

THE MASTERS INSTITUTE OF CREATIVE EDUCATION

Admission Requirements Policy and Procedures

1. Scope

This policy is applicable to all students applying for entry into a course of study at Headmasters Academy Pty Ltd and the staff that are involved in the assessment of student admission applications.

2. Admission Standards

- 2.1 Headmasters is committed to providing transparent information about its admission requirements and outcomes.
- 2.2 Headmasters has stringent procedures in place that ensure consistent, fair and equitable admission into Headmasters' courses. This involves assessing whether a student's qualifications, experience and English language proficiency are appropriate to study in relevant Headmasters courses.
- 2.3 In some instances, usually in the case of overseas students, Headmasters may also assess whether a student is a Genuine Temporary Entrant in determining whether an offer of admission will be made. In reviewing whether a student is a Genuine Temporary Entrant, Headmasters may consider issues such as the student's study history, financial capacity and the student's choice of course at Headmasters.
- 2.4 Students applying for entry into a course at Headmasters must complete the appropriate Application Form and are required to provide the following supporting documentation:
 - a. Proof that they meet relevant English language requirements for admission into a specific course;
 - b. Proof that they satisfy academic requirements for entry such as copies of transcripts and/or qualifications. Transcripts from foreign institutions must be translated;
 - c. All students enrolling in a vocational course must complete a Pre-Training Review and a Language, Learning and Numeracy (LLN) assessment; and
 - d. Any additional supporting documentation requested by Headmasters such as resumes.
- 2.5 Overseas qualifications will be assessed for equivalence in Australia at the time of application using applications and tools such as the Country Education Profiles online tool made available through the Australian Government Department of Education, Skills and Employment.

- 2.6 Overseas students who are made an Offer of Admission based on their status as an overseas student may not change that status upon gaining residency until the following term of study.

3. Diversity and Equity

- 3.1 Headmasters is committed to diversity and equity in its admissions process and welcomes applications from a variety of potential students regardless of age, sexuality, gender, ethnicity, religion or disability or disadvantage.
- 3.2 Headmasters endeavours to make the admissions process welcoming, accessible and culturally appropriate for students and potential students from all backgrounds.

4. Special Needs and Reasonable Adjustment

- 4.1 Students are given an opportunity to disclose issues which may affect their studies at admission and at any time during their studies.
- 4.2 Accessible support services are in place for all students including individualised support for students with specific needs. Headmasters supports students with a disability, while also ensuring that such students experience equal opportunities relative to other Headmasters students within the limits of reasonable accommodation.
- 4.3 Students must inform Headmasters if they have any issues they believe will affect their learning prior to beginning their studies. Headmasters addresses each request for reasonable adjustment on a case-by-case basis ensuring fairness and equal opportunities are maintained.
- 4.4 Where a physical, learning, psychological or sensory impairment or, a serious medical condition may impair a student's ability to comply with the assessment standard, this information should be disclosed at admission so reasonable adjustments can be considered.
- 4.5 Late disclosure of an impairment affecting on time, on-standard submission of work may seriously affect the student's grade and/or Headmasters' ability to respond to meet the students' needs or make reasonable adjustment.

5. English Proficiency Requirements

- 5.1 All students must demonstrate English proficiency through one of the following means.
- a. Successful completion of studies in English (Language or Mode of Instruction) such as Year 12 at Australian High School or an Australian Diploma or higher qualification;
 - b. Successful studies at a recognised Australian educational institution at an equivalent study level based on at least a 50% pass rate in a recent semester of study;
 - c. An English test score using one of the following English language Tests as approved by Headmasters:
 - International English Language Testing System (IELTS)
 - Pearson Test of English (PTE)

- Test of English as a Foreign Language (TOEFL)
- Cambridge English qualification.

5.2 Headmasters may also consider successful completion of English for Academic Purposes (EAP) or an Academic English tertiary preparation program from another education provider. Where this occurs, Headmasters will determine if the student meets Headmasters’ English requirements by administering an OHC (Holmes) English Placement Test.

5.3 Successful completion of an OHC English Placement Test.

English Language Entry Requirements for Specific Courses

Applicants whose secondary school education, undergraduate or postgraduate qualification was not completed in English must demonstrate levels of English proficiency as described below.

