



## STUDENT SELECTION AND ADMISSION POLICY AND PROCEDURES

<b>Policy Statement</b>	Admission to all Kent Institute Australia (Kent) courses will be assessed and processed in accordance to the requirements of this policy. This policy and procedure supports: <ul style="list-style-type: none"> <li>• TEQSA, Higher Education Standards Framework, (Threshold Standards) 2021, Domain 1, Domain 7 Section 7.2</li> <li>• Standards for Registered Training Organisations (RTOs) 2015</li> <li>• National Code Practice for Providers of Education and Training to Overseas Students 2018, Standards 1 and 2.</li> <li>• Country Education Profiles (CEP).</li> </ul>
<b>Responsibility for Implementation</b>	Managing Director/Chief Executive Officer (CEO), Manager Student Services, Executive Dean (Teaching and Learning), Chief Operating Officer, Associate Deans, Head of Vocational Education
<b>Compliance and Monitoring</b>	Chief Risk and Compliance Officer, Executive Dean (Teaching and Learning), Head of Vocational Education, Academic Board, Governing Board

### Purpose

To detail the admission requirements and procedure for persons applying for entry into Kent courses.

### Scope

All domestic and international applicants to courses offered by Kent.

### Aim

To provide efficient and effective procedures to receive and assess applications for Kent courses and to ensure compliance with approved minimum entry requirements. This includes fostering student diversity and creating equivalent opportunities for students with barriers to entry.

## PROCEDURE

### 1.0 Applying for Admission

A person who is applying for admission into Kent's courses, and is 18 years of age or older at time of commencement of the course, must complete the relevant application form(s) - **Application for Admission (International students) Form** or **Application for Admission (Domestic students) Form**.

Kent will only consider applicants who are 18 years of age or older at time of commencement of the course.

Prospective students wishing to undertake single higher education units of study for cross-institutional purposes or as a Non Award course must complete the **Application for Admission – Non Award Form** or **Application for Admission- Cross Institutional Enrolment Form**.

All completed applications must be signed by the applicant. Applications completed and/or signed by a third party will not be accepted.

Kent staff will not complete, or assist with completing, anything the student is required to do for the purposes of determining whether the student is academically suited to undertake a Kent course.

## 2.0 Supporting Documentation

All supporting documentation for applications must be in original form or certified as a true and accurate copy by an authorised Kent representative, Justice of the Peace (JP), a Commissioner for Declarations, Public Notary or an authorised Australian Embassy or Consulate staff member. All documents must be made available in English.

All completed application forms are to be accompanied by supporting documentation where applicable, and include:

- Evidence the applicant meets the academic entry requirement for the proposed course(s) of study
- Evidence the applicant meets the English proficiency requirement for the proposed course(s) of study (international and domestic applicants). Refer to Kent Website English Language Proficiency Requirements. Passport details (international applicants) or government issued proof of identity (domestic applicants),
- Relevant academic transcripts, unit outlines or documents pertaining to work history/experience (applicants seeking advanced standing in courses under recognition of prior learning [RPL] or course credit, or mature entry applicants). Refer to the Kent Website Course Credit and Articulation Policy & Procedures. (Refer to Clause 11.0 below for further details).
- Current visa, study history and Confirmation of Enrolment (CoEs) (international onshore applicants)
- Release confirmation from institution if currently studying in Australia and not yet completed six (6) months of the principal course of study (international onshore applicants).
- Any other document deemed necessary by Kent to assess the student against the Australian Department of Home Affairs (DHA) Genuine Student Requirement (GSR), for international applicants, as requested by Kent representatives.

Where a Kent course is delivered through a third party provider, the entry requirements for admission into the Kent course as stated in this policy will apply.

Kent representatives may at any time request additional documents which support the student's application to enable assessment against the relevant admissions criteria.

