



Document: Student Selection and Admissions Policy and Procedure		
Approved by: Academic Board	Version: 1.5	Date: 7.7.2017

1. Student selection

Wentworth Institute ("WIN") upholds the principle that all applicants seeking to enrol are treated fairly and equitably. To ensure this WIN has open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students.

Students will be selected on merit based on the published criteria. WIN will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

Entry criteria and application procedures are published in WIN's Prospectus and on WIN's website for the information of persons seeking to enrol with WIN.

2. Relationship to the *Higher Education Support Act 2003*

WIN is an approved FEE-HELP provider, WIN undertakes to observe the *Higher Education Support Act 2003* having open, fair and transparent procedures that are based on merit for making decisions about:

- a) the selection, from among persons who seek to enrol with WIN in a subject of study who are, or would be, entitled to FEE-HELP assistance; and
- b) the treatment of students who are, or would be, entitled to FEE-HELP assistance undertaking a subject of study.

The above undertakings do not prevent WIN taking into account, in making decisions about the selection and treatment of students, educational disadvantages that a particular student has experienced.

The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students upon enrolment.

3. General admission requirements

Persons seeking to enrol in a higher education course with WIN are required to submit acceptable evidence that they meet the published entry criteria for their chosen course.

To satisfy the general entrance requirements for admission to a vocational diploma pathway leading to an undergraduate degree course, applicants must meet at least one of the following entry requirements:

- Completion of an Australian Senior Secondary Certificate of Education, or its equivalent, at an appropriate level.

For example:

- In Australia, senior secondary certificate of education with an ATAR of at least 40, and passes in relevant academic subjects including English
- China - Senior Middle 3 with passes in relevant academic subjects – an English course being compulsory.
- India - All India Senior School Certificate: 50% or equivalent.
- Russia – General Education Certificate average grade 3.5

- Saudi Arabia – General Secondary Education Certificate: 60% or equivalent
- Vietnam – Completion of Year 12 with an average grade of 6.5
- Satisfactory completion of an approved Tertiary Preparation Program or a Foundation Year Program offered by an accredited institution of higher education that is recognised as equivalent to Senior Secondary Certificate of Education;
- Satisfactory completion of an accredited course at an institute of tertiary education at Certificate IV level or above;
- A person returning to study – who demonstrates a suitable educational background, relevant work experience and maturity to successfully undertake the program as determined by the Dean;

Undergraduate degree courses

To satisfy the general entrance requirements for admission into an undergraduate degree course, students must be over 18 and must meet at least one of the following entry requirements:

- Completion of an Australian Senior Secondary Certificate of Education, or its equivalent, at an appropriate level.
For example:
 - In Australia, senior secondary certificate of education with passes in relevant academic subjects including English
 - China - Senior Middle 3 with passes in relevant academic subjects – an English course being compulsory.
 - India - All India Senior School Certificate: 65% or equivalent.
 - Nepal – Completion of the Higher Secondary Education Board (HSEB) in First Division: B: minimum grade of 60% in business maths subjects
Completion of the Proficiency Certificate with a minimum grade average of 65%
 - Russia – General Education Certificate average grade 3.5
 - Saudi Arabia – General Secondary Education Certificate: 60% or equivalent
 - Vietnam – Completion of Year 12 with an average grade of 6.5
- Satisfactory completion of an approved Tertiary Preparation Program or a Foundation Year Program offered by an accredited institution of higher education that is recognised as equivalent to Senior Secondary Certificate of Education;
- Satisfactory completion of an accredited course at an institute of tertiary education at Certificate IV level or above;
- A person returning to study – who demonstrates a suitable educational background, relevant work experience and maturity to successfully undertake the program as determined by the Dean.
- Having obtained the age of 21 (Mature Age Entry), having not previously enrolled in a degree at a higher education provider and can provide evidence that they have reasonable prospects for academic success at WIN in the undergraduate course/s they are applying for. (This evidence may include (but not be limited to) information regarding work/voluntary/relevant life experience etc.)

Each applicant will be interviewed in order for WIN to assess their eligibility for admission, and to provide an opportunity for the applicant to gain an insight into

WIN and ask questions about the proposed course. The admission interview is an important part of the admission process at WIN.

