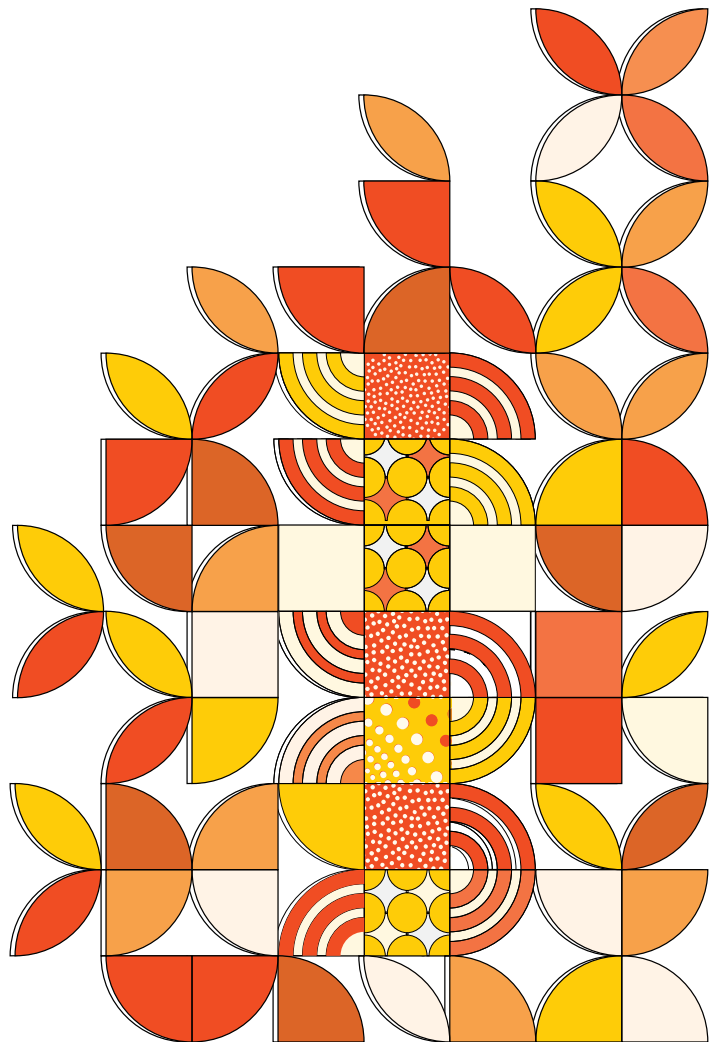


Bachelor of Nursing Admission and Enrolment Procedure



SECTION 1

Purpose

1. This procedure outlines the admission and enrolment processes for the Bachelor of Nursing program at the Institute of Health and Management (IHM).
2. It aims to provide clarity on the steps, responsibilities, and requirements for both prospective and current students entering the program, ensuring adherence to regulatory standards and fostering an efficient and transparent admission process.

Scope

3. This procedure applies exclusively to the Bachelor of Nursing program at IHM, guiding the admission and enrolment of both domestic and international students.

Definitions

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

Suite documents

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

SECTION 2

Responsibilities

6. IHM has overall responsibility for the management of applications and the admission and enrolment of students into the course.
 - 6.1 **Applicants** are responsible to:
 - a) Complete all required IHM forms truthfully and completely
 - b) Provide all evidentiary documents (e.g., official certified copies)
 - c) Thoroughly read, sign and return required information in a timely manner
 - d) Respond to all communications and requests in a polite and timely manner
 - 6.2 **Admissions Department** is responsible for the following:
 - a) Ensure all required evidence documents to support the application are obtained and uploaded into the Student Management System.

- b) Request additional/missing documents as required.
- c) Reviewing and assessing applications and documentation, including English-language proficiency and relevant course-specific entry requirements.
- d) Requesting additional information from applicants via Student Recruitment Officers (SROs) as necessary.
- e) Processing applications from Letter of Offer through to Confirmation of Enrolment/Admission.
- f) Conducting pre-enrolment interviews under the guidance of Course Coordinators.
- g) Issuing Confirmation of Enrolment /Admission (CoE/CoA).
- h) Creation and management of CoEs and management of all student course variations in PRISMS in a timely manner.

6.3 Admission Officer is responsible for:

- a) **Application Processing:** Manage the end-to-end admission process, including the receipt, assessment, and processing of applications for all courses.
- b) **Documentation Verification:** Ensure all applicant documentation is complete and authentic, including academic transcripts, English language proficiency evidence, and relevant work experience where applicable.
- c) **Communication:** Serve as the primary point of contact for prospective students, providing timely and accurate information regarding course details, admission requirements, and application statuses.
- d) **Data Management:** Maintain accurate records of all admissions activities in the Student Management System, ensuring data integrity and compliance with institutional policies.
- e) **Compliance:** Adhere to the National Code of Practice for Providers of Education and Training to Overseas Students 2018, the Higher Education Standards Framework 2021, Australian Nursing and Midwifery Accreditation Council (ANMAC) standards ensuring all admissions practices meet regulatory requirements.
- f) **Offer Issuance:** Prepare and dispatch Letters of Offer and Confirmation of Enrolment (CoE/CoA) to successful applicants, following institutional guidelines.
- g) **Collaboration:** Work closely with Admission Coordinators, Course Coordinators and the Registrar to facilitate smooth admission processes and address any issues that arise.

