

POLICY NUMBER:	3.2	VERSION NUMBER:	11
DATE LAST REVIEWED:	November 2025	NEXT REVIEW DATE:	November 2026
RELATED POLICIES:		RESPONSIBILITY: Academic Board	
RELATED PROCEDURES	Contained within this Policy		

ADMISSION AND ENROLMENT

1.0 Purpose

This policy provides a framework and a set of principles that regulate admission to, and enrolment in, the Institute's courses.

2.0 Scope

This policy applies to students and prospective students, staff and members of the Institute's decision-making bodies.

3.0 Principles

3.1. The Institute's approach to admission and enrolment reflects the following principles:

- 3.1.1. admission and enrolment processes and practices are transparent, fair, impartial and consistently applied;
- 3.1.2. admission and enrolment processes and practices equitably provide opportunities for applicants of all backgrounds;
- 3.1.3. course entry requirements are set by the Course Advisory Committee and approved by the Academic Board, and are regularly monitored and reviewed, using an evidence-based process and benchmarking with similar institutions.
- 3.1.4. admission requirements are broadly merit based, in particular taking into account the demonstrated academic achievements of applicants;
- 3.1.5. admission offers may take account of work and life experience, personal competencies and achievements which are not specifically academic;
- 3.1.6. the Institute may seek to achieve strategic objectives through its admissions decisions;
- 3.1.7. admissions decisions are made by staff who have the requisite knowledge and skills;
- 3.1.8. academic and English language proficiency requirements for admission to each course are set by the Course Advisory Committee and approved by the Academic Board so as to ensure that students have a reasonable expectation of successfully participating in, and completing, their course of study;
- 3.1.9. admission, course entry and enrolment requirements and associated information, clearly expressed and comprehensive, are available through the Institute's website in time for students and prospective students to make informed decisions;
- 3.1.10. admission and on-going enrolment are compliant with relevant state and Commonwealth legislation and related reporting requirements; and
- 3.1.11. admissions and enrolment processes and practices are compliant with Standard 7 of the *National Code of Practice for Providers of Education and Training to*

Overseas Students (2018) which restricts the transfer of international students between registered education providers under certain circumstances.

3.2. Students enrolled at the Institute must:

- 3.2.1. be over 18 years of age at the time of enrolment;
- 3.2.2. comply with all policies and procedures applicable to students;
- 3.2.3. comply with conditions placed on their admission or enrolment, and with requirements specific to their course;
- 3.2.4. pay relevant fees by the due date;
- 3.2.5. maintain satisfactory academic progress; and
- 3.4.6. comply with student visa requirements, if applicable.

3.3. The Institute can decline to admit an applicant, including by withdrawing an offer of admission, if an applicant:

- 3.3.1. does not meet all of the conditions of their offer;
- 3.3.2. provides incomplete, inaccurate or false information pertaining to their admission or enrolment;
- 3.3.3. has been suspended or expelled from the Institute;
- 3.3.4. is in breach of student visa conditions, if applicable; or
- 3.3.5. the enrolment quota for a course has been met.

4.0 Procedure

4.1 To enrol into an AIPC higher education course, prospective students are required to:

- a. Complete and submit the relevant online Course Application Form,
- b. Email documentation required to support their application for entry to Course Advisory and/or Student Support staff.
- c. Provide referee details for Course Advisory or Student Support staff to complete a reference check, and
- d. Complete the electronic Commonwealth Assistance Form (eCAF) for FEE-HELP purposes.

4.2 Course Application Forms and associated application documentation are received by the due date and processed by Student Support Staff. Upon receipt, the prospective student's application and supporting documentation is assessed. Assessment includes validation of documentation provided, completion of the Entry Checklist, and approval by the respective Program Leader.

4.3 A place in the course is offered (subject to student numbers and availability of places) to approved applications. Domestic applicants have 5 working days to respond to and accept their offer, and international students 7 days.

4.4 Upon acceptance of their place in the course, domestic students complete the eCAF and confirmation of subjects, access to the necessary materials for the student to commence their first semester of studies is provided on the HELP site, and the student's information is added into Meshed Higher Ed (student management system) by Student Support Staff.

4.5 Upon acceptance of their place in the course, international students finalise their initial payment of tuition fees and provide evidence of visa-length Overseas Student Health Cover (OSHC). An issuance of an Electronic Confirmation of Enrolment (eCoE) will then occur through PRISMS.

