate the Education Agent Agreement where it becomes aware of, or has reason to believe that the Education Agent is engaging in false or misleading recruitment practices as specified in [Public Interest Criterion 4020](#) of the Migration Act.

Review of Decisions and Appeals

5.35 Applicants may seek a review of a selection decision if they are dissatisfied with the Admissions outcome. Refer to the *Student Grievance and Complaint Policy and Procedure*.

5.36 This policy and associated 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.