## 3.0 Academic Entry Requirements

To be eligible for admission into Kent courses, all applicants must meet the relevant academic entry requirements for the respective course as published on the courses page of the Kent website <http://kent.edu.au/courses/>.

Academic entry requirements are specific to each course offered by Kent, as approved by Kent's Academic Board and reflect the necessary knowledge and skills that admitted students must have to ensure they are academically prepared to participate in their intended study and have no known limitations that would be expected to impede their progression and completion.

All overseas academic qualifications will be assessed by Kent against the *Country Education Profiles* (CEP) on the Australian Government's *Department of Education and Training* website, for the relevant country, education level and/or institution to ascertain the deemed equivalency to the required Australian qualification level. Refer to the Kent's ***Academic Entry Equivalencies (Country Specific) Document***.

In some instances, Kent may request that a testamur, diploma, certificate and/or academic transcript be accompanied by the **certified translated version** to ascertain the relevance, total credit points and/or duration of the qualification used to meet the academic entry requirement for a Kent course.

In the event that an application is not successful due to the applicant not meeting entry requirements, the applicant may request in writing to the Chief Operating Officer to review the application, notably in cases where the applicant has other qualifications or experience which may not have been considered as part of the application.

The Kent Admission Unit will consult the Executive Dean or Head of Vocational Education in the event that it is not clear whether an applicant has met the relevant Academic or English Proficiency Entry Requirements.

Domestic students who do not meet the published criteria for admission to a course may be eligible for admission by completing foundation or pathway coursework and/or approved placement tests.

A **Register of Special Admissions Cases** will be maintained by the Manager Student Services which will document any details special consideration or circumstances pertaining to individual applications accepted by Kent.

#### 4.0 English Language Entry Requirements

All applicants must meet English Language Entry Requirements for the respective course as published on the courses page of the Kent website <http://kent.edu.au/courses/>.

The English language requirements are specific to each course offered by Kent, as approved by Kent's Academic Board. English Language Entry Requirements reflect the proficiency in English needed to ensure admitted students are prepared to participate in their intended study and have no known limitations that would be expected to impede their progression and completion.

International students are required to meet the minimum English Language Proficiency Requirements for entry into Kent courses. The minimum levels required for Kent courses are prescribed under the International English Language Testing System (IELTS) Academic scores (not General IELTS). To better assist international students from all regions of the world, Kent recognises a variety of formal English language tests and previous studies, which can be accepted as a deemed equivalency to meet Kent **English Language Proficiency Requirements**.

It is acknowledged that the DHA may, from time to time in accordance with student visa assessment level guidelines, place additional English language proficiency requirements on students from particular countries, or require students to undertake additional English language instruction onshore before commencing study in Australia, in order to obtain a student visa. Applicants can refer to the DHA website for further information ([www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)).

Domestic students must also show they have met the relevant English Language Proficiency Requirements as published on the courses page of the Kent website <http://kent.edu.au/courses/>. Domestic students may meet these requirements through evidence of previous, successfully completed qualifications where the medium of instruction was English and which meet currency requirements, or through approved syllabus English units undertaken as part of their Senior Secondary Studies.

#### 5.0 International Student Additional Pre-Screening

In an effort to protect the integrity of the Australian government student visa programme and to help maintain a low immigration risk profile for Kent, International applicants will be asked to provide

additional information about their background, current circumstances and future plans. This information will be considered in determining whether they are a Genuine Student (GS).

Additional information considered may include:

- Complete education history and future education plans
- Compliance with, or refusals of any other visas, not limited to Australia
- Employment history and future employment plans
- Past, present and future financial circumstances
- Likelihood of returning to their home country upon completion of studies
- Likelihood of complying with their student visa conditions

Students who have their application for admission refused on these grounds may apply for an appeal of this decision to the Chief Operating Officer. The outcome of this appeal is final.

