



<b>Document: Student Selection and Admissions Policy and Procedure</b>		
<b>Approved by: Academic Board</b>	<b>Version: 1.4</b>	<b>Date: 20.9.2015</b>

## 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*

In accordance with the *Higher Education Support Act 2003* WIN will have 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 unit 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 unit 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 course, applicants must meet at least one of the following entry requirements:

- Successful completion of Year 12 or equivalent with an ATAR not lower than 70 with a minimum performance band 4 or equivalent in English; or
- Satisfactory completion of an approved Tertiary Preparation Program, Tertiary Orientation Program, or a Foundation Year Program offered by an accredited institution of higher education ("satisfactory completion" means with at least a "Pass" grade if a graded assessment pathway has been undertaken or "Competency Achieved" if a VET pathway has been undertaken); or
- Having obtained the age of 21 (Mature Age Entry) or applicants (18 to 21 years) who have not completed a Higher School Certificate or its equivalent must provide a portfolio of work and demonstrate that they have successfully

met one of the following educational entry requirements through the completion of:

- A Special Tertiary Admissions Test administered by UAC.  
or
- Submit an application for advanced standing that meets the requirements of the 'Advanced Standing and Credit Transfer Policy'; or,
- Having reached a standard of education deemed suitable by the Dean as to be the equivalent of completion of Year 12 as to give the applicant reasonable prospects for completing the course of study. This prerogative will be exercised with discretion and only in unusual circumstances e.g., talent identified through a comprehensive portfolio despite lack of official educational documentation due, for example, to refugee status or changed circumstances related to difficulties in adolescent development clearly assuaged through maturity.

In addition international students must be 18 years of age or over at the time that they commence the course for which they have applied.

#### **International Students will also need to provide the following documents**

- Evidence of their financial viability via 1 months' bank statement and a guarantee from their parents or legal guardian
- Certified documents for financial viability
- Certified documents for academic achievements (and transcript if relevant)
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- A certified copy of their passport
- A certified copy of English language proficiency: eg an IELTS overall band score of 6 or equivalent
- Copy of their visa (if applicable)
- A completed agent's checklist
- A completed questionnaire including 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);
- Attendance at interviews;
- Presentation of folios of prior and current academic and professional work at the interview.
- 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.

## **5. English proficiency**

International students whose first language is not English must demonstrate competency in the English language.

English proficiency can be demonstrated by providing proof of an International English Language Testing System (IELTS) overall test result (or equivalent alternative test result) that meets the specified level of English proficiency denoted for the course.

International students whose secondary education was conducted in a language other than English require an IELTS overall band score of 6.0 with no band less than 5.5, or equivalent e.g., TOEFL. Equivalency with IELTS scores will be based on published norms.

Other acceptable evidence of English proficiency includes:

- 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).

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.

## **6. Applications**

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

## **7. Assessment of applications and verification of evidence**

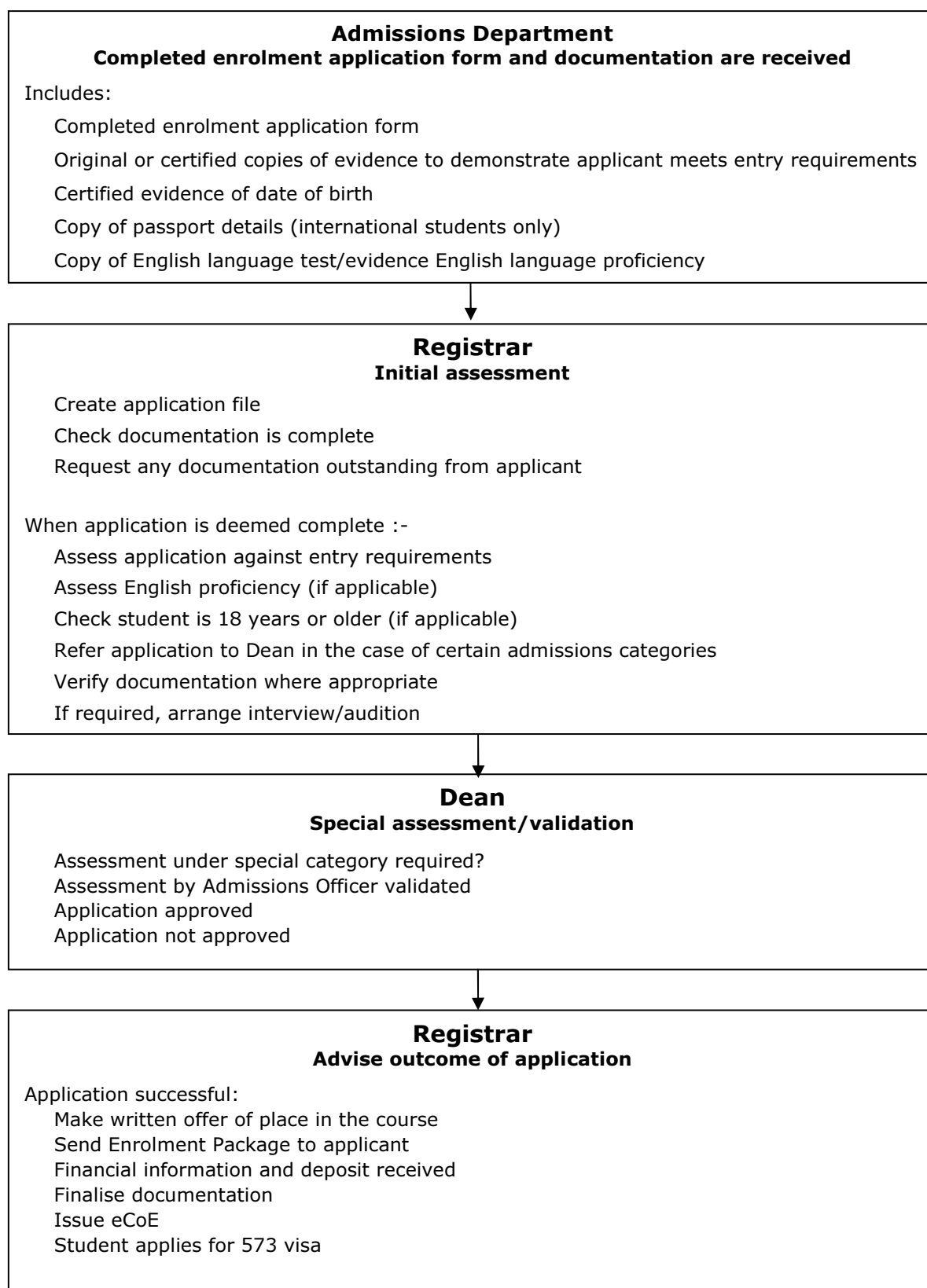
All applications will be assessed by qualified Student Administration.

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.

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



## **8. 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.

## **10. Appeals**

An applicant may appeal against a decision to refuse admission to a course. 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.