6.4 Admission Coordinator is responsible for:

- a) **Team Leadership:** Supervise the Admissions Officers, providing guidance, support, and performance evaluations to ensure high standards of service delivery.
- b) **Process Improvement:** Develop, implement, and review admission policy and procedure to enhance efficiency and effectiveness, ensuring alignment with institutional goals and regulatory requirements.
- c) **Training and Development:** Organise and deliver training sessions for admissions staff to keep them informed of policy changes, system updates, and best practices in student recruitment and admissions.
- d) **Reporting:** Generate regular reports on admissions statistics, trends, and outcomes to inform strategic planning and decision-making by senior management.
- e) **Stakeholder Engagement:** Liaise with internal departments, such as marketing and academic and student support services, to coordinate recruitment activities and ensure a cohesive approach to student admissions.

- f) **Quality Assurance:** Monitor and evaluate the admissions process to ensure it meets quality standards and provides a positive experience for applicants.
- g) **Student Visa Requirements:** Verify that international admissions adhere to Genuine Temporary Entrant (GTE) and visa requirements.

6.5 Registrar is responsible for:

- a) **Policy Oversight:** Develop, review, and implement Bachelor of Nursing Admission and Enrolment policy and Bachelor of Nursing Admission and Enrolment procedure, ensuring compliance with the regulatory standards.
- b) **Enrolment Oversight:** Manage and monitor student enrolments to ensure accurate recording of information in the Student Management System, oversee the issuance of Confirmations of Enrolment (CoE) for international students, and ensure timely updates in PRISMS.
- c) **Appeals and Grievances:** Manage appeals related to admission and enrolment decisions, ensuring a transparent and fair process in alignment with IHM policies and procedures.
- d) **Strategic Planning:** Collaborate with admissions, academic and student support teams to forecast enrolment trends for Bachelor of Nursing and support recruitment strategies aligned with institutional goals.
- e) **Training and Support:** Provide guidance and training to Admissions Officers and Coordinators on regulatory changes and process improvements.

6.6 Course Coordinator is responsible to:

- a) Work closely with admissions staff to provide guidance on Bachelor of Nursing specific requirements and to address any issues related to applicant suitability.
- b) Permit deferrals into latter intakes.
- c) Circumstances where academic judgement is required or requested.
- d) Review and approve applications for RPL and credit transfers, ensuring alignment with institutional policies and maintaining the integrity of the course.
- e) Monitor Bachelor of Nursing admission trends and report on the quality and suitability of incoming students, providing insights for continuous improvement of the admissions process.

6.7 Head of School is responsible for the following:

- a) **Strategic Leadership:** Set strategic priorities for student recruitment and admissions to meet enrolment targets and ensure the diversity and quality of the student body. Collaborate with marketing and recruitment teams to attract high-caliber domestic and international students.
- b) **Admissions Approval:** Provide final approval for complex admission cases.
- c) **Quality Assurance:** Monitor the admissions and enrolment processes to ensure fairness, equity, and compliance with institutional and regulatory standards. Oversee the evaluation of admission trends and adjust strategies to improve outcomes.

- d) **RPL and Credit Transfer Oversight:** Ensure the Recognition of Prior Learning (RPL) and credit transfer processes are conducted fairly, consistently, and in alignment with the Bachelor of Nursing's academic standards and integrity.
- e) **Stakeholder Engagement:** Liaise with ANMAC and other and government agencies to ensure admission practices comply with national and international standards. Foster relationships with feeder institutions, including schools, colleges, and partner organisations, to strengthen pathways into the institution.
- f) **Continuous Improvement:** Lead efforts to improve the admissions and enrolment processes through regular reviews, incorporating feedback from students, staff, and external stakeholders. Stay updated on sector trends and best practices to ensure competitive and innovative admission strategies.

Procedure

7. Application

- 7.1 All international applicants must be at least 18 years of age at the point of submitting their application. Relevant documentation is required to support this.

8. Supporting Documentation Evidence

- 8.1 Admissions Officers are required to ensure that all applicants provide valid supporting documentation with their applications, and each form of evidence must be available in the Student Management System. Such documents will include:
 - a) Proof of identity (must include a photograph, such as a passport or driver's license, or other photographic identity evidence)
 - b) Evidence of relevant discipline qualifications such as year 12 results.
 - c) Evidence of English language proficiency
- 8.2 All documents must be current and appropriately certified. Any document that is not to the acceptable standard is out of date/expired, or insufficient will need to be addressed with the applicant prior to moving to the next phase.

