



POLICY NUMBER:	3.1	VERSION NUMBER:	9.1
DATE LAST REVIEWED:	July 2023	NEXT REVIEW DATE:	July 2025
RELATED POLICIES:	- Complaints and Appeals Policy - Domestic - HE - Course and Subject Viability Policy - Higher Education - English Proficiency Policy - Higher Education - Fees Policy - HE - Non Award Study Policy - Recognition of Prior Learning Policy - HE and VET - Student Code of Conduct - HE	RESPONSIBILITY: Academic Council	
RELATED PROCEDURES	Admissions Procedure - HE		

ADMISSIONS POLICY

1.0 Purpose

The College is committed to ensuring its admissions policies and procedures are fair, transparent, ethical and timely, making study accessible to a diverse range of prospective students. The College has developed a policy framework to assist students to be equipped and prepared for study, regardless of academic background. This policy outlines admissions processes and requirements for undergraduate courses only.

2.0 Scope

This policy applies to all campuses (including online), and domestic students enrolling in Higher Education undergraduate courses.

3.0 Policy statement

Admission requirements focus on merit and fostering academic success.

1. The College encourages lifelong learning, including formal, informal and non formal learning. They provide applicants for admission to the Colleges' courses with the opportunity to have relevant, previous learning considered in their application.
2. Processes for admission of students shall be governed by the overarching principles of fairness, consistency, transparency, and timeliness.
3. The College is an open access institution and admission is granted through the normal tertiary process of direct entry. Prospective students may be admitted via direct application, provided they can supply appropriate copies of previous qualifications and / or experience being used as the basis for admission.
4. The College shall take into account possible educational disadvantage when determining admission requirements.
5. Staff involved in the admission process must not divulge to any unauthorised person any information related to an individual student's application or admission.
6. The College reserves the right to refuse entry to any applicant based on an individual's inability to meet the educational and financial requirements of the College, including the Inherent Course Requirements (where stated) for the course into which they are applying for admission.
7. Upon admission it is the student's responsibility to make themselves aware of and comply with the College's policies and procedures.



4.0 Admission requirements

To support a successful study experience with the College, applicants are required to meet the following entry requirements:

1. Students entering higher education Diploma, Bachelor or Undergraduate Certificate courses (or higher education subjects as general interest studies) are expected to have completed Year 12 or an equivalent qualification. (e.g. Tertiary Preparation Certificate, Certificate IV, one year study at Diploma level or at another higher education institution etc.).
2. Students entering Graduate Certificate or Graduate Diploma courses are expected to have completed a relevant undergraduate qualification (Bachelor-level).
3. Mature age students (21 years or over) who have not completed Year 12 and who have relevant study, work and / or life experience that indicates they would be able to manage the level of coursework required, will be considered for admission on a case by case basis. Note that evidence of this experience will be required and may include a curriculum vitae (CV) that documents broadly relevant work experience, professional references, evidence of informal or non-formal study that is completed or partially completed, or a written submission demonstrating they are a reasonable prospect for success.
4. Applicants who may not meet the educational requirements outlined above but who can demonstrate some educational disadvantage in schooling, will be considered on a case by case basis.
5. For enrolment in the (AQF Level 7) Undergraduate Certificate in Building Health through Nutrition, applicants must hold a qualification at a minimum level of Certificate IV in a health, allied health or related field (e.g. Fitness) and some experience working in that field.

4.1. Entry requirements

1. All applicants must attend a final admissions interview upon submission of their enrolment paperwork. Admissions interviews may be conducted face to face, by other verbal medium (e.g. teleconference or Skype) or a combination of these mediums. At the completion of the admissions process an applicant may be provided with access to a complementary Academic Support subject to support successful transition to study.
2. All applicants for entry to any College must meet self-declared minimum computer literacy standards as determined by the College and have unrestricted access to the internet, a computer / laptop with web-cam and a personal email account.
3. For Bachelor and higher education Diploma courses, applicants aged under 18 years at the time of application must turn 18 in their first enrolled semester of study or within 6 months of acceptance into the course. Prospective students under the age of 18 must have their enrolment paperwork witnessed by a parent or guardian. High-performing students who fall under the age requirements will be considered on a case by case basis for special entry consideration.
4. For Undergraduate Certificate courses, applicants must be aged 18 years or above.
5. It is the responsibility of all students admitted to the College's courses to acquire the required textbooks, training tools and resources required to fully participate on campus and / or in online subjects.
6. It is the responsibility of all potential students to read and understand the Inherent Course Requirements for the course into which they are seeking admission and accept the *Inherent Course Requirements* prior to initial enrolment in the course (where stated).
7. Students will only be permitted to enrol in one (1) single higher education course at the College at any one time – no concurrent enrolment will be permitted.
8. A student may however be admitted into sequential study allowing them to complete an Endeavour qualification that moves sequentially into the next qualification. For example,