## 6.0 Non-Award and Cross-Institutional Applicants

Students applying to study individual Higher Education units of study will be required to show evidence that they have the Academic and English Language Proficiency level to undertake the respective unit(s). Cross-Institutional applicants can meet this requirement by providing an approval letter from their home institution showing enrolment and adequate progression in the same level of course in which the applicable unit(s) belong to at Kent and completion or any relevant unit pre-requisite requirements.

Other Non-Award students will need to show that they meet the Academic and English proficiency level required by the Kent course in which the applicable unit(s) belong to, including any additional unit pre-requisite requirements.

International applicants for Non-Award will not be issued a Confirmation of Enrolment (CoE) and the Cross-Institutional student will remain covered by the CoE issued by their home institution

## 7.0 Mature Age Students

Kent understands that preparation for study is not restricted to formal educational attainment and that valuable intellectual and skills development can be gained through wide ranging experiences. Kent will review applications on a case by case basis from persons of at least 21 years of age, who do not have formal qualifications for entry but who seek admission to courses on the basis of their educational and skills development through experience and informal study.

## 8.0 Students with Disabilities

A '*disability*' can be a medical condition, mental health condition, learning difficulty, or any disability that impacts on study.

Kent is committed to upholding the fundamental entitlements of people with disabilities and to developing an institutional culture that values and strives for standards of excellence in all areas of access, including premises, curriculum design, communication and technology.

Students who have a pre-existing disability requiring assistance and support, access services, assessment arrangements or reasonable adjustments must note this on the application form. This information is required to ascertain the resources required to support the student's learning and to assess for course suitability with reference to any inherent requirements of the course.

The Chief Operating Officer is responsible for liaising with the appropriate Kent Units and coordinating the preparations, admission assessment and outcome for students with disabilities.

## 9.0 Diversity and Equity

Kent is committed to upholding equal and fair treatment of students seeking to enrol in its courses and concurrently, fostering inclusivity and student diversity, including diversity in culture, religion, gender, age, sexual orientation, ability, socio-economic status. In particular, Kent endeavours to provide opportunities for under-represented minorities or disadvantaged groups through an inclusive student selection and admission process.

Applicants who have experienced significant barriers to study including those of Aboriginal or Torres Strait Islander descent can apply for special consideration to increase access and create equal opportunities for access to education opportunities at Kent. This process takes into consideration an applicant's educational history, cultural knowledge, work experience, educational goals, and other achievements. A personal letter accompanied by relevant documentation from the student should be provided with the **Application for Admission Form**.

The Chief Operating Officer in consultation with the Executive Dean and/or Head of Vocational Education is responsible for the application assessment and outcome.

## 10.0 Offer of Admission

Applications will be processed by Kent's Student Services Unit.

Kent staff who participate in the student admissions process shall recuse themselves in any case where they have, or appear to have, a conflict of interest concerning a student's application for admission to a Kent course. A conflict of interest is present if the staff member may have an interest in the outcome of whether a student is admitted to a Kent course or is rejected.

Eligible Applicants will be issued a relevant Offer of Admission – Student Enrolment Agreement document from Kent in writing. The Offer of Admission will be valid for a period of four (4) calendar months from the date of issue, or until the last day to enroll for the applicable intake has passed; whichever is first, after which it will lapse and a new Offer of Admission will be required.

No offer of admission will be made for a commencement date of more than one (1) year from the time of application, except where a student applies for admission through an approved packaged pathway of enabling courses to meet entry requirements.

International applicants currently in Australia, or current Australian student visa holders, will not be offered admission for a commencement date more than six (6) months in advance, except in the case where a student applies for admission through an approved packaged pathway of enabling courses to meet entry requirements.

Verbal offers of admission are not made by Kent or accepted as they are not formal and not binding.

## 11.0 Acceptance of Offer

Applicants are required to read the offer of admission, including the terms and conditions, and return the relevant completed and signed Offer of Admission – Student Enrolment Agreement to formally accept the offer of admission into the course(s) specified.