4.6 Applications that are not offered a place in the course are advised in writing of the decision with explanatory reasons.

5.0 Standard Admission Requirements – Diploma (Higher Education Diploma)

5.1 Students are required to have either:

- a. A Certificate IV level qualification (any field of study), or
- b. Completed Year 12 or equivalent or
- c. Completed formal post-secondary studies, of at least 12 months duration, or
- d. At least 3 years of work experience demonstrating capacity to undertake study at Diploma Level.

5.2 Prospective students are to supply a certified copy of the qualification or high school certification to support their application. Applicants seeking entry through work experience are required to submit a Curriculum Vitae and supporting statements from their employer/s. Student Support staff are to ensure this documentation is included with the Application. If documentation is missing, Student Support Staff are to write to the prospective student advising of additional documentation required to enable assessment of their application.

5.3 Special Entry Requirements – Diploma (Higher Education Diploma) (including applicants identifying as Aboriginal and/or Torres Strait Islander Peoples)

5.3.1 For students who do not meet the standard admission requirements above, the following special entry requirements will apply:

- a. Completion of a year-long tertiary studies preparation program (e.g., TAFE Certificate IV in Adult Tertiary Preparation), or
- b. Completion of at least 12 months of tertiary studies with a GPA of at least 4.0 (on a 7.0-point scale), or
- c. Consideration of results from the Special Tertiary Admissions Test (STAT) – the prospective student must have achieved a STAT overall score of 160 or better, or 155 or better in the verbal sub score. (Please note that STAT results are not acceptable for current Year 12 students).
- d. Consideration of work history in positions of responsibility and accountability, and/or specialist knowledge.

6.0 Standard Admission Requirements – Bachelor degrees

6.1 Students are required to have either:

- a. A Diploma level qualification (any field of study), or
- b. Completed Year 12 or equivalent with at least a Sound Achievement in English (Counselling applicants).

- 6.2 Prospective students are to supply a certified copy of the qualification or high school certification to support their application. Student Support staff are to ensure this documentation is included with the Application. If documentation is missing, Student Support Staff are to write to the prospective student advising of additional documentation required to enable assessment of their application.
- 6.3 Domestic students can choose to undertake their studies on a part-time or full-time basis; international students must study a full-time load.
- 6.4 Special Entry Requirements – Bachelor degrees (including applicants identifying as Aboriginal and/or Torres Strait Islander Peoples)
 - 6.4.1 For students who do not meet the standard admission requirements above, the following special entry requirements will apply:
 - a. Completion of a year-long tertiary studies preparation program (e.g. TAFE Certificate IV in Adult Tertiary Preparation), or
 - b. Completion of at least 12 months of tertiary studies with a GPA of at least 4.0 (on a 7.0-point scale), or
 - c. Consideration of results from the Special Tertiary Admissions Test (STAT) – the prospective student must have achieved a STAT overall score of 160 or better, or 155 or better in the verbal sub score. (Please note that STAT results are not acceptable for current Year 12 students).
 - d. Consideration of work history in positions of responsibility and accountability, and/or specialist knowledge.
 - 6.4.2 Certified copies of Completion Certificates, Academic Transcripts and STAT results are to be supplied by the prospective student to support their application.
 - 6.4.3 Please note that if students are seeking entry through partial completion of other tertiary studies, they are eligible for entry if their GPA is equal to or higher than 4.0 (on a 7.0-point scale).
 - 6.4.4 Prospective students being considered based on STAT results will be eligible for admission if their STAT overall score is 160 or better, or 155 or better in the verbal sub score.
 - 6.4.5 All domestic applicants seeking entry via special admission procedures are encouraged to also supply any of the following additional documents in support of their application:
 - a. CV or resume
 - b. Letters confirming employment positions, responsibilities and accountabilities including durations from employers/workplace supervisors
 - c. For applicants identifying as Aboriginal and/or Torres Strait Islander peoples, letter confirming Aboriginal and/or Torres Strait Islander status under the common seal of an incorporated community organisation.
 - d. A statement (up to 600 words) from the prospective student outlining their abilities and skills that will enable them to study at the tertiary level
 - e. Details of any training or development courses completed
 - f. Proof of membership or affiliation with professional organisations, associations or community engagement.

- g. Referee reports (personal or professional) outlining the applicant's ability to adequately manage the demands of tertiary study
- 6.4.6 Students applying through consideration of their work history are required to provide their CV, letter/s confirming employment positions/responsibilities and accountabilities, and a statement (up to 600 words) as outlined above.
- 6.4.7. Student Support Staff are to ensure all documentation as described above is included with the Application. If documentation is missing, Student Support Staff are to write to the prospective student advising of additional documentation required.