completing a Diploma of Health Science and enrolling into a related Bachelor of Health Science during the last 3 months of the first course. The student may not exceed a full time study load across both courses and must enrol in this sequential qualification through the Admissions team.

9. In the normal admissions process, it may be determined that applicants are potentially unequipped for successful study at the College because they do not meet all or some of the Admissions Requirements. The process for managing an applicant in this circumstance is outlined in the *Admissions Procedure - HE*.

4.2. English language proficiency requirements

Higher Education applicants for whom English is an additional language including permanent residents must have a grasp of the English language appropriate to higher education study, and will be required to show evidence of English language proficiency to a certain level depending on the degree. These levels have been set to ensure the student will have the ability to successfully engage in study in their selected field. Refer to the *English Proficiency Policy - Higher Education* for further details. At the discretion of the College, prospective students may be required to undertake an assessment of English language at their own cost and, depending on the course of enrolment, achieve a result at least equivalent to:

Graduate Certificate, Graduate Diploma, Bachelor of Health Science (Acupuncture Therapies), Bachelor of Health Science (Chinese Medicine), Diploma of Health Science (Chinese Remedial Massage):

- IELTS 7.0 (overall score)
- Cambridge English: Advanced (CAE 185-190)
- Pearson (PTE) Academic Score of 65 (overall score)
- Paper based (PBT) TOEFL score of 600
- Internet based (iBT) TOEFL score of 100.

All other Bachelor degrees and Undergraduate Certificates (other than Human Biology, as below):

- IELTS 6.5 (overall score)
- Cambridge English: Advanced (CAE 176-184)
- Pearson (PTE) Academic Score of 59 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 577
- Internet based (iBT) TOEFL score of 90.

Diploma of Health Science and Undergraduate Certificate in Human Biology:

- IELTS 6.0 (overall score)
- Cambridge English: First (FCE 169-175)
- Pearson (PTE) Academic Score of 52 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 537
- Internet based (iBT) TOEFL score of 79.

4.3. Provisional admission or enrolment

Applicants may be admitted to an undergraduate award course on a provisional basis if:



1. They are being admitted under an Educational Access or Special Admissions Scheme.
2. They have a record of failure to commence, failure of multiple subjects (as per *Academic Progression Policy - HE*) or suspension / expulsion at the College or any other tertiary institution.
3. They have been admitted under the general authority accorded to the peak academic body of the College.
4. They are seeking Recognition of Prior Learning or Advanced Standing in a specific course and therefore undertake the assessment process relating to this.

An applicant who is being considered for provisional enrolment may be requested to provide evidence that will demonstrate they have a reasonable likelihood of success in their studies at the College.

A student who has been admitted to a course on a provisional basis due to previous academic performance may have additional conditions attached to their enrolment such as (but not limited to):

- they may be required to undertake a reduced study load (50 – 90%) rather than a full-time load.
- they may be required to satisfactorily complete further literacy and / or numeracy training or tests.
- they may be required to attain a certain grade in all or certain subjects undertaken in the first teaching period of study (e.g. pass grade requirement).

All students who have been admitted to a course on a provisional basis due to previous academic performance will have their academic progress reviewed at the end of the first teaching period of enrolment. If progress is considered unsatisfactory, the provisional admission will be withdrawn and the student will not be permitted to continue with enrolment in that course.

4.4. Verification of qualifications

An applicant seeking admission to the College must submit evidence of any relevant previous qualifications, such a copy of the original Academic Transcript or qualification certificate. The College reserves the right to verify legitimacy of qualifications which may include contacting the previous institution, in which case some of the applicant's personal details may be required to be divulged.

