ECA COLLEGE OF HEALTH SCIENCES

CHSQF007 Student Admissions Policy and Procedure

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1. Policy Statement

ECA College of Health Sciences ("CHS" or "the College") upholds the principle that all applicants seeking to enrol are treated fairly, consistently and equitably irrespective of their educational background, entry pathway, mode or place of study. To ensure this the College has open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. Students are selected on merit based on the published criteria. The College will ensure that throughout the process of selection and admission, applicants are treated courteously, expeditiously and without discrimination.

Entry criteria and application procedures are published on the College's website for the information of persons seeking to enrol with the College.

2. Scope

This policy applies to all applicants to all the courses at CHS. This document should be read in conjunction with other related policies that collectively define the policy framework for successful student participation and attainment at CHS.

The above undertakings do not prevent the College considering, in making decisions about the selection and treatment of students or potential students, educational disadvantages that a particular student has experienced or the fact that the student or potential student may be enrolled via a restricted access arrangement.

3. Entry Requirements

Persons seeking to enrol in a course with the College are required to submit acceptable evidence that they meet the published entry criteria for their chosen course. The entry requirements, specified in Table 1 below, for each course offered by the College are designed to ensure that prospective students have the academic preparation and English proficiency needed to complete their intended course of study.

Table 1: Entry Requirements

	Master Degree	Graduate Diploma	Graduate Certificate
Entry Requirements			
Academic Requirements	Recognised Bachelor degree (AQF 7) or an equivalent, or higher qualification in a health-related discipline; OR Successful completion of the CHS Graduate Diploma in Health Management; OR Successful completion of the CHS Graduate Certificate in Health Management	Recognised Bachelor Degree (AQF 7) or an equivalent, or higher qualification in a health-related discipline[1]; or Successfully completed a Graduate Certificate or a Graduate Diploma (AQF 8), in a health-related discipline;	Recognised Bachelor degree (AQF 7), or an equivalent, or higher qualification in any discipline, or Graduate Certificate or Graduate Diploma in any discipline (AQF 8), or Have a minimum of three years relevant work experience in a health-related field[1]. The relevant work experience must be demonstrated through a CV and a Statement of Service, confirming the dates of employment and the position held within the organisation.

[1] *Health-related discipline*

Alternate Entry Requirements			
Academic Requirements	Students that do not meet the entry requirements for the Master of Health Management may use the successful completion of the CHS Graduate Certificate or CHS Graduate Diploma as a pathway into the Master of Health Management program.	Recognised Bachelor Degree (AQF 7) or an equivalent, or higher that is *not* in a health-related discipline. or Successfully completed a Graduate Certificate (AQF 8), in a health-related discipline.	See Graduate Certificate Entry Requirements above.
Work Experience	Have a minimum of 3 years relevant work experience in a health-related field(s). The relevant work experience must be demonstrated through a CV and a Statement of Service, confirming the dates of employment and the position held within the organisation.	Have a minimum of 2 years of full-time work or equivalent part time experience in a health-related field(s). The relevant work experience must be demonstrated through a CV and a Statement of Service, confirming the dates of employment and the position held within the organisation.	See Graduate Certificate Entry Requirements above.
Special Entry Requirements			
Indigenous students, students from low-socioeconomic backgrounds and students with disabilities who apply to CHS will have their applications individually assessed by the Dean. Successful applicants will be provided with ongoing support to meet their specific learning needs. CHS will review Alternate and Special Entry applications to ensure that students admitted to the course have appropriate levels of experience.			
	Qualifications commensurate with the requirements of an AQF Level 7 health management course and have reasonable prospects of academic success	Diploma Qualifications commensurate with the requirements of an AQF Level 6 course and have reasonable prospects of academic success	Evidence of more substantial (5 years minimum) recent work experience in a health-related field(s) is required.

