



Student Selection and Admissions Policy

1. Purpose

- 1.1. This policy sets out the principles underlying Crown Institute of Business and Technology 's admission of applicants into its Education courses.

2. Scope

- 2.1. This policy applies to all applicants, prospective students, and current CIBT students seeking to enrol in or transfer between courses. It also applies to all CIBT staff and Education Agents and third parties involved with recruiting and admission of students to CIBT programs.

3. Policy Statement

- 3.1. Crown Institute of Business and Technology (CIBT) is committed to ensuring applicants to its courses are treated fairly, consistently and equitably.

4. Policy Principles

- 4.1. CIBT has open, fair, clear and transparent procedures that are based on clearly defined merit-based entry criteria for selection of students.
- 4.2. Applicants are treated courteously, expeditiously and without discrimination.
- 4.3. CIBT will provide a comprehensive orientation experience and early intervention of academic study issues.
- 4.4. Strategies are in place for students who are identified as students at risk and struggling in their transition to Education.
- 4.5. Entry criteria and application procedures are published in CIBT's advertising material and website.

5. General Entry Requirements

- 5.1. Applicants seeking to enrol in a course at CIBT are required to submit acceptable evidence that they meet the entry criteria for the course.
- 5.2. The entry requirements for each course offered by CIBT are designed to ensure that prospective students have the academic preparation and English proficiency needed to complete their intended course of study.
- 5.3. To be admitted to a CIBT course, applicants must meet the CIBT course entry requirements which includes minimum age, academic and English language proficiency requirements.



6. Entry to CIBT Courses

6.1. To satisfy the general entrance requirements for admission to a course, applicants must meet at least one of the following entry requirements:

- Successful completion of Year 12 or equivalent
- Successful completion of an Australian qualification recognised as at least AQF Certificate IV (minimum period of study of 1 school year within the last 2 years).
- Relevant English Proficiency Test.

6.2. All students must be 18 years of age or over at the time that they commence the course for which they have applied.

7. Additional entry requirements

7.1. In addition to the general admission requirements stipulated above, certain courses may specify additional requirements which applicants are required to meet to demonstrate their capacity for success in the course. These may include, but are not limited to:

- a. Specific previous studies (e.g., English Proficiency course etc)
- b. Satisfactory completion of an **LLND prescreening test** which will be issued to the prospective student to complete prior to letter of offer being issued. This will be sent upon submission of enrolment application form.
- c. An online interview to provide a second layer of assurance of English competence and vocation for study and the profession associated with their prospective course of choice. This interview will be conducted by the course coordinator or academic team for further evidence of meeting entry requirements. This is only for courses that require work placement and only in certain cases.
- d. Presentation of portfolios
- e. Submission of supplementary information forms



8. English Proficiency for International Students

- 8.1. International students whose first language is not English, must demonstrate competency in the English language.
- 8.2. To attain a letter of offer a student must demonstrate a sufficient result in LLND test in order to be selected and accepted into the chosen prospective course.
- 8.3. English proficiency can be demonstrated by providing proof of an International English Language Testing System (IELTS) overall test result (or equivalent) that meets the specified level of English proficiency specified for the course.
 - For Vocational Courses this will be an overall score of IELTS 6 with no band less than 5.5 OR, a Pearson PTE Academic 50 overall score with no individual communicative skill below 42.

9. Alternate evidence of English Proficiency

- 9.1. Other evidence of English proficiency which will be considered by CIBT as acceptable entry to its courses dependent on course level and recency of completion includes:
 - Completion of secondary education/undergraduate degree via the medium of English.
 - Successful completion of Year 12 secondary schooling in Australia (minimum of 1 school year to be completed in Australia within the last 2 years)
 - Successful completion of an Australian qualification recognised as at least AQF Certificate IV (minimum period of study of 1 school year within the last 2 years)
- 9.2. International students who do not meet the specified English proficiency requirements may undertake an ELICOS (English Language Intensive Courses for Overseas Students) or EAP English Academic program at CIBT prior to undertaking the course.



10. Marginal Cases

- 10.1. CIBT recognizes, that even an apparently scientific metric such as an IELTS score, or a GPA has an element of subjectivity that renders a level of imprecision in measurement. Where there is any doubt about an applicant's ability to successfully undertake the course, the applicant will be interviewed by the Course Coordinator or Operations Manager (or their delegate) before a final decision on the admission of the applicant is made.
- 10.2. This decision is reached by assessing the following attributes.
 - The capacity to pursue studies at an AQF education level,
 - Motivation to pursue Education studies in the discipline of the chosen course,
 - Demonstrated potential for academic studies based on the applicant's portfolio
 - Relevant professional and industry experience.
- 10.3. Specific consideration will be given to the recruitment and admission of Aboriginal and Torres Strait Islander people.