An applicant seeking admission who cannot provide documentary evidence of previous qualifications due to special circumstances (e.g. refugee) must provide a statutory declaration stating the qualification and the reasons for the inability to obtain the documentation.

4.5. Refusal and exclusion

The College reserves the right to refuse admission of a prospective student based on the following criteria:

1. The applicant demonstrates behaviours that do not meet the standards set out in the *Student Code of Conduct - HE*.
2. The applicant does not meet the minimum entry requirements, conditional course requirements (e.g. is aware that they cannot get a First Aid Certificate), or ongoing course requirements, and is not prepared to pursue the advice provided by the College to gain additional knowledge prior to commencing study.
3. The applicant feels they will be unable to meet the *Inherent Course Requirements* as outlined to them.
4. Serious financial, personal or health issues that will affect the student's ability to meet the *Inherent Course Requirements* or to continue in the relevant award.

Applicants deemed unequipped to enrol may be referred to other educational institutions to seek additional learning prior to reapplying to the College.



Applicants may not apply for admission to the College during a period of exclusion from any other tertiary education institution. Applicants who have completed a period of academic exclusion must provide details of the exclusion penalties that were applied with their application. Applicants who have met the admissions requirements but who have been excluded previously from a course, at the College or at another tertiary institution, must demonstrate that they have an improved likelihood of success in the course for which they are applying.

Applicants who have been excluded for misconduct from the College or any other tertiary institution must show cause by providing a statement outlining why they should be considered for readmission.

5.0 Commencement

The College will hold a place for commencing students to defer their start date in the course for a maximum of 12 months. If the student fails to commence study after a 12 month period, the enrolment will be cancelled, and the applicant invited to reapply to study at the College. This ensures students are kept up to date with any courses changes that may have occurred over the preceding 12 months.

5.1. Cross-institutional study

Applicants who are enrolled in an award course at another higher education provider in Australia (or an overseas provider with an approved agreement with the relevant College) may apply to enrol in one or more subjects for cross-institutional enrolment. These applicants will be enrolled into the relevant degree for reporting and FEE-HELP purposes as agreed with their 'home' institution.

Applications for cross-institutional study from any other institution will be considered by the National Admissions Centre and may be subject to provisional enrolment conditions.

Students who are enrolled in a College course wishing to complete one or more subjects at another institution (and have those subjects credited to their award course at the College) should apply to the relevant decision-maker as outlined in the *Recognition of Prior Learning Policy - HE and VET*.

5.2. Non award study

Applicants may enrol in miscellaneous higher education subjects (as non award study); however, some entry requirements still apply.

The maximum amount of non award study allowed by any one student in higher education subjects will be up to five (5) subjects. If after exhausting their allocation of non award studies, students wish to continue their enrolment with the College, students must enrol in an award course. General interest study enrolment does not guarantee a direct pathway into an award course.

Please refer to the College's *Non Award Study Policy* for further details.

5.3. Study load

In order to ensure appropriate course progression, applicants who are enrolled in an award program must meet a minimum part time study load of at least 50% of a full time credit point load for subjects attributed to a given semester of study (thus allowing for online study intakes). The number of credit points and contact hours making up this load will vary depending on program of enrolment; the full time load for each course is clearly defined on the publicised course structure.

For Undergraduate Certificate courses, students are required to meet a full-time study load of 100% throughout the course due to regulatory requirements.

At times it may be necessary for the College to set rules for courses that fall outside of the standard course enrolment requirements. In those instances, the rules will be documented and advised to students. For instance, a course that is available for full-time enrolment only will require students to enrol in 100% of a full-time load (excepting if they have received advanced standing). Similarly, if the



College decides to discontinue a course, students must adhere to the documented teach-out or transition plan or they will be identified as 'at risk' and may be excluded from the course.

6.0 Intake quotas

The College reserves the right to impose intake quotas on any course or subject. The College reserves the right to cancel an intake into a course if insufficient students are admitted, and / or to reallocate enrolled students to alternative delivery modes for the same subject such as an online intake. Refer to the *Course and Subject Viability Policy - Higher Education* for further information.

7.0 Campus course offerings

The College reserves the right to schedule and promote intakes for accredited courses at selected campuses where it is best resourced to do so. Accreditation of a specific course in any given jurisdiction does not automatically guarantee enrolments will be taken.

