

Student Selection and Admission Policy



Institute of Health &
Management Pty. Ltd.

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SECTION 1

Purpose

1. This Policy outlines the entry requirements for both domestic and international student selection and admission to the Institute of Health and Management (IHM).
2. The Policy aims to:
 - a) Establish clear responsibilities and accountabilities for selection and admission decisions.
 - b) Ensure that the selection and admission processes are transparent, and decisions are fair and consistent; and
 - c) Ensure the integrity of all selection and admission decisions.

Scope

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

Definitions

4. The following definitions have their meaning as implied out below:
 - a) **Admission** - Entry to award course and non-award course at IHM.
 - b) **AQF Framework** - AQF is the national policy for regulated qualifications in the Australian education and training sector, incorporating the qualifications from each education and training sector into a single comprehensive national qualifications framework.
 - 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) **Application** - A process by which an applicant formally indicates their intention to participate in a course of study prior to enrolment.
 - f) **Deferment** - The approval of a request by student to postpone the commencement of study to a later intake.
 - g) **Domestic applicant** - An Australian or New Zealand citizen, Australian Permanent resident, or Australian humanitarian visa holder.
 - h) **EAP** – English for Academic Purpose course is designed to help students who intend to complete further studies in higher education courses.
 - i) **ELICOS** - English Language Intensive Course for Overseas Students (ELICOS) is designed to help students become fluent and confident in core English language skills, This course is available in different levels to suit individuals in their personal and professional life.

- j) **English language requirements** - The minimum English language requirement for students to be admitted to a course at IHM.
- k) **Eligibility for admission** - The criteria by which students are assessed for admission to a course.
- l) **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.
- m) **IELTS** - International English Language Testing System (IELTS) is an international standardised test of English language proficiency. It measures how well a person reads, listens, speaks and writes in English.
- n) **ITEP Academic Plus** – International Test of English Proficiency Academic Plus can be taken online and evaluates grammar, listening, reading, writing and speaking with score ranges from 0-6 the iTEP Academic Plus is aligned to the CEFR (Common European Framework of Reference) and delivers detailed score reports within 24 hours.
- o) **PTE** – Pearson Test of English.
- p) **Non-award study** - A course delivered through IHM that does not lead to an award.
- q) **Re-admission** - A term used for applicants who were previously enrolled in a course without completing, due to enrolment lapse, discontinuation, or exclusion and are now seeking to re-enrol into their previous course.

Suite documents

- 5. This procedure is linked to the following documents:
 - a) Student Selection and Admissions Procedure
 - b) See Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Policy

Principles

- 6. **Setting of Entry Requirements**
 - a) The curriculum documents for each course of study includes entry requirements designed to ensure that students who enrol in a course of study are able to successfully participate in that course of study and are not subject to circumstances that will prevent them from successfully completing that course of study.
 - b) These requirements will include, but may not be limited to:
 - a. Level of English language required - English language test results such as International English

Language Testing System (IELTS)/ Pearson Tests of English (PTE), Occupational English Test (OET), Test of English as a Foreign Language (TOEFL), Academic Plus- International Test of English Proficiency Academic Plus (iTEP), IHM EAP test or completion of English for Academic Purpose (EAP) at IHM.

- b. Minimum academic requirements (or equivalent) for the course level applicants are seeking to study.
- c. Any other legislative or external requirements relevant to their eligibility to study.
- d. Being at least 18 years old, at a minimum.
- e. Specific employment/work experience requirements (if applicable); and
- f. Access to computers and other devices that are necessary in order to successfully participate.

7. Waiver of entry requirements

- a) Under exceptional circumstances IHM may waive English language and/or any other requirements on a case-by-case basis as decided by Academic Board or delegate.

8. Acceptance of applicants meeting admission requirements

- a) This refers to applicants who are able to demonstrate that they have met the admission requirements through the provision of the required documentation and signed the acceptance form.
- b) The required documentation will include:
 - a. Certified copies of passport.
 - b. Academic transcripts.
 - c. Certified copies of relevant professional registration (e.g., nursing registration issued by the Nurses Board in Australia and overseas)
 - d. Evidence of relevant discipline qualifications (e.g., nursing qualifications for nursing courses).
 - e. Evidence of meeting any applicable legal requirements such as obtaining a student visa.
 - f. Evidence of English language proficiency, such as a current English language test score at the determined level, achieved inside two calendar years prior to the scheduled commencement of delivery of the intended course.
- c) Once all available places in an intake are filled, subsequent applicants may be allocated to the next available intake.

9. Criteria for exclusions to entry to a course at IHM

- a) Includes a person who is currently excluded or suspended from study at IHM.
- b) Current or previous suspensions from other tertiary institutions may be considered grounds for not admitting a person to IHM as part of the selection process.
- c) An outstanding or unresolved debt to IHM may be considered grounds for not admitting a person to IHM as part of the selection process.

- d) Applicants who have met the entry requirements but have previously been excluded from IHM or any other institution on academic progress grounds must demonstrate that they have an improved likelihood of success in the course for which they are applying.

10. Enrolment for students with special needs

- a) Prospective students applying to study at IHM will not be discriminated against based on their disability.
- b) Admission to courses is subject to students meeting the entry requirements, which apply to all students.
- c) The enrolment form seeks self-disclosure of a disability.
- d) IHM undertakes to assist students with special needs in their studies and will do so if students disclose the nature of their disability and seek appropriate support from the IHM nominated person.
- e) Courses that include a clinical component are subject to the policies of the workplaces in which clinical placements are undertaken, which may exclude some students with disabilities from participating.
- f) All students are provided with this information prior to enrolling in a course of study.

SECTION 3

Associated information

Related Internal Documents	<ul style="list-style-type: none"> Access and Equity Policy Admission Checklist Agent Appointment and Monitoring Policy Conditional Offer Letter Confirmation of Admissions Course Application Form Course Handbook Credit and Prior Learning Policy Credit and Prior Learning Procedure Deferment Application Domestic Student Handbook Genuine Temporary Entrant Form (GTE) International Student Handbook Marketing Policy Offer Letter and Offer Acceptance Offshore Delivery Policy Offshore Delivery Procedure Outcome Letter for Rejection Overseas Student Transfer Policy Pre-enrolment Document Records Management Policy Student Complaints and Appeal Policy and Procedure Student Complaints and Appeal Procedure
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	Student Selection and Admissions Procedure
Related Legislation, Standards and Codes	<p>Improving the transparency of higher education admissions TEQSA Admissions transparency Higher Education Support Act 2003 and Guidelines https://www.education.gov.au/higher-education-support-act-2003-and-guidelines Australian Qualifications Framework (AQF) https://www.aqf.edu.au/ Education Services for Overseas Student (ESOS) Act 2000 and National Code 2018 https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx National ELICOS Standards 2018 https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ELICOSnationalstandards/Pages/Default.aspx Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 https://www.teqsa.gov.au/teqsa-act Department of Home Affairs - Student Visa requirements https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500 Privacy legislation https://www.oaic.gov.au/privacy/the-privacy-act/ HESF (2021). Higher Education Standard Framework Domain 1: Student participation and attainment TEQSA (2020). Communication on English waivers</p>
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Responsibility for implementation	Academic Registrar
Document Custodian	Academic Dean or Chair, Learning and Teaching Committee
PinPoint Doc ID	IHM-SSAP1

Change history

Version Control		Version 4.1
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