7.0 Standard Admission Requirements – Master of Counselling

- 7.1 Students are required to have:
 - a. Completed a Bachelor degree in Counselling with AIPC or another provider, or
 - b. Completed a Bachelor degree (or equivalent) in any field.
- 7.2 Prospective students are to supply a certified copy of the qualification and academic transcript with their Course Application Form. Student Support Staff need to ensure this documentation is included with the Application. If documentation is missing, Student Support Staff are to write to the prospective student advising of additional documentation required.
- 7.3 Domestic students can choose to undertake their studies on a part-time or full-time basis; international students must study a full-time load.

8.0 Standard Admission Requirements – AIPC Professional Graduate Certificates & Diplomas

- 8.1 Students are required to have:
 - a. Completed a Bachelor degree (or equivalent) in any field.
- 8.2 Prospective students are to supply a certified copy of the qualification and academic transcript with their Course Application Form. Student Support Staff need to ensure this documentation is included with the Application. If documentation is missing, Student Support Staff are to write to the prospective student advising of additional documentation required.

9.0 Standard Admission Requirements – Graduate Certificate in Coaching and Leadership

- 9.1 Students are required to have:
 - a. A Bachelor's Degree (AQF Level 7) in any field and at least two years relevant management, supervisory or technical experience, OR
 - b. An Advanced Diploma or Associate Degree (AQF Level 6) and at least three years relevant management, supervisory or technical experience, OR
 - c. At least five years relevant technical or professional experience with at least three years management or supervisory experience.

- 9.2 Applicants are required to submit certified copies of their qualifications, a Curriculum Vitae, and statements of service/written references from employers/line managers/supervisors, and a personal competency essay (300 words) to confirm experience and capability of the applicant.

10.0 English Language Proficiency Requirement

Prospective students who identify that English is a second language on their application form are required to supply evidence of their English language proficiency. This can be done in the following ways:

10.1 English Language Proficiency Tests

Students can submit their results (from within the previous two years from date of application) of a level of achievement in a recognised English Language Proficiency Test with their application.

The levels of achievement required are:

10.1.1. Diploma

- IELTS: achievement of an Overall Band Score of 6.0 in the Academic IELTS, with no band below 5.5 (International English Language Testing System)
- TOEFL iBT: achievement of a Total Score of 60 or above with minimum score of 18 for Speaking and Writing
- PTE Academic: Overall score of 50 with a minimum score of 50 for speaking and writing

10.1.2. Bachelor of Counselling

- IELTS: achievement of an Overall Band Score of 6.0 in the Academic IELTS, with minimum speaking and writing bands of 6.0 (International English Language Testing System)
- TOEFL iBT: achievement of a Total Score of 72 or above with minimum score of 18 for Speaking and Writing
- PTE Academic: Overall score of 50 with a minimum score of 50 for each sub-skill

10.1.3 Graduate Certificate & Diploma Courses

- IELTS: achievement of an Overall Band Score of 6.5 in the Academic IELTS with a minimum of 6.0 in each sub-band (International English Language Testing System).
- TOEFL (iBT): Overall score 82 or better with a minimum of 20 in each band.
- PTE Academic: Overall score of 58 with a minimum score of 50 for each sub-skill.
- Cambridge English Scale score: 176. No less than 169 in any paper.

10.1.4 Master of Counselling

- IELTS: achievement of an Overall Band Score of 6.5 in the Academic IELTS with a minimum of 6.0 in each sub-band (International English Language Testing System).
- TOEFL (iBT): Overall score 82 or better with a minimum of 20 in each band.
- PTE Academic: Overall score of 58 with a minimum score of 50 for each sub-skill.

- Cambridge English Scale score: 176. No less than 169 in any paper.

10.2 Previous Australian Studies

Students who identify that English is a second language and have successfully undertaken at least one year (full-time or equivalent) of Year 12 education or higher in English at a recognised institution in Australia (Diploma and Bachelor qualifications) or have completed an accredited Certificate IV-level or above qualification in Australia (Graduate Certificate and Master), may be considered to meet the English Language Proficiency Requirement.

10.3 Previous Studies in English

Alternatively, if the applicant is a citizen of a country where English is the official language, the applicant will need to provide evidence of having successfully undertaken at least one year (full-time or equivalent) of year 12 education or higher in English at a recognised institution in the national education system'.

