

Name:	Admissions and Enrolment Policy
Approved by:	Group Accreditation & Compliance Manager
Date Approved:	15/10/2019
Approved by:	General Manager - Technology & Design Division
Date Approved:	15/10/2019
Implementation Owner	Student Services (T&D and GEC)
Maintenance Owner	Group Accreditation & Compliance
Review Date	15/10/2020

Section 1 – Introduction 2

1) Purpose 2

2) Scope 2

Section 2 – Policy 3

1) Entry Requirements 3

2) Certification 4

3) Verification 5

4) Applications for Enrolment 5

5) Application Assessment 5

6) Interview 5

7) Medical Conditions 5

8) Recognition of Prior Learning (RPL) 6

9) GTE Assessment 6

10) GI Bill and VR&E beneficiaries (United States of America citizens only) 6

Section 3 – Reference and Supporting Information 7

1) Workflows 7

2) Definitions 9

3) Supporting Documentation 11

Section 4 – Change History 12

1) Change History 12

Section 1 – Introduction

1) Purpose

Academy of Information Technology (AIT) enrolls students from across the globe and is focused on producing successful and employable graduates. To support this focus, AIT has established entry criteria which incorporates prior academic studies, English level, employment history, interest, aptitude and genuine intent.

2) Scope

This policy applies to:

- i) All applicants (domestic and international) of Academy of Information Technology Pty Ltd, (including the Coder Academy and the Left Bank brands);
- ii) All staff of RedHill Education including employees and contractors;
- iii) All courses delivered by the College including those delivered on their behalf by education providers with whom there is a licensing arrangement.

Section 2 – Policy

This policy meets the requirements of the Standard of the National Code of Practice for Providers of Education and Training to Overseas Students 2018; and the Higher Education Standards Framework 2015; and Standards for Registered Training Organisations (RTOs) 2015.

1) Entry Requirements

Entry requirements are determined by the Admissions Working Party in compliance with relevant legislative requirements and endorsed by the Academic Board. International equivalencies are determined and approved by the Divisional Operations Manager. Additional criteria beyond minimum academic and English requirements may be required for students to access government funding such as VET Student Loans (VSL) and FEEHELP (FH) and for international students applying based on Department of Immigration and Home Affairs (DOHA) requirements due to their “country risk level”.

- i) Students may be required to demonstrate their English capacity based on the country they completed their studies in rather than their nationality. For example, an Australian student who completed their studies in a non-English speaking country may need to provide evidence of English capacity.
- ii) AIT complies with the Higher Education Admissions Transparency requirements and publishes student profiles each year.
- iii) The table below outlines the entry requirements for each course level offered through AIT.

Course level	Academic requirement	English requirement
VET Certificate IV	<ul style="list-style-type: none"> • Completion of Australian Year 10 or equivalent; OR • Completion of a qualification awarded at Level 3 or above in the Australian Qualifications Framework (AQF); AND • Must be 16 years of age or older 	IELTS 5.0 with no band less than 5.0 or equivalent (academic test)
VET Diploma	<ul style="list-style-type: none"> • Completion of Australian Year 12 or equivalent; OR • Completion of a qualification awarded at Level 4 or above in the AQF; OR • AIT must reasonably believe you show competence to complete the course; AND • Must be 18 years of age or older 	IELTS 5.0 with no band less than 5.0 or equivalent (academic test)
Higher Education Diploma	<ul style="list-style-type: none"> • Completion of Australian Year 12 or equivalent; OR 	IELTS 5.5 with no band less than 5.0 or

	<ul style="list-style-type: none"> • Certificate IV, VET Diploma or Higher Education Diploma; OR • Completion of one year of full time study in a degree course at a higher education provider; OR • Admissions via non-academic criteria which may include demonstrated interest or experience in relevant fields or work. Students may be asked to demonstrate this through a short written piece, interview and or portfolio; AND • Must be 17 years of age or older 	equivalent (academic test)
Bachelor	<ul style="list-style-type: none"> • Completion of Australian Year 12 or equivalent; • OR • Certificate IV, VET Diploma or Higher Education Diploma; • OR • Completion of one year of full time study in a degree course at a higher education provider; OR • Admissions via non-academic criteria which may include demonstrated interest or experience in relevant fields or work. Students may be asked to demonstrate this through a short written piece, interview and or portfolio; AND • Must be 17 years of age or older 	IELTS 6.0 with no band less than 5.5 or equivalent (academic test)
<p>International students who have not completed 6 calendar months with their principal provider must provide a release letter prior to being accepted into any AIT course.</p>		

All entry requirements are:

- i) Fair and equitable and do not exclude any student who is able to demonstrate that they can reasonably attempt the course and are likely to complete
- ii) Available in course information provided to applicants prior to application or enrolment

2) Certification

All documents must be certified. This can be done following these [instructions](#) on the Australian Department of Home Affairs (DOHA) website.

