Policy Owner: Director of Marketing and Admissions

Keywords: Admissions, Entry criteria

Policy Code: QMKPO003

1.   **INTENT**

   1.1   This Policy articulates the principles for determining Admission into all Courses at Edith Cowan College.

   1.2   The purpose of this Policy is to guide Admissions decision-making to ensure consistency and fairness in the assessment of applications.

2.   **ORGANISATIONAL SCOPE**

   2.1   This Policy applies to all applications for Admission into a Course of study at ECC and its Partner Providers.

3.   **DEFINITIONS:**

   3.1   The *Glossary of Policy Terms* applies to this Policy.

4.   **POLICY CONTENT:**

   4.1   The College may, but is not obligated to, make an offer of Admission to an applicant.

   4.2   An applicant becomes a Student of the College on the date of Admission recorded on the College's Student Management System, subsequent to the acceptance of an authorised offer of Admission by the applicant.

Admissions Transparency

4.3 ECC's application processes and entry requirements are transparent, accurate, equitable and clearly communicated to prospective applicants via publicly available information on the ECC website, to enable informed decision-making about educational offerings and experiences.

4.4 ECC will make available on its website, Information in plain English including, but not limited to:

a) Admissions requirements;

b) Course design including prerequisites;

c) when where Courses are offered;

d) fees and payment options;

e) International Student visas;

f) important dates;

g) arrangements for the Recognition of Prior Learning for International Students and for Domestic Students;

h) alternate entry methods;

i) equity and access provisions;

j) Policies and Procedures;

k) Students under 18 years of age;

l) Mature-aged Students;

m) Education agents partnered with ECC;

n) services and Student support;

o) information relating to life in Perth/Australia;

p) learning and teaching delivery and design information;

q) information regarding access to IT systems and IT requirements;

r) avenues to participate in decision-making; and

s) internal and external grievance mechanisms

4.5 Delegations to approve Admissions exemptions are identified in this Policy and in ECC's *Governance Charter.*

Admissions Requirements

4.6 The Academic Council determines Admissions requirements for ECC.

4.7 The Director of Marketing and Admissions may prescribe from time to time the closing date(s), forms and any other additional processes that an applicant for Admission is required to follow, including the provision of written and other evidence of the applicant's qualifications and identity.

4.8   ECC ensures that assessments of eligibility for Admission and Course offers:

   a)   are based on merit and demonstrated achievement, especially academic achievement, and are free of patronage, bias and unlawful discrimination;

   b)   enable access to study to persons who have experienced educational disadvantage or are from a group under-represented in higher education;

   c)   take account of other factors such as work and life experience, demonstrated commitment and specific achievements related to particular fields of endeavor; and

   d)   are comparable for domestic and international applicants.

4.9   Admissions requirements are approved in consultation with ECU. ECC ensures all Admission requirements:

   a)   are consistent with the Australian Qualifications Framework (AQF); and

   b)   support Pathways between and AQF qualification level and/or Course in accordance with ECU's Policies.

Verification of Qualifications

4.10   All applications are required to be accompanied by copies of documents verifying academic qualifications and Results. ECC requires all supporting academic qualifications to be submitted in the original language and a translated copy. Where appropriate or required, qualifications and tests will be checked against the:

   a)   National Office of Overseas Skills Recognition (NOOSR) guidelines published by the Department of Education for equivalence to Australian qualifications;

   b)   National Recognition Information Centre for the United Kingdom (UK NARIC) which the UK National Agency providing official source of comparison information and advice on international education and training systems and overseas skills qualifications;

4.11   Verification of English will be undertaken using credible sources, primarily:

   a)   IELTS Test Report Form (TRF) Verification Service;

   b)   Test of English as a Foreign Language (TOEFL Verification Service); and

   c)   Pearson Test of English – Academic Score Report website.

Recognition of Prior Learning

4.12   Students may apply for Credit for Prior Learning according to ECC's *Credit and Recognition of Prior Learning (RPL) Policy*.

4.13   If Credit is granted through Recognition of Prior Learning, the Student will be Exempted from a number of or a particular set of Units.

Alternative Entry

4.14   Applicants who are unable to meet entry requirements due to having experienced disadvantages in accessing and participating in education, may be invited to apply for a Course using a Portfolio.

Students with a Disability

4.15   Applicants with disabilities will be asked to provide details of their disability in order for ECC to assess its ability to meet their special study requirements. No Policy or practice of ECC shall discriminate against persons with disabilities. In accordance with applicable legislation, ECC reserves the right to decline an application where, in the opinion of the Academic Director/Director of Studies, the provision of additional goods, services or facilities would go beyond "reasonable adjustment" and impose an unjustifiable hardship on the College.

Underage Applicants

4.16   Admission of underage Students will be conducted in line with the *Underage Students (Minors) Policy*.

Sponsored Applicants

4.17   Applicants who are sponsored by an ECC-approved sponsor must provide a written confirmation from their sponsor outlining those fees and other expenses that will be covered by the sponsor.