9. Document Verification

- 9.1 The verification of documents provided by students from level 1, 2 and 3 countries is an important additional step to support an application for admission. All documents associated with an application into the Bachelor of Nursing course will be verified by an independent verification service provider. This will include identity documents, academic documents, professional registration/affiliations, and English language proficiency.
- 9.2 Where all evidence documents are verified, Admissions Officers will proceed to the next phase of assessing the course entry and English language entry requirements.
- 9.3 Any information which has been determined to be false, or unable to be verified will be escalated to the Registrar for decision. IHM has the authority to revoke the offer of a place.

10. Letter of Offer

- 10.1 A student must satisfy all entry criteria in order to be issued with a Letter of Offer for Bachelor of Nursing program.
- 10.2 Where an applicant has demonstrated meeting all the relevant criteria and evidence for admission, the Admissions Officer provides a formal Letter of in writing. Applicants are required to:
 - a) ensure all details provided in the Offer Letter are correct
 - b) read, understand and agree to all the terms and conditions of the Offer Letter
 - c) read and understand the relevant principles and policies captured in the Offer Letter
 - d) read and understand all requirements of the course.
- 10.3 An offer in any other form, including verbal (e.g., in conversation) or written communication (e.g. email) will not constitute an unconditional offer of admission to the Bachelor of Nursing course.
- 10.4 The Letter of Offer/Conditional Offer is only valid for 30 days from the date of issue. Failure to sign and accept the Letter of Offer (or respond to the conditions within the Conditional Offer) within 30 days will result in the offer expiring. If the applicant does not respond to communications in relation to an expired Letter of Offer within a reasonable timeframe, their application will be cancelled. The applicant will then be required to submit another application should they want to continue.

11. Genuine Temporary Entrant (GTE) information pack (for international applicants requiring a student visa only)

- 11.1 After an Offer Letter is sent, for international applicants seeking to study in Australia on a CoE (Confirmation of Enrolment), Admissions Officers will send an Information pack and checklist for the GTE processing stage to the applicant and their Agent.
- 11.2 The applicant (with assistance from their Agent) is required to compile the necessary documents as per the checklist in preparation for the Genuine Temporary Entrant (GTE) processing step.

12. Pre-enrolment Interview (PEI) and Acceptance of Offer

- 12.1 PEIs are conducted for all students that receive a Letter of Offer.
- 12.2 A PEI (conducted online and recorded) will be arranged and conducted (by an Admissions Officer or appropriate delegate) whereby the details of the offer and specific course information and any questions the applicant may have are discussed.
- 12.3 Upon completion of the interview, to accept the offer, the applicant must sign the Acceptance of Offer and any other documents to indicate they have read, understood and agree to all the conditions.
- 12.4 Once signed by the applicant, the Offer becomes the student contract and is legally binding.
- 12.5 IHM will retain records of all written agreements (i.e. signed Acceptance of Offer) for a minimum of two (2) years after the person ceases to be an accepted student.
- 12.6 Applicants can defer their acceptance of the offer until the next commencing intake for that course.
- 12.7 Failure to either accept or defer the offer by the relevant deadline may result in the offer lapsing.
- 12.8 An applicant who does not accept an offer may re-apply for admission to the course and will be subject to the same requirements as all other applicants at the time of application.

13. Invoice and Payment of Fees

- 13.1 All applicants who received and signed an offer for admission to a course and have completed a PEI are eligible to enrol in that course in that intake by no later than the relevant enrolment deadline.
- 13.2 As per the Fees, Charges and Refunds Policy, new students are required to pay fees for their first semester (at a minimum) by the date specified in the letter of offer. Payment of tuition fees and charges is a condition of enrolment and must be paid in full by the agreed due date. Failure to pay will result in cancellation of the student's enrolment.

14. Issuance of a CoA/CoE

- 14.1 Once fees are received, a Confirmation of Enrolment (CoE) (for international students studying in Australia) or a Confirmation of Admission (for domestic and online students) is issued.
- 14.2 Reporting of CoEs in PRISMS: All international applicants issued with a CoE are registered with the Australian Government's Provider Registration and International Student Management System (PRISMS). The CoE provides evidence of a student's enrolment with a provider. Any changes to a student's enrolment needs to be reported in PRISMS. The Admissions Team is responsible for creation and management of CoEs in PRISMS.

15. Visa Outcome (for international applicants requiring a student visa only)

- 15.1 This status is applied to International/overseas students while they are waiting for their visa outcome. Notification of the student visa application outcome will be captured in PRISMS.

