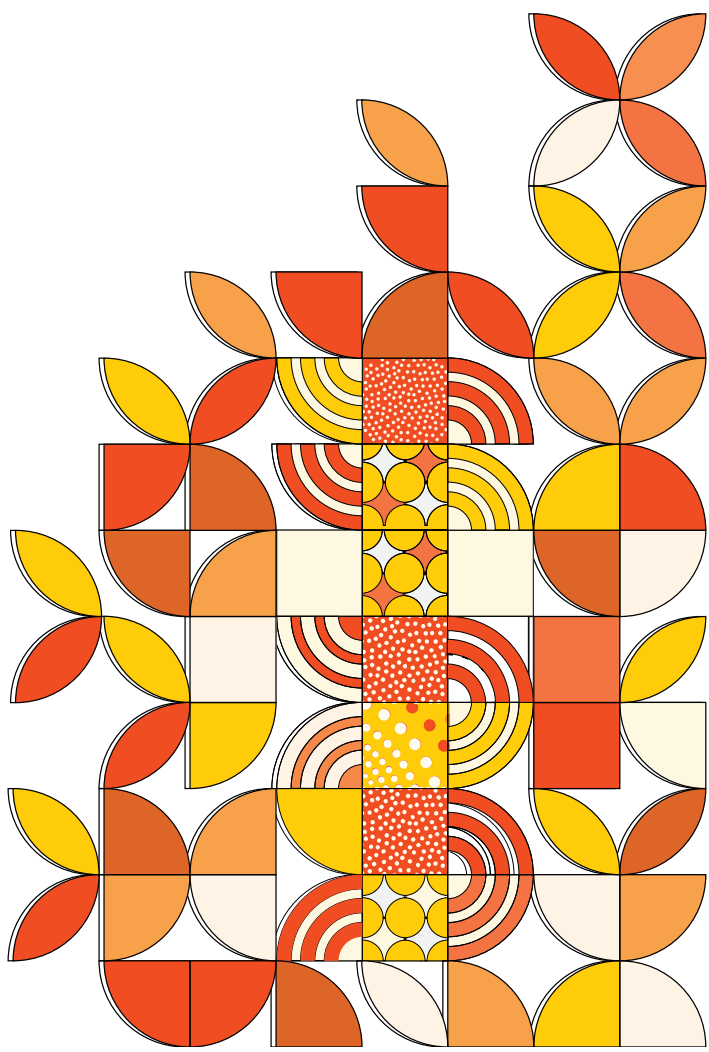


Bachelor of Nursing Admission and Enrolment Policy



SECTION 1

Purpose

1. This policy outlines the admission and enrolment requirements for the **Bachelor of Nursing Program** at **Institute of Health and Management (IHM)**. The policy ensures that prospective students meet the necessary academic, English language, and professional requirements as set in the [English language skill registration standard \(2019\)](#) by Australian Nursing and Midwifery Accreditation Council (ANMAC), the Nursing and Midwifery Board of Australia (NMBA). This policy ensures:
 - 1.1 **Equity and Transparency:** Admission decisions are conducted in a fair, transparent, and consistent manner, ensuring all applicants are assessed based on merit and eligibility criteria.
 - 1.2 **Regulatory Compliance:** Admission and enrolment practices comply with the requirements of the Higher Education Standards Framework (HESF) 2021, the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code Standard 2), and NMBA standards.
 - 1.3 **Student Preparedness:** Admitted students possess the necessary academic qualifications, English language proficiency, and other attributes required for successful participation and completion of their Bachelor of Nursing program.
 - 1.4 **Informed Decision-Making:** Applicants are provided with comprehensive, accurate, and accessible information about IHM's courses, including entry requirements, fees, support services, and pathways to enable informed choices.
 - 1.5 **Support for Diversity:** Admission processes support diverse student cohorts, including international students and those from underrepresented backgrounds, ensuring equitable access to higher education.

Scope

2. This policy applies to all domestic and international applicants seeking admission to the Bachelor of Nursing Program at IHM.

Definitions

3. Refer to [IHM's Glossary of Terms](#).

Suite documents

4. This policy is linked to the following documents:
 - a) Bachelor of Nursing Admission and Enrolment Procedure.
 - b) See Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Policy

5. Principles and Standards

- 5.1 Entry requirements for IHM Bachelor of Nursing program are clear, transparent and equitable and made available to applicants through course handbooks, course brochures, the IHM website and social media prior to enrolment.
- 5.2 IHM ensures that all applicants receive clear, accessible pre-enrolment information, including details on course structure, delivery modes, assessment methods, fees and refund policies, available support services, and guidance on accommodation and visas, with materials designed in plain English and inclusive of students with disabilities.
- 5.3 Publish the entry requirements and processes for RPL and credit transfer on accessible platforms (example: website, course handbook etc.).
- 5.4 IHM ensures that correct and valid supporting evidence documentation is obtained from applicants prior to admission.
- 5.5 IHM aims to adhere to all relevant regulatory and legislative requirements relevant to the admission and enrolment of all Bachelor of Nursing applicants.
- 5.6 IHM aims to adhere to all relevant regulatory and legislative requirements relevant to the storage, security and privacy of student records.
- 5.7 Admission to Bachelor of Nursing program is determined through a merit-based process that evaluates academic qualifications, English language proficiency aligned with NMBA standards, and relevant work experience where applicable.
- 5.8 Prospective and current students are required to read, understand and consider the Inherent Requirements carefully to ensure that they are able to comply with them.

