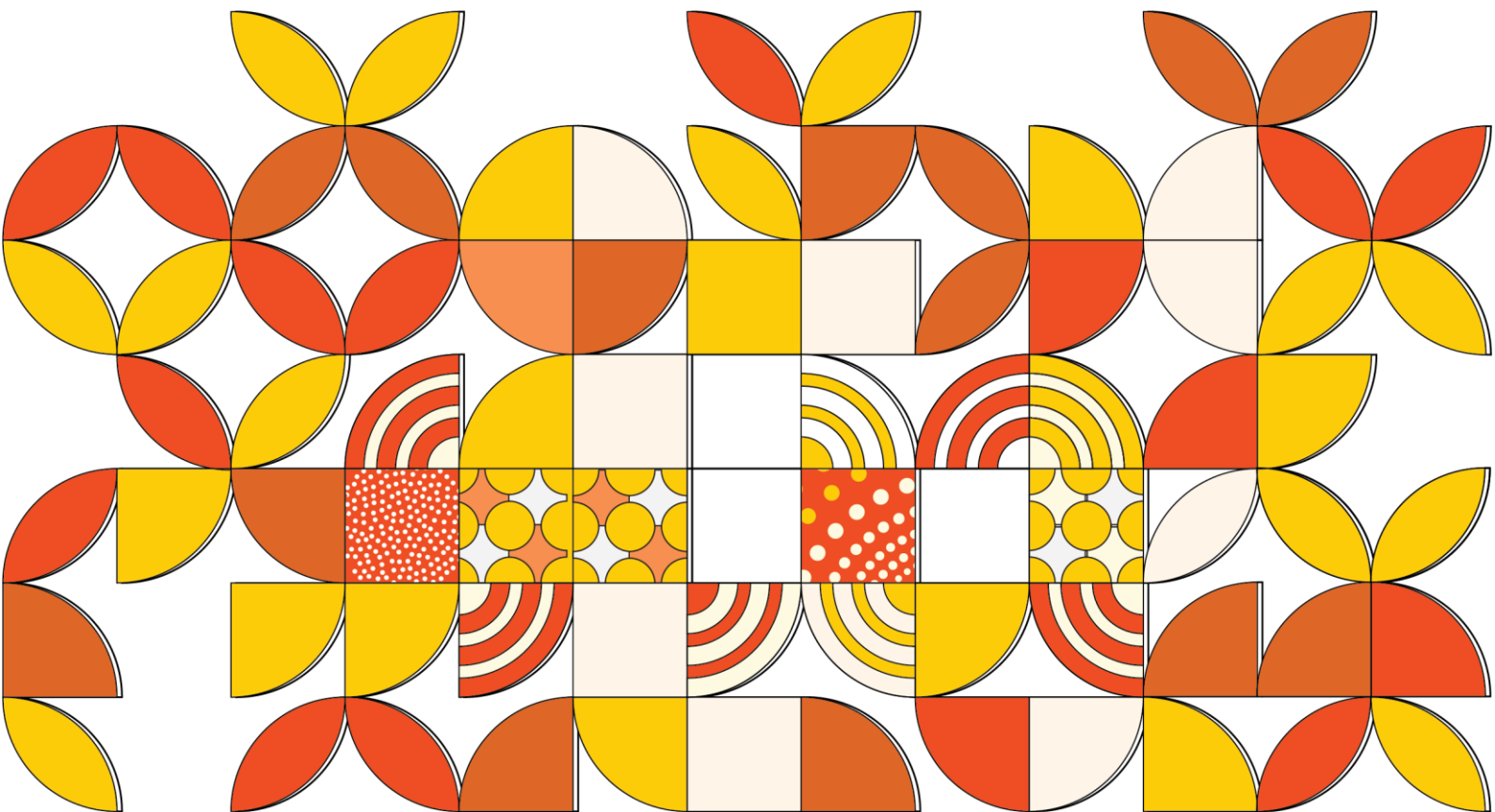


Student Selection, Admission and Enrolment Policy



SECTION 1

Purpose

1. This Policy outlines the entry requirements for both domestic and international student selection, admission and enrolment to the Institute of Health and Management (IHM).

Scope

2. This policy applies to the Australian Qualifications Framework (AQF) and Non-AQF courses provided by IHM but does not apply to professional development programs or single unit student enrolments.

Definitions

3. The following definitions apply:
 - a) **Admission** - Entry to award course and non-award course at IHM.
 - b) **AQF Framework** – The Australian Qualifications Framework (AQF) is Australia’s national framework for regulated qualifications, encompassing higher education, vocational education and training and school education. It provides a national recognition and a consistent understanding of what defines each qualification type.
 - c) **AQF Qualification** - This qualification is the result of an accredited complete course of learning leading to formal certification that a graduate has achieved the learning outcomes described in the AQF.
 - d) **Applicant** - A person who has formally indicated or is in the process of formally indicating their intention to participate in a course of study but has not yet enrolled in that course.
 - e) **Entry requirements** - a general term which covers the minimum age requirements, minimum English Language requirements and minimum course-specific requirements that an applicant must meet in order to secure his/her admission into a course at IHM.

Suite documents

4. This policy is linked to the following documents:
 - a) Student Selection, Admission and Enrolment Procedure
 - b) See Associated Information listed in the ‘Related Internal Documents’ in Section 3 below.

SECTION 2

Policy

5. Principles

- 5.1 There are clear responsibilities and accountabilities for the selection, admission and enrolment decisions into IHM courses.
- 5.2 The selection, admission and enrolment process is adhered to by all relevant parties and applied consistently

across all IHM courses.

- 5.3 IHM ensures the integrity of all selection, admission and enrolment decisions.
- 5.4 The entry requirements for IHM courses are clear, transparent and equitable.
- 5.5 Course entry requirements are clearly documented and made available to applicants through course handbooks, course brochures, the IHM website and social media.
- 5.6 IHM ensures that correct and valid supporting evidence documentation is obtained from applicants and stored in the Student Management System.
- 5.7 IHM is compliant with all relevant regulatory and legislative requirements relevant to the selection, admission and enrolment of all applicants.

SECTION 3

Associated information

Related Internal Documents	<p>Access and Equity Policy Agent Appointment, Monitoring and Management Policy and Procedure Course Handbook Credit and Prior Learning Policy and Procedure Domestic Student Handbook International Student Handbook Marketing of Courses to Overseas and Offshore Students Policy and Procedure Records Management Policy and Procedure Student Complaints and Appeal Policy and Procedure Student Selection, Admission and Enrolment Procedure</p>
Related Legislation, Standards and Codes	<p>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 (2020). Communication on English waivers</p>
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Change history

Version Control		Version 4.2
Change Summary	Date	Short description of change, incl version number, changes, who considered, approved etc
	26/07/2021 Version 4	<ul style="list-style-type: none"> • Waiver of English language entry requirement is added (section in the Procedure) • Evidence of relevant professional registration is added (section in the Procedure) • Responding to COVID-19 situation and border closure (relevant sections in the Procedure) • Version 3 was approved by Academic Board in February 2021 • Date of next review is changed to July 2024
	15/11/2021 Version 4.1	<ul style="list-style-type: none"> • IHM EAP Direct Entry Test requirement to the Procedure (Section 16e, p. 12) • A table outlining the English language requirements Table is added to the Procedure (Section 18, p 13) • Version 4.1 is endorsed by Academic Board on December 2021
03/08/2023 Version 4.2	<ul style="list-style-type: none"> • Separation of Policy from Procedure • Rename from Student Selection and Admission to Student Selection, Admission and Enrolment. • Minor updates to ensure consistency with updated procedure 	