Generally, interviews will be conducted in person on campus, but in the case of rural, remote or international students, the interview may be conducted by phone or Skype. A member of academic staff in the area of the local applicant's first course preference will conduct the interview and most interviews will last 20-30 minutes. (NB A member of marketing staff will conduct the interview for international applicants since the selection criteria for international applicants is a specialised process). A recommendation will be made to the Assistant Registrar and applicants will be notified of the success of their application.

Postgraduate degree courses

To satisfy the general entrance requirements for admission to a postgraduate course, applicants must meet the following entry requirements:

- Australian Bachelor degree (3 years) (AQF Level 7) or overseas equivalent; or Graduate Certificate, Graduate Diploma. International students will need to demonstrate further academic achievement, eg

Nepal and India: 3 years or more full time Bachelor degree or higher level qualification from a recognised tertiary institution with minimum weighted average 2nd Division (list of suitable institutions kept by the Assistant Registrar).

International Students will also need to provide the following documents

- Evidence of their financial viability via 12 months' bank statements, a sponsorship letter and a sponsor: applicant relationship certificate Certified, notarised or attested annual income documents for financial viability
- Certified, notarised or attested documents for academic achievements (and transcript if relevant)
- A certified, notarised or attested copy of their passport

A certified copy of English language proficiency:

For *undergraduate entry*: an IELTS overall band score of at least 6.0 (Academic) with no band lower than 5.5; or certified equivalent alternative demonstrated proficiency obtained within the past two years.

For *postgraduate entry*: IELTS 6.5 overall and 6.0 in all individual bands or equivalent

All IELTS results are verified using the IELTS verification website.

Other acceptable evidence of English proficiency include:

- Completion of secondary education/undergraduate degree via the medium of English; or
- Successful completion of Year 12 secondary schooling in Australia (minimum of 1 school year to be completed in Australia within the last 2 years); or
- Successful completion of an Australian qualification recognised as at least AQF Certificate IV (minimum period of study of 1 school year within the last 2 years); or
- Successful completion of a Tertiary Studies Foundation Program (minimum period of study of 1 school year).

NB International students who do not meet the specified English proficiency requirements can undertake an ELICOS (English Language Intensive Courses for Overseas Students) program prior to undertaking the course.

- Copy of their visa (if applicable)
- An agent declaration sheet (in Application Form)A brief statement of 'purpose' to provide insight into a student's motivation, knowledge of their course of study and studying in Sydney
- Employment history (if relevant)
- If married, the spouse's passport (all pages), certified marriage certificate, certified academic and employment history of spouse, number of dependents.

4. Additional requirements

In addition to the general admission requirements stipulated above, certain courses may specify additional requirements which applicants are required to meet in order to demonstrate their capacity for success in the course. These may include, but are not limited to:

- Specific studies (prerequisites); and/or
- Attendance at interviews; and/or
- Presentation of folios of prior and current academic and professional work at the interview and/or Submission of supplementary information forms.

Additional requirements shall be published in WIN's Prospectus and on WIN's website for the information of persons seeking to enrol with WIN.

Applications for admission to a course shall be made on the prescribed form and lodged in the manner prescribed on the form.

Based on the information provided and subject to the application meeting the published entrance requirements a written offer of a place in the course will be made to the applicant.

Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published regulations of the Institution.

5. Applications

Applications for admission to a course shall be made on the prescribed form and lodged in the manner prescribed on the form.

6. Assessment of applications and verification of evidence

All applications will be assessed by qualified Student Administration.