Admission Offers

4.18   Admission offers are made to applicants who are judged to have the academic preparation / background and proficiency in English considered necessary to succeed in their intended Course. ECC ensures that:

a)   applicants satisfy the minimum English language entry requirements;

b)   applicants meet the academic and other requirements for the relevant Academic Admission band for a Course;

c)   applicants meet any published pre-requisites required for the Course; and

d)   applicants meet any other published requirements of each Course, including any Inherent Requirements.

Where an applicant has not yet met academic and/or English Admissions requirements, a conditional offer may be issued, requiring evidence of satisfying conditions prior to acceptance.

4.19   ECC will take appropriate steps to ensure that any changes to Admissions requirements do not unfairly prejudice Students, including any Student who has accepted an offer for entry into a Course. ECC ensures that:

a)   changes will be published as soon as possible after approval; and

b)   ECC will reassess any applicant who has not previously accepted a Course offer and advise them as soon as possible if there are any changes to their eligibility.

Admission Refusal

4.20   ECC reserves the right to reject an application for Admission on the grounds that:

a)   such a decision is considered to be in the best interests of the applicant; or

b)   the applicant has previously been Excluded from ECC or another education provider for breach of visa conditions or provider rules; or

   c)   the applicant has failed to satisfy requirements of the pre-visa screening processes or the pre-screening processes.

4.21   Where the applicant does not meet entry requirements for the Course they have applied for, ECC reserves the right to offer another Course appropriate to the applicant's academic credentials and/or English competency.

4.22   Applicants who provide false information as part of their application may have their Admission refused.

Withdrawal of Offer

4.23   Irrespective of whether an Offer has been accepted, ECC has a right to withdraw a Letter of Offer where it is found that:

   a)   fraudulent information or documentation has been submitted;

   b)   an applicant has omitted to disclose their Exclusion from another education provider; and/or

   c)   any other information which, if disclosed, would have led to the person's application for Admission to the Course being refused.

Genuine Student

4.24   A 'Genuine Student' is an International Student who intends to obtain a successful educational outcome at Edith Cowan College and Edith Cowan University, and has the language, educational and financial background to have a reasonable chance of achieving this educational outcome.

4.25   Assessment of the Genuine Student criteria takes into account a Student's visa history including but not limited to:

   a)   previous visa applications;

   b)   compliance with Student visa conditions; and/or

   c)   previous Student visa breaches.

4.26   in determining whether an applicant is a Genuine Student, ECC will consider a range of circumstances of the applicant, in addition to the academic and English capability. These may include:

   a)   the applicant's Statement of Purpose;

   b)   the relevance of the Course to the applicant's previous education;

   c)   gaps between academic activities of the applicant;

   d)   the relevance of the Course to the applicant's past or proposed future employment;

   e)   the financial capability of the applicant; and

   f)   the family situation of the applicant.

Agents

4.27   Where ECC is represented by agents the performance of those agents is monitored and prompt action are taken to address any identified issues.

Written Agreements

4.28   All applicants admitted to ECC are provided with a written agreement in the form of an Offer Letter.

4.29   The written agreement must be signed or otherwise accepted prior to, or concurrently with, the payment of tuition fees.

4.30   For Students under 18 years of age, the written agreement must be accepted and co-signed by their parent or legal guardian.

Readmission

4.31   An application for readmission following an Exclusion for inappropriate behaviour may be refused by the College Director and Principal, where they are satisfied that due to:

a)   a criminal conviction;

b)   the conduct of the applicant or Student; or

c)   on any other reasonable ground,

the Admission/Enrolment of the Student is likely to be prejudicial to the interests of the College, bring disrepute upon the College, or cause damage to the reputation of the College. See the *Student Conduct Policy.*

4.32   Students who have been Excluded from ECC due to unsatisfactory academic progress

a)   may apply for readmission;

b)   may be asked to satisfy the Academic Director/Director of Studies that the Student has a reasonable chance of success in returning to study due to:

   i.   changed circumstances;
   ii.   academic and/or vocational performance since Exclusion; and/or
   iii. maturity and motivation.

4.33   An application for Admission following a Termination due to non-payment of fees may be accepted at the discretion of the College Director and Principal.

4.34   Students who Withdraw or fail to re-Enrol by the last date of (re)enrolment will be required to apply for readmission.

4.35   Students applying for readmission will be assessed against the Admission Criteria outlined in this Policy and may be required to apply for Credit for Prior Learning as per the *Credit and Recognition of Prior Learning (RPL) Policy.*

4.36   A student readmitted into a Course may be subject to previous Enrolment conditions imposed by the Academic Director/Director of Studies and/or the Board of Examiners. See the *Enrolment Policy*.