3) Verification

All academic and English documents must be verified by the admissions team prior to finalising the student's enrolment.

4) Applications for Enrolment

Students can apply for enrolment in the following ways:

- i) Apply directly by submitting a paper application form with supporting documents
- ii) Apply directly by submitting an online application form with supporting documents
- iii) Apply via an education or migration agent (agent) with supporting documents.
International students with a country risk level of 2 or above are required to use an agent

5) Application Assessment

Students are required to demonstrate during the application process their capacity to meet the academic rigours of the course. All applications are assessed using the entry criteria listed above as well as any additional criteria set out by relevant regulatory bodies. Assessment will result in the student being identified as eligible for:

- i) Full admission; or
- ii) Conditional admission; or
- iii) Interview; or
- iv) Rejection

6) Interview

Interviews may be conducted face to face, via phone or other technology and will include staff relevant to the profile of the student including but not limited to a member of the admissions team, a member of the student services team, a course coordinator or appropriate delegate.

Students are invited to attend an interview so we can get to know the student and assess their capacity. Students may be asked to provide evidence of work they have already completed which may include, but not limited to:

- i) sketches, drawings or paintings
- ii) graphic design, photo manipulation or photography
- iii) character designs or concept art
- iv) animatics, storyboard or script writing
- v) animation or stop motion
- vi) short film, documentary, home videos, movie trailers
- vii) game concept, game art or game design

7) Medical Conditions

During the enrolment process, students are asked to indicate if they have any medical conditions that may affect their studies. Students who indicate they do have a medical condition that may impact their studies are contacted to discuss their medical condition, how it may impact their studies, what they have in place to address this and how AIT can support them. The outcome of this meeting is communicated to relevant stakeholders as required.

8) Recognition of Prior Learning (RPL)

Students who have completed related studies from an accredited education provider or than can demonstrate relevant professional experience may apply for RPL. Students must submit relevant evidence for RPL assessment to be undertaken.

Information regarding RPL is available in course information provided to applicants prior to enrolment.

Where students have previously undertaken Units of Competency or higher education courses deemed equivalent they may be eligible for credit.

9) GTE Assessment

International students are also required to demonstrate they are both a Genuine Temporary Entrant (GTE) and a Genuine Student (GS). Assessment of a student's GTE and GS status occurs throughout the application process, but is not finalised until the acceptance process.

During the acceptance process, students are required to demonstrate they are GTE and GS by providing information included, but not limited to:

- i) A signed and completed GTE Assessment Sheet
- ii) Evidence of appropriate funding
- iii) Any other requirements as outlined on the Department of Home Affairs (DOHA) [Documents Checklist Tool](#) based on the risk level of the students country

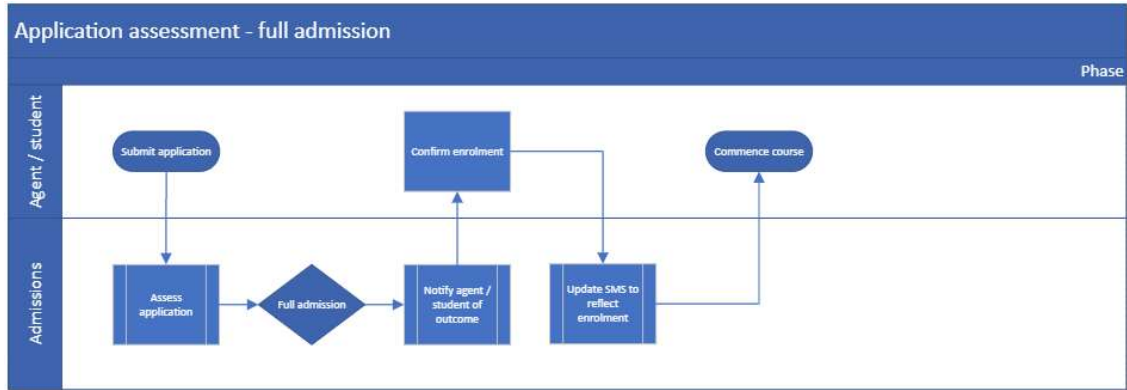
10) GI Bill and VR&E beneficiaries (United States of America citizens only)

GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) are permitted to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. This allows a student to attend the course until VA provides payment to the institution. Section 103 requires a State Approving Agency (SAA), or the Department of Veterans Affairs (VA) when acting in the role of the SAA, to disapprove certain courses of education. VA can grant a waiver to these requirements. The educational institution must also have a policy to not impose a penalty, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA. AIT is an approved provider in accordance with the GI Bill and VR&E and does not impose penalties upon eligible students under this Bill for late payments by the Department of Veterans Affairs (USA).