11. Special /Alternative Admission Arrangements

- 11.1. Applicants applying under special admission categories 1 and 2 in clause 13.1 will be required to attend an interview with the Course Coordinator and/or Operations Manager to assess the applicant's capacity for education studies.
- 11.2. The applicant should submit a portfolio of prior and current academic and professional work prior to the interview to assist in the assessment process.
- 11.3. The criteria used by the Course Coordinator when selecting applicants to a course under special / alternative admission arrangements include:
 - The capacity to pursue tertiary studies,



- Motivation to pursue tertiary studies in the discipline of the chosen course,
 - Demonstrated potential for academic studies based on the applicant's portfolio,
 - Relevant professional and industry experience.
- 11.4. The processes used to monitor the progress of students enrolled under special / alternative arrangements will include monitoring of the student's progress by the Course Coordinator at the conclusion of each semester in the first year of the student's enrolment.
- 11.5. Students with disabilities are encouraged to apply for admission.
- 11.5.1. Such students will be assessed against the same academic criteria as other students. However, their admission process will be augmented by an interview with the student welfare officer to identify and provide the support resources that may need to be deployed and are within reasonable capacity for CIBT to provide such services.
- 11.5.2. Assessment and provisioning will be customised to each case. Such support may include measures such as timetable in buildings with appropriate toilet facilities or means of access, special consideration in examinations, and/or additional software.

12. Applications

- 12.1. Applications for admission to a course shall be made on the prescribed form and lodged appropriately through CIBT student management system (RTO Manager).
- 12.2. Appropriate forms of submission are either:
- a) direct submission by the applicant to the admin office or
 - b) through an intermediary such as an education agent.
- 12.3. Either way the application will not be finally accepted until it is complete in as much as statements of claim are substantiated by supporting documents.

13. Assessment of Applications and Verification of Evidence

- 13.1. All applications for admission to a course will be assessed by the admissions team.
- 13.2. Applicants who apply to undertake a course at CIBT must submit documentary evidence that meets the published entry requirements of their chosen course. An original or certified copy of documentation must be provided and sighted by the admission staff.
- 13.3. Qualifications submitted in a language other than English must be accompanied by a certified official translation.
- 13.4. Where there is any doubt about the authenticity of any documentation provided, the admissions manager may make relevant enquiries.



14. Offers

- 14.1. 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 in the Letter of Offer.
- 14.2. The offer of a place in a course will include the following information as part of the Student Agreement:
- all charges associated with the applicant's proposed studies as known at the time, and advice on the potential for changes in charges during their studies,
 - arrangements and potential eligibility for credit for prior learning,
 - details on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of fees and charges, and
 - details of any particular requirements of the courses, such as specified language requirements and/or requirements of work placements.
 - course details including duration and term breaks
 - withdrawal requirements and rules associated with withdrawal and termination of course and all fees associated with it.



15. Acceptance

- 15.1. Applicants accept the offer of a place in the course by signing and returning a copy of the Letter of Offer and Student Agreement as directed.
- 15.2. Once an offer is accepted, the applicant is enrolled in their chosen course and sent a letter confirming their enrolment with details about the course and details about student orientation and welcome functions.

16. Deferred Admissions

- 16.1. Once CIBT makes an offer of enrolment, a student may defer admission for up to six months provided that no conditions have been placed on the offer that might preclude deferment. CIBT may determine an administrative fee for processing such requests.

17. Readmission

- 17.1. A CIBT student requesting to re-enter a course after a period of exclusion or unapproved absence must apply for re-admission and will be required to satisfy the entry requirements in place at the time of the re-admission.
- 17.2. Students may also be required to demonstrate commitment to their course of study by providing evidence of study or work in a relevant industry during their absence.
- 17.3. Depending on the period of absence and changes to course content or structure during this period, students will not necessarily retain credit for all units completed prior to the absence or may be required to repeat units previously completed or to undertake additional units to satisfy course requirements.

18. Enrolment

- 18.1. CIBT currently manage the student enrolment process each teaching term, ensuring adherence to course structure to enable attainment of the relevant CIBT Qualification.
- 18.2. Student requests for variation within the constraints imposed by minimum progress requirements and course rules, are overseen by CIBT Course Coordinator and can escalate to the Operations Manager and Chief Executive Officer where required.

19. Reasons for Possible Refusal of Admission

- 19.1. An applicant will be refused in the following circumstances:
 - a. The applicant's evidence of documents has been found to be false
 - b. CIBT assesses that the applicant is not a Genuine.
 - c. The application fails to meet one or more of the academic entry criteria
 - d. The applicant cannot demonstrate sufficient financial resources to cover travel to Australia and twelve months of living expenses, course fees or schooling costs for the student and accompanying dependents
 - e. The application is from an agent with which CIBT does not have a current agency agreement



- f. The application is from any country or a member of any group that the Australian government has proscribed
- g. There is evidence apparent to CIBT that the applicant may have a background of antisocial or illegal behaviour

20. Cancellation of enrolment after admission

- 20.1. A student's enrolment may be cancelled if statements made by the student in their admission application are shown to be false. Other reasons for cancellation are covered in the CIBT Students Progression and Exclusion Policy.