Entry Requirements

6. Academic Qualifications

Pathway 1: Direct School leaver entry
Applicants with pathway 1 must meet one of the following academic qualifications: a) An ATAR score of 50. This includes the satisfactory completion of VCE and Units 3 and 4 with a minimum study score of 25 in any English (except EAL) or 30 in English as Alternate Language (EAL) or equivalent, OR b) An equivalent, such as an interstate or international Year 12 qualification.
Pathway 2: Enrolled Nurse to Registered Nurse Pathway
Applicants with pathway 2 must meet following academic qualifications: Diploma of Nursing (all students entering the course through an enrolled nurse pathway must hold an unrestricted NMBA/AHPRA registration as an enrolled nurse).

7. English Language Proficiency

Student must demonstrate their English language competency in one of the following ways as outlined in [English language skill registration standard \(2019\)](#) requirements set by the Nursing & Midwifery Board of Australia (NMBA):

- a) English is applicant primary language and the applicant have attended and satisfactorily completed at least six years of primary and secondary education taught and assessed solely in English in a NMBA recognised country (such as: Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom, United States of America), including at least two years between years 7 and 12.
- b) IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking).
- c) OET with a minimum score of B in each of the four components (listening, reading, writing and speaking).
- d) PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).
- e) TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test; 24 for listening, 24 for reading, 27 for writing, and 23 for speaking.

***Note:** Where there are differences between the Australian Nursing and Midwifery Accreditation Council (ANMAC) English Language Requirements and this policy, the requirements outlines by the ANMAC takes precedence.

****Note:** A revised NMBA English language skills registration standard (2025) will come into effect by April 2025. <https://www.nursingmidwiferyboard.gov.au/registration-standards/english-language-skills.aspx>

8. Post Admission Requirements

- 8.1 All students must maintain a current Working with Children Check (from the Appropriate State Authority) and a current Police Check throughout the duration of the course.
- 8.2 Each year, the Bachelor of Nursing Program mandates that students participate in clinical placements. To be eligible for these placements, students must provide the following:
 - a) National Police Clearance: Must be current and clear.
 - b) Working with Children Clearance: Must be valid for 5 years.
 - c) Immunisation Certificate: Demonstrating up-to-date vaccinations as per healthcare guidelines.
- 8.3 It is imperative that these documents are original, current, and legible. Students are expected to upload all required documentation to their student file at least one week before the start date of their scheduled placement. This ensures adherence to regulatory and program requirements, facilitating a safe and effective learning environment during clinical placements.

SECTION 3

Associated Information

Related Internal Documents	• Aboriginal Torres Strait Islander Education and Support Policy • Aboriginal Torres Strait Islander Education and Support Guidelines • Bachelor of Nursing Admission and Enrolment Procedure • Accessibility Policy • Accessibility Procedure • Access and Equity Policy • Access and Equity Procedure • Changes to Enrolment Policy • Changes to Enrolment Procedure • Course Handbooks • Credit and Prior Learning Policy • Credit and Prior Learning Procedure • Domestic Student Handbook • Fees, Charges and Refunds for Domestic Students Policy • Fees, Charges and Refunds for Domestic Students Procedure • Fees, Charges and Refunds for International Students Policy • Fees, Charges and Refunds for International Students Procedure • International Student Handbook • Inherent Requirements for Bachelor of Nursing • Marketing of Courses to Overseas and Offshore Students Policy • Marketing of Courses to Overseas and Offshore Students Procedure • Records Management Policy • Records Management Procedure • Student Complaints and Appeals Policy • Student Complaints and Appeals Procedure
Related Legislation, Standards and Codes	• Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 • Higher Education Support Act 2003 and Guidelines • Australian Qualifications Framework (AQF) • Education Services for Overseas Student (ESOS) Act 2000 and National Code 2018 • Department of Home Affairs - Student Visa requirements • Privacy legislation: https://www.oaic.gov.au/privacy/the-privacy-act/ • HESF (2021): Higher Education Standard Framework Domain 1: Student participation and attainment • TEQSA Admissions transparency • TEQSA Admissions Transparency Checklist

	Australian Nursing and Midwifery Accreditation Council (ANMAC), English language skill registration standard (2019)
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IHM Doc ID	IHM-BNAEP1-1.0

Change History

Version Control		
Change Summary	Date	Short description of change, including version number, changes, who considered, approved, etc.
Version 1.0	18/12/2024	New Policy “Bachelor of Nursing Admission and Enrolment Policy” is developed to align the policy with the standards set by the Australian Nursing and Midwifery Accreditation Council (ANMAC), the Nursing and Midwifery Board, and adherence to the Higher Education Standards Framework (HESF, 2021).