16. Enrolled Awaiting Commencement

- 16.1 The Enrolled-Awaiting Commencement status occurs when:
 - a) Domestic students have been issued with a CoA
 - b) A "Visa Granted" notification is received in PRISMS for an international/overseas student on a COE.

17. Student-initiated Deferment of Studies: Before and After Course Commencement

- 17.1 Students wishing to defer or suspend their enrolment must complete the relevant *Deferral (Pre-commencement) or Suspension (Post-commencement)* application form (example: Deferral or Leave of Absence). These student-initiated requests can only be made on the grounds of compassionate or compelling circumstances and must therefore include sufficient documentary evidence to support their application (example: medical reports, death certificate, police report, psychologists report, etc.). Refer to Changes to enrolment Policy and Procedure.
- 17.2 International students (on a student visa) should be aware that any deferral or suspension may affect their student visa and should seek the advice of the Department of Home Affairs to determine the potential impact on their visa.
- 17.3 Permitting deferrals for each intake is up to the discretion of either the Course Coordinator or the Registrar.
- 17.4 The period of deferment will normally be no longer than six months, unless the course is available for commencement in an earlier admissions intake.

- 17.5 IHM does not guarantee the course offering will be available to the applicant at the end of the period of deferral. Where the course is no longer available at the end of the period of deferral, IHM may seek to make an appropriate alternate offer.
- 17.6 Current fees and any other requirements will be applicable on enrolment and commencement of studies.
18. **IHM-initiated Deferrals (relating to visa delays)** (for international applicants applying for a student visa only)
- 18.1 IHM will initiate deferrals into later intakes for international students when a visa outcome has not yet been reached in time for the student to travel to Australia and commence their study.
19. **Re-admission**
- 19.1 If a student has discontinued a course of study or fails to enrol/re-enrol in units by the end date of enrolment period and wishes to enrol in the course again, the student will be considered a new applicant for admission.
- 19.2 Students whose enrolment lapses may reapply for admission to a course and be subject to the same requirements as all other applicants at the time of applying.
20. **Cancellation or withdrawal from offer acceptance and enrolment**
- 20.1 The Academic Dean (or delegate) may withdraw an offer or cancel the admission and enrolment of a student where:
- a) The student fails to provide documents or to fulfil other requirements specified in the offer letter of admission by the specified date.
 - b) The offer letter of admission has been made based on incomplete, inaccurate or fraudulent information provided by the student or a third party (agent) on behalf of the student.
 - c) The student fails to enrol in accordance with the offer letter by the specified date.
 - d) The student arrives late for a teaching period without an approved extension letter.
 - e) The Academic Dean or delegate determines that it is necessary or reasonable to withdraw the offer in order to fulfill regulatory or administrative requirements and/or guidelines.
 - f) The course is withdrawn or cancelled from offer as a result of an institutional decision.
- 20.2 Any action taken must be notified in writing to the student within three working days.
- 20.3 If a student decides to withdraw from the course after accepting the offer and before the start of a teaching period, the student is required to complete and submit the [Course Withdrawal Form](#).
- 20.4 The withdrawal application is assessed by the Registrar and the outcome is sent to the student within five working days of receipt of the Course Withdrawal Form.
21. **Review of Decision and Appeal Process**
- 21.1 An applicant who is not offered a place, is entitled to seek a review of the selection decision on the following grounds:

- a) the applicant demonstrated meeting all relevant IHM and Bachelor of Nursing course entry requirements.
 - b) the application was lodged, providing all required, additional or supporting information, on time and as specified.
 - c) The Bachelor of Nursing Admission and Enrolment Policy and Procedure was not correctly applied.
- 21.2 A request to review the decision must be lodged in writing, addressed to the Admission Officer within 10 business days of the selection decision.
- 21.3 The Admissions Officer will submit the request for a review of the selection decision by:
- a) the Course Coordinator or their nominee if the application was rejected on course specific grounds, or
 - b) the Registrar if the application was rejected on IHM entry criteria.
- 21.4 A written outcome will be provided within 10 business days from the date of receipt.
- 21.5 Where the outcome is in favour of the applicant, and a new offer is subsequently made, the applicant will be required to meet all relevant entry criteria to enrol.
- 21.6 Where a new offer is made too late for the applicant to reasonably enrol and commence study, with a view to their ability to succeed in the course, a deferment will be applied on the applicant's behalf.
- 21.7 If the review is unsuccessful, the applicant may then appeal the admission decision on relevant procedural grounds using the IHM's Student Appeals process as detailed in the Student Complaints and Appeal Policy and Procedure.

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 Policy • 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)
Date Approved	19.12.2024
Date of Effect	20.12.2024
Date of Next Review	20.12.2027
Approval Authority	Academic Board
Responsibility for implementation	Admission Department
Document Custodian	Registrar
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 Procedure “Bachelor of Nursing Admission and Enrolment Procedure” 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).