The Offer of Admission ensures that, prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:

- All charges associated with their proposed studies at Kent, as known at the time and advice on the potential for changes in charges during their studies
- Kent Policies and Procedures Policies, including policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.

- Provisions for the student to apply for credit for prior learning

International students will be issued a CoE to apply for an Australian student visa only upon receipt of their signed '*Offer of Admission – International Student Enrolment Agreement*', payment of any required application fee, tuition fee deposit and evidence that any conditions stipulated on the Offer of Admission are met (*including CoE from partner providers for approved packaged offers of admission*).

For Policies and Procedures related to payments of tuition fees and any applicable government funding protocols, please refer to Kent's ***Student Payments Policy and Procedures***.

## 12.0 Course Credit

Students may be eligible for exemption from studying part of a course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning (RPL). Students must provide original or certified documentation such as relevant transcripts, subject descriptions and work experience in support of their application.

Completed applications for course credit for both Higher Education or VET courses must be submitted within four (4) weeks of the course commencing. Refer to Kent Website **Course Credit & Articulation Policy & Procedures**.

Depending on an individual's application, there are different forms to be completed. If applying for academic credit the *Course Credit Application Form (HEd)* or *Course Credit Application Form (VET)* (*relevant discipline*) should be completed. Refer to the *Course Credit Application Form*.

If applying for credit on the basis of work experience the *Recognition of Prior Learning Application Form* should be completed relevant to the Kent course of study. Refer to the *Recognition of Prior Learning Application Form*.

All applications should be accompanied by sufficient documentary evidence to support the application as detailed in the Form.

International students are encouraged to lodge their applications for any Course Credit as soon as possible as students who are granted course credits after receiving a CoE from Kent, will have their proposed course end date amended and a revised CoE issued. Upon completion of a course, Kent is required to notify The Department of Home Affairs of the student's completed studies, and this may require cancellation of the student's visa.

## 13.0 Deferral of Commencement

Students wishing to defer their course commencement need to notify Kent in writing as per Kent's Student ***Deferral of Enrolment Policy and Procedures***. Kent will hold all prepaid tuition fees in trust without penalty until the student enrolls in the course.

Students may defer the commencement of their proposed course of study once only and only due to reasons stipulated in Kent's Student Deferral of Enrolment Policy and Procedures. Furthermore, the deferral can be granted only for up to a maximum of one Trimester (Higher Education) or six months (VET).

When the maximal allowable deferral period has lapsed, the student will need to obtain a new Offer of Admission if they still wish to undertake studies at Kent.

#### 14.0 Non-Commencing Students

Students who do not start their course in the commencement period specified on the '**Offer of Admission**' and who are not granted a deferment of commencement, will be deemed to have forfeited their place in the Kent course and the offer of admission will lapse.

Kent will notify the DHA by cancelling the CoE of international students who fail to enroll in the agreed commencement period. This may lead to a student's visa being cancelled.

If a student wishes to start at a later date, they will be required to lodge a new **Application for Admission** to Kent and will be issued a new **Offer of Admission** if they meet the relevant admissions requirements at the time of applications. Students will incur any additional fees applicable for processing of a new application.

#### 15.0 Incomplete or Inaccurate Information and Fraudulent Documents

Where a person has been given an Offer of Admission, enrolled in a Kent Course or granted credit in a course on the basis of incomplete, inaccurate or fraudulent information or documentation provided by the applicant, Kent reserves the right to withdraw the offer, cancel the student's enrolment or credit immediately.

All information and advice given to prospective Kent students will be accurate and not misleading and must meet applicable statutory requirements at the time of provision of such information

#### 16.0 Orientation

Prior to commencing their course, all students will be invited to partake in an Orientation which will facilitate their transition into studies at Kent, and assist international students to adjust to living and studying in Australia.

Orientation day will provide students with an opportunity to familiarise themselves with Kent's facilities, Policies and Procedures, learn what is expected as a student while studying at Kent as well as the obligations students have as students in Australia. Most importantly, orientation aims to ensure students know how to access the information and services they require.