Certificate III & IV, Diploma and Advanced Diploma Courses

An English test score with minimum requirements as follows:

- IELTS Overall 5.5 with no band score lower than 5.0; OR
- PTE Academic Score of 36; OR
- TOEFL iBT Score of 46; OR
- Cambridge English: Advanced from Cambridge ESOL (CAE) Score of 162, OR
- Equivalent as determined by OHC English Placement Test.

5.4 Students who qualify for entry based on academic criteria but fail to meet the above English proficiency criteria by an IELTS level of 0.5 or more may be offered a place subject to the completion of an enabling course (administered by Oxford House College) involving an English for Academic Purposes or equivalent course prior to commencing their primary course. Where an enabling English course is offered, the following outlines the duration of the English course that will likely apply.

Test Score		Likely Duration for Entry to
IELTS	PTE	Vocational Courses
4.5	29 - 35	20-24 weeks
5.0	36 - 43	10 -15 weeks

5.5 At the conclusion of the English for Academic Purposes course, applicants will be expected to demonstrate they have achieved the required English proficiency for direct admission through successful completion of OHC English Placement Test.

5.6 For any additional English language tuition prior to course commencement, additional fees apply for the course. Further information on fees is available on application.

6. Academic Entry Requirements

Students must prove they meet the admissions standards relevant to their specific course as follows:

Certificate III

- Students will be expected to have completed an Australian Year 10 or its equivalent

Certificate IV

- Students will be expected to have completed an Australian Year 11 or its equivalent.

Diploma and Advanced Diploma Courses

- Successful completion of an Australian Year 12 (senior high school), a Certificate IV or equivalent; OR
- Successful completion of an approved Tertiary Preparation Program or a Foundation Year program offered by an accredited institution of higher education; OR
- Applicants may also be allowed direct entry through an approved articulation agreement.

7. Admission Pathways

7.1 Alternative admission pathways to the above listed are open to eligible applicants subject to Headmasters' assessment.

7.2 Students should review the relevant course information to determine if these pathways are applicable for entry into their chosen course.

a. Evidence to undertake study at higher level:

A student who does not meet the minimum education requirement for entry into a course may be offered entry if they demonstrate relevant and recognised prior learning. This may include a demonstrable record of professional practice and/or previously attempted courses which may also entitle students to advanced standing (refer to Recognition of Prior Learning Policy and Procedures).

b. Mature age entry:

Mature age students (21 years of age and over) may be admitted to a course without meeting the above academic entry requirements where they can demonstrate the attainment of relevant and recognised prior learning experience. However, such applicants are required to demonstrate capacity to meet course entry requirements. For example, this may necessitate evidence of prior training or other learning, an interview with Headmasters, employer references and/or a portfolio of professional work.

c. Disadvantaged or under-represented groups:

Headmasters endeavours to widen access to study for people traditionally under-represented in vocational education, through admission policies as well as modes and means of study. This aim and its objectives are achieved through the following strategies:

- i. Developing and implementing policies and practices designed to increase the flexibility of admission criteria;
- ii. Endeavouring to make programmes of study accessible to all students, in terms of when, where and how programmes are offered, through flexible, course structures supported by electronic learning applications;
- iii. Recognising all forms of structured prior learning and incorporating it into existing courses at all levels;
- iv. Evaluating relevant work experience supported by a portfolio of work and incorporating it into admissions criteria at all levels; and

Encouraging, without prejudice, any person willing to commit to education, to develop a varied and wide portfolio of work, and elaborate skill set allowing them to further develop their skills.

8. Admission Procedures

- 8.1 To be considered for admission, applicants must be eligible for admission as defined in the entry requirements listed above and have lodged a complete application for admission to Headmasters (refer to Application checklist below).
- 8.1.1 Upon receiving a completed application form, Headmasters will process the application.
- 8.2 Headmasters does not accept students under the age of 16 years to its vocational programs.
- 8.3 If the intending international student is under 18 at the time of application, then this policy should be read in conjunction with Management of U18 International Students Policy and Procedure.
- 8.4 An offer will be issued to the applicant or their representative if the applicant meets the relevant course Academic and English Entry Requirements and, if an overseas student, is considered to be a Genuine Temporary Entrant.
- 8.5 If an applicant does not fulfil the entry requirements of a course, the applicant or their representative will be notified that their application is declined with a reason for the decision provided.
- 8.6 In some instances, Headmasters will offer an applicant a conditional offer of admission. Conditional offers are issued subject to the applicant meeting specified requirements for entry. For instance, an applicant may be studying Year 11 or 12 and be offered a place in a Diploma level course subject to completing the senior school studies. Once the offer conditions are met, the student can proceed to study.
- 8.7 Circumstances in which a conditional offer is made are listed below:
 - a. Applicant is unable to provide evidence of English Language Proficiency - In this instance, the applicant may be asked to:
 - i. Produce an English Language Test Certificate and Report for further consideration
 - ii. Undertake an English Program to achieve the requisite English course level requirement, or
 - iii. Participate in the English Placement Test through OHC.