10.4 Where a prospective student has provided evidence that they have met the ELP requirements for their program, but concerns have been raised about their English language ability, the Institute may seek an objective assessment of the prospective student's abilities through an English diagnostic tool.

10.5 Prospective students have the option to be tested through the Melbourne Centre for IELTS equivalence. If students do not meet the IELTS requirements, successful completion of the IELTS Preparation Course or English for Academic Purposes course at the Melbourne Learning Centre will be considered.

11.0 Additional Documentation Required for Application

All Course Application Forms are to be accompanied by the following documentation (submitted by email or with the Online Application Form):

11.1 Diploma of Counselling Practice; Bachelor of Counselling

11.1.1 Essays for the Diploma of Counselling Practice and the Bachelor of Counselling are 300 words in length and can be submitted by email or with the Online Application Form. The essay must address why the prospective student is interested in studying their course and what they are aiming to achieve once qualified.

11.1.2 Students applying for entry to the Bachelor of Counselling also need to supply a Character Reference (a short letter from a Referee explaining and confirming the applicant's good character).

11.2 Master of Counselling

11.2.1 Essays for the Master of Counselling are a minimum of 300 words with applicants to cover attributes they will require to study counselling at the Master's level, and demonstrate personal reflection on their attributes, including areas to work on during the course.

- 11.2.2. Students applying for entry to the Master of Counselling also need to supply details of a professional Referee for the Institute to contact to discuss their application.

12.0 Processing Enrolment Applications

- 12.1 Upon receipt, Student Support Staff screen the application for its completion and correctness. Applications that do not contain all necessary supporting documentation, including the essay and certified copies of qualifications, will not be processed until all documentation is supplied. The prospective student or the student's approved representative is to be advised in writing and requested to supply any additional documentation. The application is classed as 'pending' until the additional documentation is supplied.
- 12.2 For post graduate applications with all supporting documentation, Student Support or Course Advisory Staff then complete the Referee Report by contacting the student's nominated Referee.
- 12.3 Applications that contain qualifications from overseas are required to be assessed against the qualification information available from the Country Education Profile available through International Education recognition services through the Australian Government. Upon confirmation of the level of the qualification and equivalence with the respective Australian qualification level, Student Support or Course Advisory staff are to verify the qualification provided by the applicant with the overseas institution to confirm legitimacy and valid issue of the qualification.
- 12.4 Applications that contain English Language Proficiency test results are required to be verified. Study Support or Course Advisory staff are to verify the English Language Proficiency test result through the relevant online testing verification portal.
- 12.5 The applicant's information is passed to the respective Program Leader for assessment.
- 12.6 After assessing the information provided in the application, the Program Leader confirms in writing the application is or is not accepted (Entry Checklist). Applications are accepted if all Entry Requirements for the respective course are satisfied and places in the course are available.
- 12.7 Applications made under special entry requirements relying on work history are to be considered and co-signed by the Chief Executive Officer and Program Leader. Similarly for students where English is a second language who have provided completed Australian qualifications as demonstration of their level of English competency.
- 12.8 Places in each course are offered on a first-in basis. Accepted applications that exceed planned student number thresholds are held pending availability of a place. The applicant is advised of this in writing.
- 12.9 All stages of this process are to be treated with priority (i.e., same day where possible) by all staff involved.

12.10 Processing Accepted Enrolments:

12.10.1 For students who have accepted their place in the course, an offer confirmation letter and Course Enrolment Pack is sent to the student.

12.10.2 The Course Enrolment Pack includes various information such as the Offer of Place letter, Semester Enrolment Form, Additional Information form, Textbook List and library information.

12.10.3 New students are required to notify in writing of their acceptance of the placement in the course and return the Semester Enrolment Form to confirm their subjects for their first semester.

12.10.4 If confirmation of acceptance of the offer is not received within 5 working days, the offer is followed up.

12.11 Applications not accepted into the Course:

12.11.1 Applicants are to be notified in writing of not being accepted into the course. Reason/s are to be provided as to why the application was not accepted.

12.11.2 Applicants can re-apply for entry at any time in the future.

12.12 Confirmed Students:

12.12.1 Upon notification by the new student that they have accepted the placement, the Student Support Officer set up the student's electronic file in the Student Management System, in the HELP system, and on the Online Library.