Planned orientation activities will include information about:

- Support services available to assist students with their studies at Kent and life in Australia
- English language programs available at Kent.
- Legal services
- Emergency and health services
- Kent facilities and resources
- Complaints and appeals processes
- Course attendance and progress requirements
- Career and employment support services

A Language Literacy and Numeracy (LLN) Needs Assessment for VET Students will also be undertaken as part of Orientation.



## 17.0 Enrolment

VET students will be enrolled in relevant Units of Competency or Subjects by the VET Administrator and/or Course Co-ordinators prior to the commencement of Week 1 of their first Term of studies.

HED students will be enrolled in relevant Units by the Higher Education Administrators and/or Course Co-ordinators prior to the commencement of Week 1 of their first Term of studies.

Adjustments to the student's enrolment may be made where any subsequent course credit is granted or other circumstances warrant changes to their enrolment.

Also refer to Kent's **Full Time Study Policy and Procedures** for further information on enrolment in Units.

## 18.0 Reporting

The Manager Student Services will report regularly on Student Selection and Admission Matters and Student Success and Outcomes to Kent's Academic Board and make any observations and recommendations to Academic Board with reference to admissions criteria or on boarding processes. These reports will include participation, progress, and completion by identified student subgroups monitored any findings which could inform admission processes and support strategies for those subgroups.

The Executive Dean (Teaching and Learning) and Head of Vocational Education will report regularly to Academic Board on Student Results and Outcomes as related to Course Credit and tracking of students granted credit and make any observations and recommendations to Academic Board with reference to Academic, English Language Proficiency and Language, Literacy and Numeracy entry requirements.