4.37   Student readmitted into a Course may be subject to their previous Academic Progression Status. See the *Academic Progression Policy.*

Review mechanisms

Informal Review

4.38   A Student may ask the Admissions Manager for an Informal Review of their Admissions Status within seven (7) Calendar Days of the written notification of the Admission Status by ECC.

4.39   As part of the Informal Review, the Admissions Manager (or nominee) will provide feedback on the reason for the Admission Status.

4.40   The Admissions Manager may (but is not obliged to) revise the Student's Admission Status following the Informal Review process, having regard to equity matters in relation to other Students enrolled in the Unit when making a decision.

4.41   Within seven (7) Calendar Days of undertaking an Informal Review, the Admissions Manager will inform the Student in writing the outcome of the Informal Review.

Formal Review

4.42   A Student may only request a Formal Review if they can demonstrate that they have engaged or attempted to engage in the Informal Review process in relation to the Admission.

4.43   A Student who is dissatisfied with the outcome of an Informal Review may lodge a request for a Formal Review on any one or more of the following grounds:

a)   the College has not adhered to its relevant Policies and Procedures;

b)   new information is available that was not available at the time of the original decision; and/or

c)   the Result contained, was based on, or was caused by, a clear error.

4.44   A request for a Formal Review of an Admission result must be lodged within twenty-one (21) Calendar Days of the written notification of the Admission Status by ECC.

4.45   Where a Student wishes to lodge a request for a Formal Review outside of the periods described in 4.44, the Student must include reasons and sufficient evidence as to why their request should be considered out-of-time. The Director of Marketing and Admissions may in their absolute discretion, either in Exceptional Circumstances or where delay has been caused by the College, approve for review a request submitted outside of this period.

4.46   A request that does not use the Prescribed Process, is incomplete or inadequate, does not provide relevant evidence, or seeks an outcome that is not permissible under these Procedures, will be returned to the Student, providing reasons for the rejection and notifying the Student that they may resubmit the request within a further seven (7) Calendar Days.

4.47   Once accepted or resubmitted, the request will be referred to the Director of Marketing and Admissions (or nominee), who will conduct the Formal Review.

4.48   In conducting the review, the Director of Marketing and Admissions may, but is not obliged to:

a)   consult with any relevant Staff member; and

b)   seek advice from relevant subject matter experts within the College, provided

such experts do not have a Conflict of Interest.

4.49   Within fourteen (14) Calendar Days of the Student's request for a Formal Review:

    a)   the Director of Marketing and Admissions:

- will determine if there exists a basis for a review of the Admission;

- may nominate an alternative qualified person (which may be themselves) to conduct or participate in a review or recommend an adjustment to the Admission Status; and

- will determine (with reasons) whether the Admission Status should be confirmed, varied or set aside, and what other actions (if any) are to be taken; and

    b)   the College will notify the Student in writing of the Formal Review outcome including reasons for any decision made and will record this notification in its Student management system(s).

4.50   The Formal Review is the final stage of review at ECC for Admissions-related concerns.

5.   ACCOUNTABILITIES AND RESPONSIBILITIES

5.1   The **Academic Council** is responsible for ensuring that the College provides evidence for the Benchmarking and suitability of its Admission requirements to each Course.

5.2   The **Academic Director/Director of Studies** is responsible for approving and maintaining the Academic Admission Bands and English Language Bands.

5.3   The **Director of Marketing and Admissions** is responsible for ensuring the College makes its Admissions information easily accessible on the website and in promotional material.

5.4   The **Admissions Manager** is responsible for the Admissions of Students in accordance with the principles in this policy.

6.   RELATED DOCUMENTS:

6.1   Relevant to this Policy are:

Academic Integrity Policy
Academic Progression Policy
Credit and Recognition of Prior Learning (RPL) Policy
Enrolment Policy
Privacy Policy
Refunds Policy
Underage Student (Minors) Policy
Unit and Course Review Policy

6.2   This Policy has been developed in line with requirements set out in the:

National Office of Overseas Skills Recognition (NOOSR);
Education Services for Overseas Students (ESOS) Act 2000;

National Code of Practice for Providers of Education and Training to Overseas Students;
AQF Qualifications Pathway Policy ;
Country Education Profiles (CEP) issued by Australian Education International;
European Credit Transfer and Accumulation System (ECTS);

7. CONTACT INFORMATION:

For queries relating to this document please contact:

POLICY OWNER	Director of Marketing and Admissions
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8. APPROVAL HISTORY:

POLICY APPROVED BY:	Academic Council
DATE POLICY FIRST APPROVED:	December 2017
DATE LAST MODIFIED:	August 2024
REVISION HISTORY:	September 2021. Adoption of a principle-based approach to policy. May 2023. Correction to delegated authority – addition of Director of Studies. December 2023. Amendment to Formal Review timeframes. August 2024. Fixed broken links
NEXT REVISION DUE:	December 2025