13.0 Processing Term/Semester Enrolments

13.1 Prior to the end of the current study period, Student Support Staff send a Term/Semester Enrolment Form and Required Textbook List for the next study period to all students enrolled.

13.2 Students nominate the subjects they intend to study for the next study period on the Form and send the completed form back to Student Support Staff.

13.3 Subjects selected should be in accordance with the recommended course structure for the Course and consider pre-requisite study requirements. Student Support Staff ensure these requirements are met. If not, then Student Support Staff notify the student by email and request an amended Term/Semester Enrolment form.

13.4 Student Support Staff update the subjects each student has access to on the Higher Education Learning Portal (HELP) by the Friday before term/semester commencement.

13.5 Student Support Staff update the student's file on the Student Management Database in line with data reporting timeframes.

13.6 For students paying their own fees, Student Support Staff provide an invoice for any tuition fees applicable for the semester.

- 13.7 Payments from students paying on a subject-by-subject basis are processed and entered into the accounting system. New domestic students electing to pay all or a portion of their fees via FEE HELP are required to complete their eCAF (electronic Commonwealth Assistance Form) during the enrolment process.

14.0 Textbooks

- 14.1 Students are encouraged to submit their online textbook orders to the following suppliers:
- a. Hard copy:
 - i. Cengage
 - ii. Book Depository
 - iii. Amazon
 - iv. Booktopia
 - v. Zookal
 - b. eBooks:
 - i. eBooks (Australia)
 - ii. Kobo
 - iii. Pearson

- 14.2 Students can source textbooks from other suppliers if they choose.

15.0 Relevant Legislative and Regulatory Documents

- Australian Qualifications Framework
- Australian Qualifications Framework – Qualifications Pathway Policy
- Education Services for Overseas Students Act 2000
- Higher Education Standards Framework (Threshold Standards) 2021
- Higher Education Support Act 2003
- Migration Act 1958
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

Version	Date Approved	Approved By	Summary of Changes
1.0	June 2008	Head of School	Policy Created – titled 3.2 Processing Applications for Enrolment
2.0	June 2009	Head of School	Broadened scope from Bachelor of Counselling to all higher education courses. Intake limit revised to a first-in basis. “Processing Course Payments” section removed.
2.1	June 2010	Head of School	Added Bachelor of Psychological Science to relevant courses. Included creation of student profiles in HELP system and Online Library for confirmed students.
3.0	June 2012	Head of School	Introduced online and postal application options. Adjusted application timelines and clarified entry interview requirements (Counselling only). Expanded standard and special entry requirements, including consideration of work history. Added documentation requirements and CEO co-signing for work-history-based admissions. Revised offer and confirmation processes.
4.0	January 2013	Head of School	Updated STAT requirement (158 to 160). Introduced English language requirements for ESL applicants. Clarified personal statement word limits by course.
5.0	November 2013	Head of School	Expanded policy to include Master of Counselling and Fourth Year Psychology programs. Separated admission requirements by course level. Added overseas qualification verification and Entry Checklist requirement.
5.1	March 2014	Head of School	Removed Honours and Graduate Diploma Psychology entry requirements for Fourth Year Psychology programs.
6.0	March 2016	Head of School	Reframed course references to apply across programs. Updated role titles (Student Support Staff). Removed Entry Interview requirement. Psychology courses removed; Business courses added. Responsibility transferred from Head of School to Program Leader.
6.1	December 2017	Head of School	Expanded Special Entry Requirements to specify documentation for applicants identifying as Indigenous.
7.0	April 2019	Head of School	Removed postal application option; transitioned course materials to online access. Clarified English proficiency considerations for applicants with prior Australian qualifications.
8.0	May 2021	Academic Board	Comprehensive revision incorporating COLAB considerations. Introduced eCAFs. Expanded enrolment communication requirements and advisory responsibilities. Reduced Bachelor personal essay length. Streamlined confirmation processes.
9.0	July 2022	Academic Board	Renamed to <i>3.2 Admission and Enrolment</i> . Incorporated semester enrolment processing (previously Policy 3.3). Strengthened governance framework, added student responsibilities and refusal grounds. Expanded English language requirements. Included Diploma of Counselling Practice. Added legislative references.
10.0	November 2022	Academic Board	Updated to include Graduate Certificates
11.0	November 2024	Academic Board	Removed Business courses following discontinuation. Reformatted numbering and structure for consistency.
11.0	November 2025	Academic Board	No changes made. Policy remains fit for purpose.