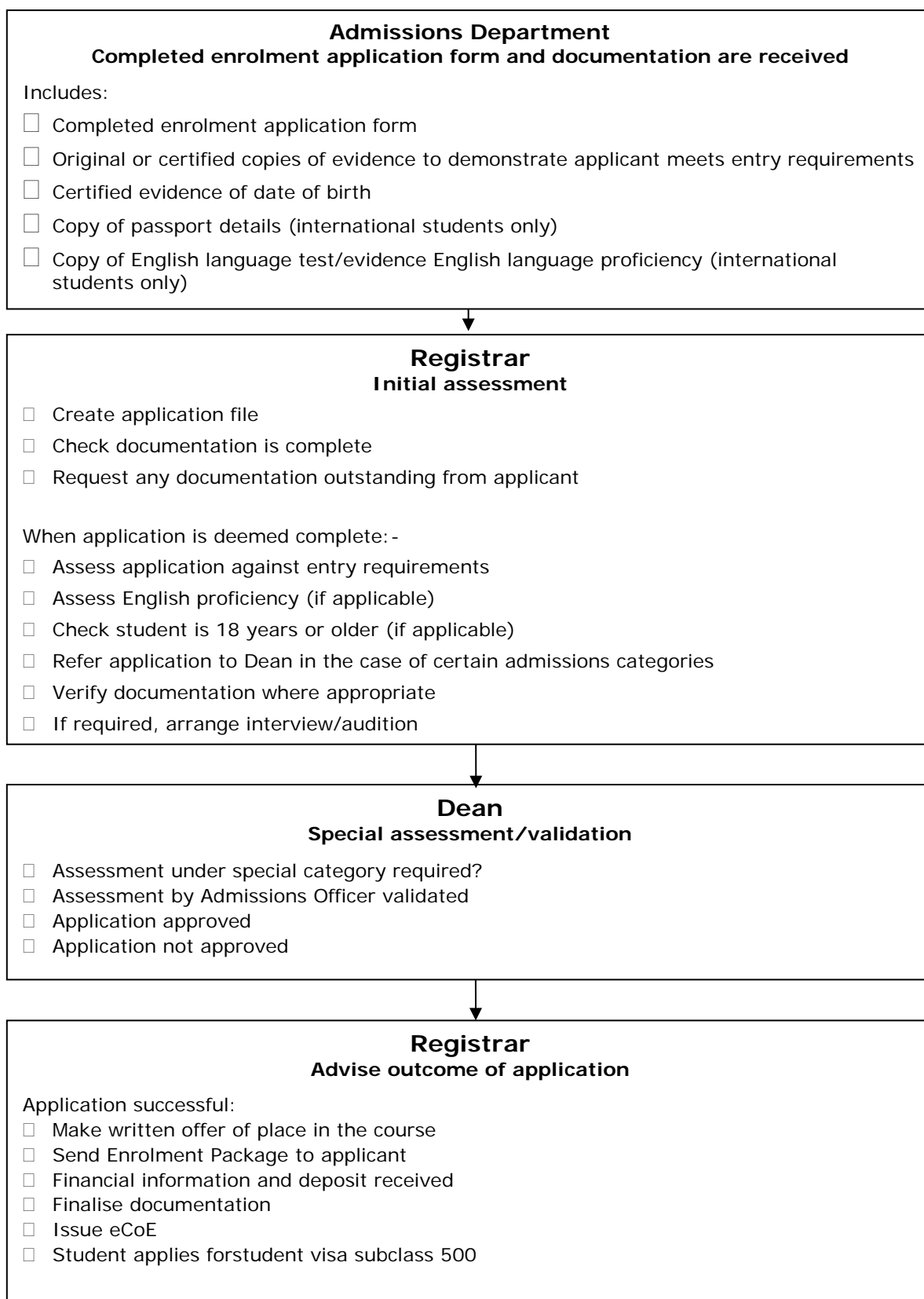
Applicants who apply to undertake a course of study at WIN must submit documentary evidence that demonstrates they meet the published entry requirements (including English proficiency requirements) of their chosen course. An original or certified copy of documentation must be provided and sighted by Student Administration.

Qualifications submitted in a language other than English must be accompanied by a certified official translation.

Where there is any doubt about the authenticity of any documentation provided, Student Administration may correspond with the issuer of the document and make

relevant enquiries. All applications and their assessment will be validated by the Registrar on the basis of the admissions criteria as set by the Academic Board.

6.1 Procedures for assessing an applicant's qualifications, experience and English language proficiency.



7. Offers

Based on the documentation provided and subject to the application meeting the published entrance criteria, a written offer of a place in the course will be made to the applicant.

Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published regulations of WIN.

9. Cancellation of enrolment

A student's enrolment may be cancelled if statements made by the student in their admission application are shown to be false.

A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.

9. Appeals

An applicant may appeal against a decision to refuse admission to a course. Applicants who wish to appeal a decision made under this policy must do so within ten working days of receiving notification of the admission decision. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Dean within ten working days of the applicant receiving written notification of the decision to refuse their application. The Dean will normally respond in writing to the appeal within twenty working days and may confirm or vary the decision. All decisions made by the Dean will be reviewed by the Teaching and Learning Committee.

If an applicant remains dissatisfied with the outcome of their appeal against a decision to refuse admission to a course they may utilise WIN's grievance handling procedures which enables prospective students to lodge grievances of a non-academic nature.