21. Appeals

- 21.1. An applicant may appeal against a decision to refuse admission to a course. The grounds for appeal are that the decision is inconsistent with this policy.
- 21.2. Appeals must be made in writing and lodged with the Operations Manager within ten working days of the applicant receiving written notification of the decision to refuse their application.
- 21.3. The Operations Manager will respond in writing to the appeal within twenty working days and may confirm or vary the decision. All decisions made by the Operations Manager regarding appeals will be reviewed by the Chief Executive Officer.
- 21.4. If an applicant remains dissatisfied with the outcome of their appeal against a decision to refuse admission to a course, they may access CIBT's Student Grievance Handling policy and procedures, which enables prospective students to lodge grievances of an administrative nature.

22. Monitoring

- 22.1. CIBT will monitor student transition to Education and evaluate the progress of students in their academic courses, ensuring that they receive the support and resources they require to succeed. Tracking Student course progress supports achievement and overall academic performance of students, facilitating their success in education and improving retention rates.
- 22.2. **CIBT will provide:**
 - An orientation program for commencing students at the beginning of every study period.
 - A staged and scaffolded approach to study skills and academic integrity that builds throughout the course.
 - Early intervention strategies and resources to provide academic study and language support for those students identified as students at risk in their transition to education.
 - Inter-institutional benchmarking of retention and success outcomes with a focus on developing strategies for continuous improvement to these outcomes.



23. Monitoring and Review

23.1. The Academic Board is the body responsible for review of entry criteria, admissions processes and monitoring their impact in student performance and successful outcomes.

24. Roles and Responsibilities

Role	Responsibilities
Executive Management	Reviews entry criteria, admissions process and monitors the implications of these in student performance.
Course Coordinator	Conducts interviews with Applicants applying under Special admission categories 1 and 2.
Operations Manager	Conducts interviews with applicants who may not have completely met the CIBT entry criteria and are eligible for consideration under the Marginal category of applications. Responds to appeals for refusal of application
Admissions Manager/Student Support Manager	Receives and assesses Applications for admission to a course

25. Definitions

Credit a form of academic credit for previous learning including formal, informal and non-formal learning. A student granted Advanced Standing will be exempt from enrolling in part of a course of study.

'Applicant' is a person who has already lodged an application to study a specific CIBT course.

'Course' means a set of units, a complete course.



'Credit' is the value attributed to the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may occur credit transfer, articulation or recognition of prior learning (RPL) or advanced standing.

'IELTS' stands for the International English Language Testing System which is an International English language proficiency test acknowledged by the Australian government.

'International Student' is defined as a student who is a temporary resident (visa status) of Australia and is not a student who holds Australian citizenship or permanent resident status in Australia. The latter includes all categories of permanent residency visas, including humanitarian visas, or New Zealand citizenship.

'Student at risk' is where a CIBT current student (studying) has failed to meet the minimum academic standards (refer to Student Progression and Exclusion policy).

'Working with Children Check (WWCC) and Police check' is an Australian background check requirement, assessing the criminal record of those working or volunteering in child-related work. These checks aim to prevent people from working or volunteering with children if records indicate that they may pose an unacceptable level of risk to children. The WWCC and the Police Check may be separate checks depending on the jurisdiction. For example, in Victoria, they are separate checks, whereas in New South Wales, a WWCC includes a National Police Check.

26. Related Documentation

- Confirmation of Enrolment (COE) letter (PRISMS)
- Application for enrolment - International
- Student Financial Checklist and Declaration Form
- Change of Course Commencement Date Form
- International Students Letter of Offer and Agreement
- Student Progression and Exclusion Policy
- International Student Deferral, Suspension and Cancellation Policy

27. Implementation

- 27.1. Major changes to this policy are accompanied by an Implementation and Communication Plan which outlines the requirements for effectively implementing and monitoring this policy and the associated procedure.



Appendix 1: Procedures for Assessing an Applicant's Qualifications, Experience and English Language Proficiency

Admissions Officer

Completed Application Form and associated documentation are received

Includes:

- Completed *Application Form* and/or agents/applicants submit the application in the management system (CIBT's portal)
- Original or certified copies of evidence to demonstrate applicant meets entry requirements
- Certified evidence of date of birth
- Copy of passport details (for international students)
- Copy of English language test/evidence of English proficiency (if applicable)



Admissions Officer

Initial assessment

- Create application file
- Check documentation is complete
- Request any documentation outstanding from application
- Send LLND link via Webform to be completed and submitted to admissions
Results will be reviewed against requested course for enrolment

When application is deemed complete

- Assess application against entry requirements
- Assess English proficiency (if applicable)
- Check student is 18 years or older (if applicable)
- Verify documentation where appropriate
- If required, arrange interview



Administration Manager

Advise outcome of application

- Application successful
- Make written offer of place in the course
- Send Enrolment Package to applicants
- Finalise documentation
- Application unsuccessful:
- Advise applicant of outcome of application and right to appeal decision