8.0 Fee payment

As outlined in the *Fees Policy - HE*, Students who do not pay fees as required will have their enrolment suspended and reviewed by Student Services.

1. Self-funding students must pay all enrolled course fees in full prior to the published census date for the relevant intake. Failure to meet the payment deadline will result in suspension from the course until all fees are paid. Failure to make payment will result in withdrawal from the enrolled program.
2. Students undertaking FEE-HELP assistance are wholly responsible for completion of forms required to establish the loan. To apply for FEE-HELP assistance for a degree course, students must be enrolled in a minimum part time load of nine (9) contact hours per week.
3. Students enrolling in a Commonwealth Supported Place (CSP) for eligible Undergraduate Certificates must accept the offer of the place in writing and are wholly responsible for completion of forms required to establish the Commonwealth support and/or any further HECS-HELP assistance for the balance of fees.

9.0 Admissions standards

Admissions standards will be monitored on an annual basis, and management will undertake adjustments to standards where required, advising the peak academic body of the College of any substantive new standards as developed.

All decisions relating to Admissions and the scope of this policy are the responsibility of the Director of Sales and Admissions, through the Office of the Managing Director, and governed by the College's Board.

10. Responsibility

This policy is the responsibility of the College Board, who have delegated responsibility for the academic standards within the policy to the Academic Council as the peak academic body for the College. The Academic Council has developed the admissions standards within this policy to be clear and transparent, to allow ease of operational application. Responsibility for admissions decisions has been delegated to the Director of Sales, Admissions and Retention.

The Director of Sales, Admissions and Retention has responsibility for implementation of this policy and will report regularly to the College Board on application of this policy.

Director of Sales, Admissions and Retention has responsibility for oversight of any complaints raised about decisions made under this policy (see *Complaints and Appeals Policy - Domestic - HE*).



10. Relevant Legislative and Regulatory Documents

- Tertiary Education Quality and Standards Agency. (2023, April 12). Admissions transparency. Australian Government. <https://www.teqsa.gov.au/guides-resources/admissions-transparency>
- Higher Education Standards Framework (Threshold Standards) 2021 (Cth). <https://www.legislation.gov.au/Details/F2022C00105>

12. Version Control History

Version	Date Approved	Approved By	Summary of Changes
1.0	August 2012	College Council	Policy established.
2.0	November 2014	College Council	Updated English language requirements; Changed miscellaneous subject restrictions to allow for up to 1 full year of higher education subjects, 2 subjects VET; Updated Non-Award Study section; Added Cambridge English Scale scores; Definition of Census Date reviewed.
3.0	March 2015	College Council	Updated USI information as per 1 Jan 2015 legislative requirement; Updated Cambridge English FCE and CAE; Added definition of Student/Learner.
4.0	July 2016	College Council	Updated properties and content to remove references to VET; Split out from VET policy; Updated to include reference to Inherent Course Requirements; Clarified enrolment not allowed in concurrent courses.
5.0	December 2017	College Council	Updated formatting for consistency with other policies; Updated English language requirements to include additional test types; Removed ACPE-specific requirements to split into separate document; removed outdated links; Updated entry requirements for collecting educational documentation; Revised entry requirements for 18-21 and mature age students;
6.0	May 2019	College Council	Replaced header with Endeavour HE header; Formatting updates; Removed references to MartinHE, SGA, and ACPE; Updated hyperlinked policies and procedures; Responsibilities updated; WWCC section updated to align with WWCC Policy and allow for equivalents and exceptions.
7.0	May 2021	College Council	Updated to rebranded template; Removed hyperlinks to Endeavour documents; Updated role titles to new position titles; Updated to add requirements for undergraduate certificates and references to Commonwealth Support Place and HECS-HELP; Updated to include Diploma requirements.
8.0	March 2022	College Council	New courses added; Added section about commencement and non-commencement processes; Updated English language requirements; DSA changes to align with deferral policy.
9.0	June 2023	College Council	Removed references to WWCC; Updated formatting; Updated policy ownership; Added sequential study options.
9.1	July 2023	College Council	New template; Added hyperlinks; updated external references; Changed definition of 'teaching period' to College standard; Updated properties reallocated to new owner; Administrative changes to update workforce model; Updated document titles and removed College hyperlinks.