- b. An onshore applicant is unable to provide evidence of current/previous study - In this instance, the applicant may be asked to:
 - i. Produce an Academic Transcript or Statement of Results of current or previous study for further consideration.
 - ii. Produce a deferral approval letter from their current education provider along with deferred COE if possible.
 - iii. Demonstrate their attainment of relevant and recognised prior learning experience that would allow them to undertake higher level study.
 - iv. Provide a Personal Statement or reference in support of their application.
- c. If an International applicant has not completed 6 months of the principal course at another provider prior to seeking admission in a Headmasters' course, the student must have been released by their previous provider (on PRISMS) for a full offer to be given.
- d. The applicant does not fulfil the educational requirements to be eligible for direct admission into a Headmasters program:
 - i. Where an educational pathway is available, Headmasters may offer the student a conditional offer – which involves studying and completing a lower course to gain entry into a higher course.
 - ii. The applicant may also be considered for a different Admission pathway such as those referred to in the header, Admission Pathways on page 4 of this policy.

9. Application Checklist

9.1 A complete Admission Application must include:

- a. Completed and signed Application Form:
 - i. In the case of an under 18 student at the time of application, signed by a parent;
 - ii. For international students under 18 at the time of application, signed by a parent, or authorised guardian and a completed Care Provider Selection Form;
- b. A completed Pre-Training Review form and a completed Language, Literacy and Numeracy (LLN) assessment;
- c. Copy of birth certificate or passport; passport only for international students
- d. Copy of current, valid Visa (if an onshore international applicant);
- e. Evidence of meeting Academic Course Requirements, e.g. Testamur, Provisional Course Completion Letter and/ or Academic Transcripts or Statement of Results;
- f. Evidence of meeting English Language Requirements;
- g. COE from current or previous provider (student visa holders only);
- h. Evidence of Release or equivalent from principal course if required (student visa holders only);

- i. Any evidence of prior study in Australia including the latest qualification studied – e.g. the provision of latest academic transcript. This information will help in determining if advanced standing may be available to the applicant; and
- j. Evidence of work experience (where appropriate) and supporting letters from respective companies with dates noted.

10. Cancellation of an Offer

10.1 Headmasters may withdraw an offer or place in a course, if

- a. An applicant has falsified or failed to disclose information that would, if known, have led to their application for admission or enrolment being rejected; or
- b. An applicant does not pay relevant application or enrolment fees; and
- c. Availability of spaces in the course or Headmasters exceeds approved capacity.

11. Complaints and Appeals

Students and potential students who are dissatisfied with any aspect of the admission process as it relates to their application, including admission decisions, are entitled to make a complaint in accordance with Headmasters' Complaints and Appeals Policy and Procedures. If still not satisfied with the outcome of the complaint students and potential students may lodge an appeal in accordance with Headmasters' Complaints and Appeals Policy and Procedures.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	CEO
Implementation Officers	Student Services Manager
Review Date	June 2023
Approved by	
Training Management Committee	
Associated Documents	

Application Form Complaints and Appeals Policy and Procedures Diversity and Equity Policy and Procedure Letter of Offer and Acceptance Management of U18 International Students Policy and Procedures Privacy Policy and Procedure Recognition of Prior Learning Policy and Procedures - VET Refunds Policy			
Version	Brief Description of the Changes	Date Approved	Effective Date
2	Revised Policy (adapted from retired Policy Manual)	23 May 2018	27 May 2018
2.1	<ul style="list-style-type: none"> Administrative changes made to better reflect practice including embedding ASQA requirements to Policy. 	16 May 2019	30 May 2019
2.2	The following statements added in the policy: <ul style="list-style-type: none"> Diversity and Equity Statement Special Needs and Reasonable Adjustment Statement Complaints and Appeals 	13 May 2020	13 May 2020