4. English Language Requirements

Applicants with international qualifications not delivered in English must demonstrate English equivalency as follows (subject to verification – refer section 5 below):

a. Academic IELTS: 6.5 or higher overall with a minimum writing and speaking score of 6.0; or
b. IBT (Internet-based TOEFL) overall score of 79 with a writing section minimum of 21 and speaking 18; or
c. Cambridge Certificate of Proficiency in English (CPE): Overall score 180, writing and speaking 180; or

d. Cambridge Certificate of Advanced English (CAE): Overall 176 with a writing and speaking minimum score of 169; or
e. PTE Academic Module with a minimum score of 58 with a writing and speaking section minimum of 50.
f. English For Academic Purposes Level 2 (EAP 2): Upper Intermediate 'A' grade or higher with IELTS 6.5 requirement

Where there is any doubt about an applicant's ability to successfully undertake the course, then the applicant will be interviewed by the Course Coordinator before a final decision on the admission of the applicant is made. The Course Coordinator may request additional evidence relating to English language proficiency (including in a work or scholarly context).

During these interviews specific consideration will be given to the recruitment and admission of Aboriginal and Torres Strait Islander prospective students.

5. Conditional Offers on Satisfying English Language Requirements

Applicants who do not meet CHS's English proficiency requirements can be made a conditional letter of offer with a requirement to complete an approved intensive English language course and meet the required standard prior to commencing their CHS award course. The duration of the English language course varies, typically from 4 to 20 weeks. The required duration of study is dependent on the applicant's prior achieved English language proficiency as identified in their scores in approved English language courses completed within the past 24 months (refer Table 2 below).

Table 2: EAP: English for Academic Purposes

Course Level	IELTS Overall	IELTS Bands - S, L, R, W	EAP 1 (weeks)	EAP 2 (weeks)
AQF Level 9 Master/ AQF 8 Grad Cert/ Grad Dip	6.5	none less than 6		
		less than 6		12
	6	none less than 6		12
		less than 6	6	12
	5.5	none less than 5.5	6	12
		less than 5.5	12	12
	5	none less than 5	12	12
		less than 5	12	12
	4.5	none less than 4.5	12	12
		less than 4.5	12	12

6. Applications

Applications for admission to a course are made through the College's website or through Student Recruitment Agents.

7. Assessment of Applications and Verification of Evidence

All applications for admission to a course will be assessed by an Admissions Officer. Applicants who apply to undertake a course of study at the College must submit documentary evidence that demonstrates they meet the published entry requirements of their chosen course. A certified copy of documentation must be provided as part of the application.

Qualifications undertaken in a language other than English must be accompanied by a certified official translation. Where there is any doubt about the authenticity of any documentation provided, the Admissions Officer may correspond with the issuer of the document and make relevant enquiries. Where the Admissions Officer has any doubt about whether an application meets the entry requirements, they will refer the application to the Course Coordinator for assessment. The process for assessing applications is attached as Appendix A.

8. Offers

Based on the documentation provided and subject to the application meeting the published entry criteria, a written offer of a place in the course will be made to the applicant via a *Letter of Offer*. Any conditions of the offer will be clearly specified.

The offer of a place in a course will include the following information:

a. all fees associated with the applicant's proposed studies as known at the time and advice on the potential for changes in fees during their studies;

b. arrangements and potential eligibility for credit for prior learning;

c. details on withdrawals and refunds; and

d. details of any specific requirements of the course.

9. Acceptance

Applicants accept the offer of a place in the course by signing and returning a copy of the *Letter of Offer* as directed.

Once an offer is accepted, the applicant is enrolled in their chosen course and sent a confirmation email with details about arrangements for student orientation.

10. Enrolment

The College recognises the need for timely and accurate information on individual students and their programs of study. Such information allows the College to plan its resources to best meet the needs of students and ensures that legislative requirements are met.

To participate in classes and other CHS educational activities, and to receive a final grade for the work done, a student must be formally enrolled. This is usually managed by the Registrar.

Students are responsible for:

a. Ensuring they are correctly enrolled and registered each term. Students can review their enrolment and registration details on the student record system.

b. Checking all enrolment and registration details and advising the College in writing of any errors or omissions they are unable to rectify themselves. Failure to advise the College about any incorrect enrolment and registration details by the approved census date may result in academic or financial penalties.

c. Ensuring their enrolment and registration meet program requirements and are consistent with approved program structures.