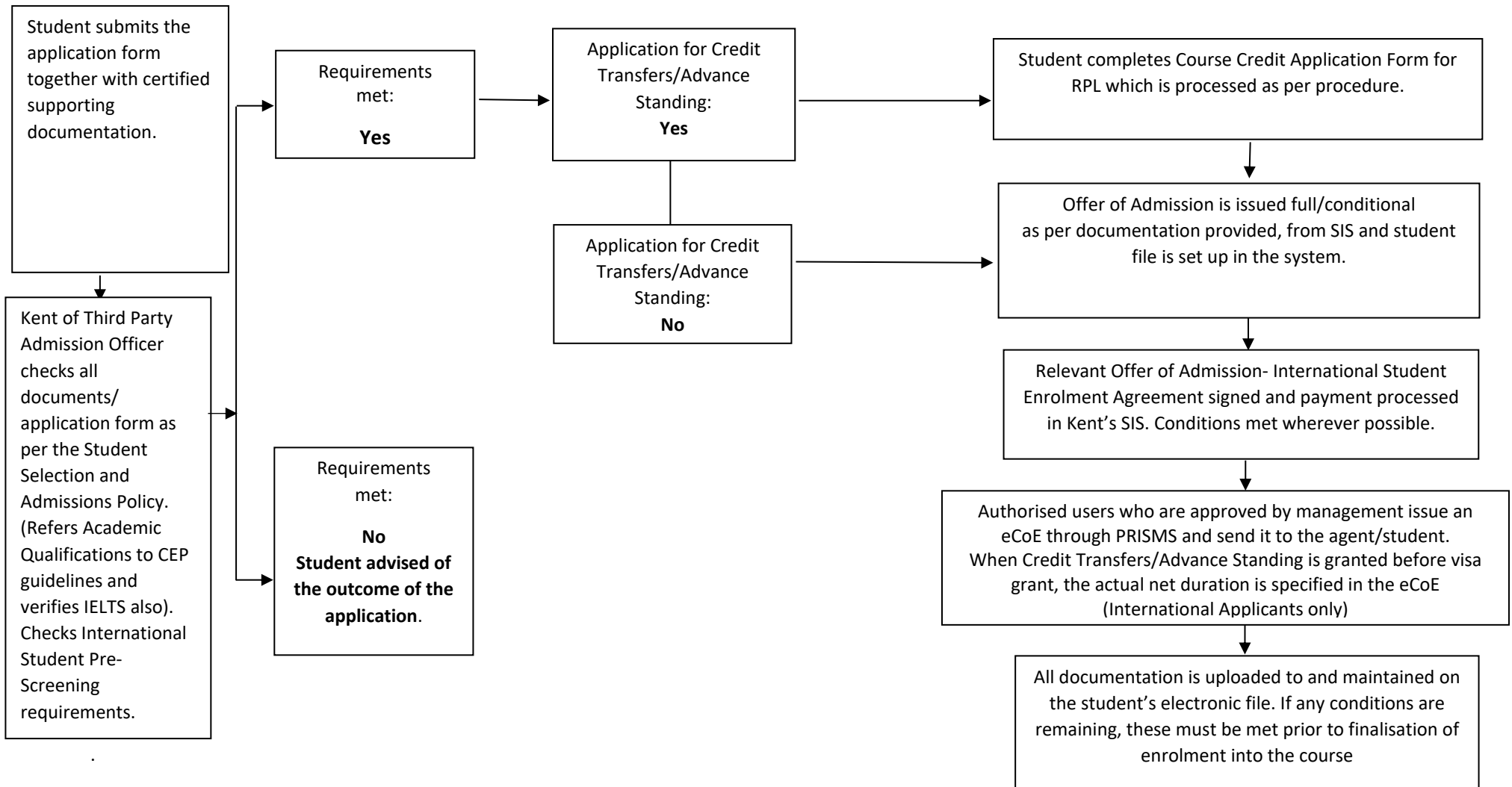
## 19.0 Record Keeping

The Student Services Unit including the Manager Student Services and Student Administration Officers will be responsible for maintaining all records pertaining to the admissions processes, including Applications for Admissions and associated supporting documentation on the basis of which admissions decisions were made, Register of Special Considerations for individual student admissions cases, Offers of Admission, signed enrolment Agreements and any other documents pertaining to the award of Credit, Deferral of Commencement, Orientation Attendance Records and Enrolment Records on the student's SIS Record and other relevant Kent storage locations.



**Flow-Chart showing procedure for Admission Decision making process:**

- ❖ The Student Selection and Admission Policy & Procedures is implemented irrespective of students' choice of campus, delivery location or course, place of application i.e. onshore or offshore admission or whether the course is delivered by Kent or an approved third party where applicable.
- ❖ For any application for student admission, the following procedure as depicted in the flowchart below is followed:



<b>Document Title:</b> Student Selection and Admission Policy and Procedures	
<b>Date Compiled:</b> January, 2012	<b>By:</b> CEO
<b>Due Date for Review:</b> November, 2020	<b>Website Access Permission:</b> Public
<b>Date Updated:</b> 10 <sup>th</sup> September, 2014 27 <sup>th</sup> April 2015 20 <sup>th</sup> May, 2016 31 <sup>st</sup> January, 2017 26 <sup>th</sup> May, 2017 30 <sup>th</sup> October, 2017 (Minor amendments) 16 <sup>th</sup> November, 2017 (Minor amendments) 15 <sup>th</sup> February, 2018 (Minor amendments) 10 <sup>th</sup> October, 2018 (Minor amendments) 10 <sup>th</sup> October, 2019 6 <sup>th</sup> April, 2022 24 August 2023 10 April 2024	<b>Reviewed by:</b> <b>V2</b> CEO <b>V3</b> Executive Dean <b>V4</b> Executive Manager Student Engagement <b>V5</b> Executive Manager Student Engagement <b>V6</b> Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student and Campus Services Executive Manager Risk and Compliance/Governing Board Secretary, Executive Manager Governance Systems/Academic Board Secretary Chief Risk and Compliance Officer
<b>Version Control Update (Current):</b> Version 2 – 10 <sup>th</sup> September, 2014 Version 3 – 27 <sup>th</sup> April, 2015 Version 4 – 20 <sup>th</sup> May, 2016 Version 5 – 31 <sup>st</sup> January, 2017 Version 6 – 26 <sup>th</sup> May, 2017 Version 7 – 10 <sup>th</sup> October, 2019 Version 8 - 6 <sup>th</sup> April, 2022 Version 9 – 24 August 2023 Version 10 – 10 April 2024	<b>Endorsed by:</b> Academic Board <b>Meeting Date: V2</b> - 13 November, 2014 – Written Resolution 28/10/2014 <b>V3</b> – 16 <sup>th</sup> July, 2015 <b>V4</b> - 24 <sup>th</sup> May, 2016 <b>V5</b> - 15 <sup>th</sup> March, 2017 V9 Endorsed by Academic Board 24 August 2023 <b>Approved by:</b> Governing Board <b>Meeting Date: V2</b> - 10 <sup>th</sup> December, 2014 <b>V3</b> – 12 <sup>th</sup> August, 2015 <b>V4</b> – 8 <sup>th</sup> June, 2016 <b>V5</b> – 5 <sup>th</sup> April, 2017  <b>Approved by:</b> <b>V6 Managing Director</b> – 26 <sup>th</sup> May, 2017 <b>Managing Director</b> – 30 <sup>th</sup> October, 2017 <b>Managing Director</b> – 16 <sup>th</sup> November, 2017 <b>CEO</b> - 10 <sup>th</sup> October, 2018 <b>V7 Executive Manager</b> – 10 <sup>th</sup> October, 2019 <b>V8 Governing Board</b> – 6 <sup>th</sup> April 2022 <b>V9</b> approved by Governing Board 6 September 2023 <b>V10</b> – Approved by Governing Board 10 April 2024
<b>AMENDMENTS:</b> <b>V5</b> – Clarify the Aim of this Policy and Procedure and to include statements to enhance Kent’s awareness regarding students with disabilities, as well as access and equity matters. <b>V6</b> – addition of clauses related to non-award and cross institutional applications for admission to Kent Units of study.	

**30/10/2017** – Update Policy Statement reference to National Code 2018 and replaced NOOSR to Country Education Profiles (CEP) and minor word changes viz. Release Letter replaced by ‘Release Confirmation’.

**16/11/2017** – Addition of Recognition of Prior Learning Application Form Details Clause 11.0.

**15/02/2018** – Update reference for government authority to Department of Home Affairs (DHA).

**10/10/2018** – 12-month review requiring update of Kent position titles and minor word amendments approved by CEO.

**10/10/2019** – 12 month review – minor word amendments and update of Kent position titles and Business Management System\SharePoint Hyperlinks.

**06/04/2022** – 24-month Review. Sections re-ordered to follow procedure for Admission Decision as depicted in Flow Chart at the end of the document. Explicit reference to Kent not accepting students under 18 years of age at the time of commencement. Policy reviewed to be more inclusive and relevant to domestic applicants, and reference to requirement of domestic applicants to meet English Language Entry Requirements included as per requirements under the Higher Education Standards Framework 2021. LLN Needs Assessment statement VET students added, Diversity and Equity Statement expanded, Deferment of Commencement information aligned with the provisions in the *Student Deferral of Enrolment Policy and Procedures*. Orientation, Enrolment, Reporting and Record Keeping Sections added in alignment with other Kent Policy and Procedure Templates and Regulatory Requirements.

**24/08/2024** – Review following TEQSA Chief Commissioner Message to sector to review internal protocols with respect to A\\Admissions, Marketing and Recruitment and Student Support services. Also annual review.

**10/04/2024** – Update GTE to GST. Update personnel as per organisational structure.