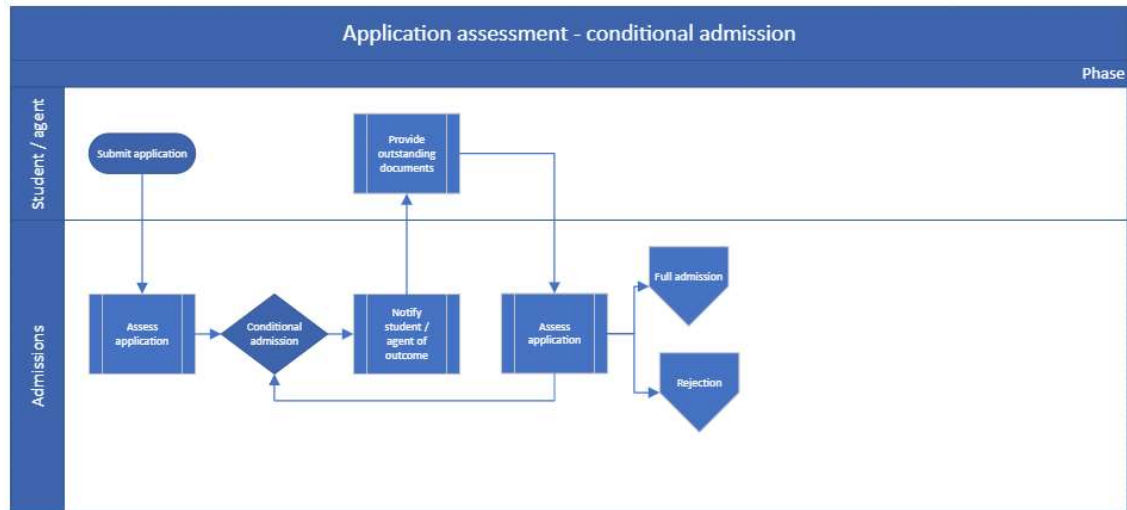
Section 3 – Reference and Supporting Information

