

# Admissions Policy

## 1. Purpose and Scope

- 1.1 The Admissions Policy specifies the principles for selection and admission to AIAT accredited undergraduate and postgraduate higher education courses. This policy should be read in conjunction with the Admissions Procedure.
- 1.2 This policy applies to all domestic and international applicants for admission to AIAT accredited undergraduate and postgraduate courses, both online and on campus, and all staff involved in admissions processes and decisions.

## 2. Policy Statement

- 2.1 AIAT is committed to admission standards and practices that are based on the principles of integrity, equity, opportunity and accessibility.
- 2.2 AIAT administers the selection and admission process in accordance with the Commonwealth Higher Education Support Act 2003 (HESA), the Commonwealth Education Services for Overseas Students Act 2000 (ESOS), Higher Education Standards Framework (Threshold Standards) 2021 and National Code of Practice for Providers of Education and Training to Overseas Students 2018. Changes may be made to any provisions of these Acts or Practices at any time.
- 2.3 AIAT selects and admits prospective students with a diverse range of skills, experiences and perspectives irrespective of their gender, ethnicity, native language, cultural background, age, disability, religious beliefs, sexual orientation, socio-economic status and/or family responsibilities. AIAT facilitates admission support for applicants of Aboriginal and Torres Strait Islander backgrounds.

## 3. Definitions

Refer to *Glossary of Terms*.

## 4. Policy Principles

- 4.1 Offers of admission are made to applicants who are judged to have the academic preparation, level of achievement, proficiency in English and other abilities to have a reasonable expectation of success in the course to which they are made an offer.
- 4.2 Admission requirements for all courses are developed in accordance with the Course and Subject Lifecycle: Proposal and Development Policy.
- 4.3 AIAT will set fair, equitable and transparent eligibility criteria for the admission and selection of students into programs, which:
  - 4.3.1 comply with relevant legislative and contractual requirements,

- 4.3.2 recognises credit arrangements and prior learning, in accordance with the Credit Transfer and Recognition of Prior Learning Policy,
  - 4.3.3 are applied fairly, consistently and objectively to ensure that admission decisions assess the relative merit of eligible applicants, and
  - 4.3.4 ensures applicants have the academic preparation and proficiency in English required to progress in their program.
- 4.4 Admission requirements and processes are clearly and accurately documented and easily accessible to applicants. Information is to be accurate, relevant, timely and publicly available and accessible, including access for students with special needs or from a disadvantaged background, to enable informed decision making about educational offerings and experiences in accordance with the Student Access and Equity Policy and Supporting Students with a Disability Procedure.
- 4.5 Aboriginal or Torres Strait Islander applicants, applicants with physical and mental health disabilities, applicants from disadvantaged backgrounds have access to special support and access schemes.

## 5. Roles and responsibilities

- 5.1 The Academic Board:
- 5.1.1 approves admission requirements for each accredited course;
  - 5.1.2 approves alternative admission pathways; and
  - 5.1.3 receives reports about participation, progress and completion by student cohorts that inform admission standards.
- 5.2 The Learning and Teaching Committee is responsible for monitoring and making recommendations for improvement related to admission matters.
- 5.3 The Director, Learning and Teaching and Course Director jointly:
- 5.3.1 determine circumstances in which a person may be considered for special entry to AIAT; and
  - 5.3.2 approve any individual admitted under the Special Entry Scheme.
- 5.4 The Course Director develops alternative admission pathways and recommends their adoption to the Teaching and Learning Committee.
- 5.5 The Director, Learning and Teaching monitors the participation, progress and completion by the student subgroups.
- 5.6 The Admissions Officer is responsible for:
- 5.6.1 assessing all admission applications against the minimum admission requirements; and
  - 5.6.2 ensuring all admission arrangements with students are in writing and include any particular conditions of enrolment.

5.7 Applicants are responsible for

- 5.7.1 submitting applications as per this policy and procedure;
- 5.7.2 responding to requests for additional information in a timely manner; and
- 5.7.3 accept an offer of admission in accordance with the process specified in their Letter of Offer.

## 6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Admissions Policy
Policy Reference No.	POL – 20
Policy Approval	Board of Directors
Policy Authority	Academic Board
Responsible Officer	Learning and Teaching Committee
Governance Reference Threshold Standards	HESF 2021: 1.1, 1.3.2a
Related Documents	Admissions Procedure Course and Subject Lifecycle: Proposal and Development Policy Credit Transfer and Recognition of Prior Learning Policy Student Access and Equity Policy Student Complaints and Appeals Policy Supporting Students with a Disability Procedure
Related Legislation	Commonwealth Higher Education Support Act 2003 (HESA) Commonwealth Education Services for Overseas Students Act 2000 (ESOS) Higher Education Standards Framework (Threshold Standards) 2021 (HESF) National Code of Practice for Providers of Education and Training to Overseas Students 2018
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: Charles Darwin University (2017) Admissions Policy IJET (2020) Admissions Policy RMIT (unknown) Admission Policy, <i>retrieved 31 Aug 2021</i> University of South Australia (2019) Selection and entry to programs
Date of approval	31 March 2022
Review date	December 2026
Policy Category	Academic

## 6. Document Version Control

Document No	POL - 20	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	31/3/2022	HESF updates
	1.02	3/6/2024	Expanded scope to incorporate location of course (online and on campus)
Created Date	March 2022		