Each trimester has an advertised approved census date.

Students must ensure that their enrolment and registration is finalised by the approved census date for the trimester, as this forms the basis for determining final tuition fees for which the student is liable.

11. Cancellation of Enrolment

A student's enrolment may be cancelled if any statements or documentation pertaining to their admission application are shown to be false.

A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.

12. Request for Review of a Decision to Refuse Admission

An applicant may request a review of a decision to refuse admission to a course. The grounds for a review are that the decision is inconsistent with this policy. A request for a review of a decision to refuse admission must be made in writing and lodged with the Dean within ten working days of the applicant receiving written notification of the decision to refuse entry to a course. The Dean will review the documentation to assess whether the policy has been properly applied in this case and then respond in writing to the request within twenty working days. The Dean may confirm or vary the decision.

If an applicant remains dissatisfied with the outcome of their request for a review of a decision to refuse admission to a course, they may utilise the College's *Student Grievance Handling Policy and Procedure* which enables prospective students to lodge grievances of a non-academic nature.

Decisions made by the Dean with reference to requests for review of decisions made under this policy will be reported to and reviewed by the Learning and Teaching Committee.

13. Related Documentation

a. Letter of Offer – Domestic

b. Letter of Offer – International

c. Student Academic Grievance and Appeals Policy and Procedure

d. Student Non-Academic Grievance and Appeals Policy and Procedure

e. Diversity and Equity Policy and Procedure

14. Version Control

Document ID	CHSQF007
Category	Academic
Document Owner	Dean
Approved by	Academic Board

Version	Summary of changes	Approval date	Next review date
1.0	Document Established	Academic Board: 11 Sep 2018 Governing Board: 18 Sep 2018	20 September 2020
2.0	Course Admission Requirements Added	Academic Board: 24 Sep 2019 Governing Board: 24 Sep 2019	20 September 2022
3.0	Credit for RPL & Information on Fee Increases Added	Academic Board: 26 May 2020 Governing Board: 26 May 2020	20 September 2023
3.1	Inclusion of explicit statements addressing HESA requirements	Principal: 15 January 2021	20 September 2023
4.0	Extensive revision to simplify and to include CHS's Enrolment policy in Section 11	Academic Board: 11 February 2022	03 December 2023
4.1	Revision to remove work experience requirements for direct entry as per sector benchmarks. Renamed to Admission and Enrolment Policy and Procedure	Circular Resolution: 11 March 2022	03 December 2023
4.2	Clarification of IELTS 6.5 no band below 6.0 as per v3.1 as part of English language entry requirements in Clause 4(a)	Principal – change to IELTS req from v3.1-v4.0 was an administrative error. 28 April 2022.	03 December 2023

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Appendix A: Application Assessment Procedure

Admissions Department
Completed Application Form and associated documentation are received

Includes:

- ☐ Completed *Application*
- ☐ Certified copies of evidence to demonstrate applicant meets entry requirements
- ☐ Copy of English language test/evidence English language proficiency (if applicable)

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Admissions Officer
Initial assessment

- ☐ Check documentation is complete
- ☐ Request any documentation outstanding from applicant

When application is deemed complete …

- ☐ Assess application against entry requirements
- ☐ Assess English proficiency (if applicable)
- ☐ Verify documentation where appropriate
- ☐ Refer application to Course Coordinator if there is any doubt

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Course Coordinator
Special assessment/validation

- ☐ Conduct interview if required
- ☐ Assessment by Admissions Officer validated
- ☐ Application approved
- ☐ Application not approved

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Admissions Officer
Advise outcome of application

Application successful:

- ☐ Send *Letter of Offer* to applicant
- ☐ Receive completed offer documentation
- ☐ Finalise enrolment in the SMS

Application unsuccessful:

- ☐ Advise applicant of outcome of application and right to review of the decision