1) Workflows

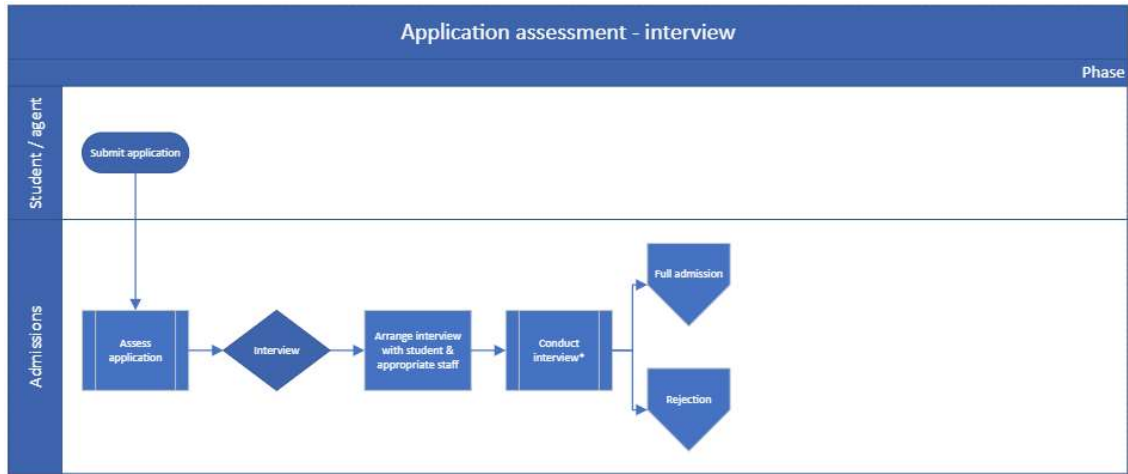
Full admission



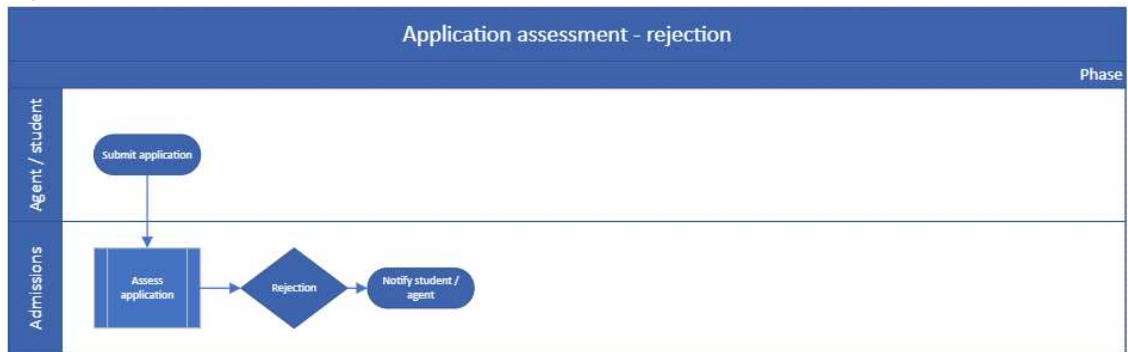
Conditional admission



Interview



Rejection



2) Definitions

Word/Term	Definition
Agent	Means a person or organisation representing the College which recruits overseas students and refers them to the College
Admission	Entry to a course
Applicant	A person applying to enrol
Conditional admission	The applicant has been assessed as having met some of the required criteria to enter the course with other evidence pending. This could include missing documents, verified documents or GTE and / or GS status
Documents Checklist Tool	The tool used to determine the evidentiary requirements for an international student
Enrolment	Successful finalisation of an individuals application
FEE-HELP	A loan provided by the government for Higher Education Studies
Funding	Financial capacity as defined by DOHA on the Documents Checklist Tool
Full admission	The applicant has been assessed as having met all required criteria to enter the course
Genuine Student (GS)	A student with the primary intention to undertake study
Genuine Temporary Entrant (GTE)	An international students who does not intend to remain in Australia permanently
GTE Assessment Sheet	A form created by AIT to be used by students as part of their GTE assessment
Interview	The applicant has been assessed and does not meet criteria: VET criteria 1 or 2 HE criteria 1 – 3 As a result, the student may be invited to interview to determine if they meet criteria: VET criteria 3 HE criteria 4 As part of the interview, students may be asked to provide evidence to demonstrate their capacity as outlined in the entry requirements.
Medical conditions	Medical conditions include but are not limited to: Hearing / deaf Physical Intellectual Learning Mental illness Acquired brain impairment

	Vision Medical condition Other
Rejection	The applicant has been assessed and does not meet the criteria to enrol in a course at AIT
VET Student Loans (VSL)	VET Student Loans offers income contingent loan support to eligible students studying certain diploma level and above vocational education and training qualifications. Eligible students are entitled for loans up to a capped amount.

3) Supporting Documentation

Document name	Document type	Location
National Code 2018	Legislation	External
Higher Education Standards Framework 2015 Domain 1, clauses 1.1 & 1.2 Domain 7, clauses 7.2 – 7.3	Legislation	External
Standards for Registered Training Organisations (RTOs) 2015 Standard 3, clause 3.5 Standard 4, clause 4.1 Standard 5, clause 5.1 Standard 8, clause 8.1	Legislation	External
Access and Equity Policy	Policy	Internal
Recognition of Prior Learning Policy	Policy	Internal
GTE Assessment Sheet	Guideline	Internal
GTE Rules	Guideline	Internal
GTE Training guide	Guideline	Internal
Recognition of Prior Learning Policy	Policy	Internal
AIT HE Application form	Form	Internal
AIT VET Application form	Form	Internal
iscd VET Application form	Form	Internal

Section 4 – Change History

1) Change History

Version	Approval date	Approved by	Approved by	Change
v1.1	31/07/2013	GM AIT	Compliance Manager	Original document
v1.2	29/07/2014	GM AIT	Compliance Manager	Formatting and minor updates
v1.3	18/06/2019	GM T&D	Group Accreditation & Compliance Manager	Formatting, updates to new processes and for new legislation
v1.4	12/08/2019	GM T&D	Group Accreditation & Compliance Manager	Added section 8, GI Bill and VR&E beneficiaries
v1.4	15/10/2019	GM T&D	Group Accreditation & Compliance Manager	Template update