

## 1.0 Purpose:

The purpose of this policy is to ensure that the Ultimate Institute of Australia ensures that it complies with the requirements of 'Standard 2' of the 'National Code when assessing the student qualifications experience and English proficiency.

## 2.0 Related Standard

Standard 2 (The National Code 2007)

## 3.0 Responsibility

Ultimate Institute's Administration Manager will be responsible for the implementation and management of the policy and to ensure that the staff are aware of its application and procedures.

## 4.0 Scope

This policy applies to all international students in courses offered by Ultimate Institute.

## 5.0 Definitions:

**Admission:** the process by which a prospective student applies for a place in a course offered by Ultimate Institute, is considered, and selected or rejected.

**Australian Qualifications Framework (AQF):** a nationally consistent set of qualifications for all post-secondary education and training in Australia.

**Department of Immigration and Border Protection (DIBP):** The Student Visa Program which provides student visas to international students to allow them to study on campus onshore with an accredited provider.

**International English Language Testing System (IELTS):** a comprehensive test of English language proficiency designed to assess the ability of non-native speakers of English who intend to study or train in the medium of English.

**Offer:** a formal invitation to a prospective student to commence study at Ultimate Institute of Australia in the course offered.

**International Student:** a student studying in Australia as a temporary resident who is the holder of a student visa granted by the Australian Government.

**Selection:** process undertaken to enable ranking of applicants for a program according to specified selection criteria, and subsequent notification of their eligibility to enrol.

**Test of English as a Foreign Language (TOEFL):** An American test which measures the ability of non-native speakers of English to use and understand North American English as it is spoken, written and heard in college and university settings.

## 6.0 Requirements:

### 6.1 General

- Ultimate Institute shall ensure that applicants are selected by fair, timely and transparent procedures, on the basis of clearly defined, consistent and equitable criteria; and that throughout the process of selection and admission, applicants are treated courteously and expeditiously.
- Transparent entrance requirements, both academic and non-academic, shall be used to underpin judgments that are made during the selection process for entry.
- All applicants shall be considered within the context of the legislative requirements, government regulations and relevant industry codes.
- Processes for the selection and admission of students shall be fair, clear and explicit; implemented consistently and reviewed regularly.

### 6.2 Academic Entry Requirements

Ultimate Institute shall establish general requirements of entry which applicants are required to meet in order to demonstrate their capacity to successfully complete the course. The general requirements of entry for courses offered at Ultimate Institute shall be one or more of the following:

Level of Study	Academic Level
Diploma	Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher
Advanced Diploma	Satisfactory completion of the equivalent of Australian Year 12 or Diploma

Some courses may require satisfactory completion of prerequisite units or qualifications. Such requirements are detailed in the individual course information

### 6.3 English Language requirement

In order to be eligible for admission to Ultimate Institute course, international students must satisfy their proficiency in English as per the following minimum requirements or equivalent:

Qualification level	Certificate III, IV Diploma & Advance Diploma
IELTS	5.5 with no band less than 5.0
PTE Academic	42 - 49
TOEFL Paper Based Test	530 (TWE 3.5+)

Qualification level	Certificate III, IV Diploma & Advance Diploma
TOEFL Computer Based Test CBT	197 (TWE 3.5+)
TOEFL Internet Based Test (IBT)	Overall score 71, min. 17 in all sections

- If an applicant cannot produce a satisfactory IELTS score, and there are doubts about the English language skills to cope in an academic environment, the applicant shall be advised to enrol in an English (ELICOS) course at for an appropriate duration until the student achieves an IELTS score of 5.5.

## 6.4 Age Requirements

International students must be 18 years of age or above at the time of commencement of their course at Ultimate Institute.

### Language, Literacy and Numeracy

Students require language, literacy and numeracy capacity equivalent to the descriptions below:

Qualification level	Reading	Writing	Maths	Oral communication
Diploma, Advanced Diploma	Read and understand texts with some complex ideas and non-routine vocabulary For example, read a workplace report recommending a change or read a memo providing new instructions on workplace health and safety Writing	Write texts which convey ideas beyond everyday concepts For example, write the minutes for a workplace meeting or write a memo to colleagues to inform them of a temporary change to the workplace routine	Use a range of algebraic formulae and calculating tools to solve work based problems For example, apply formulae to measure heights, 2 and 3 dimensional spaces or use memory/square root functions on calculator to solve multi-step problems	Participate in oral exchanges that require control of non-routine language and structures. For example, deliver a presentation about a new workplace practice to a group of colleagues or listen to a complicated customer complaint and be able to summarise the customer's concerns.

## 6.5 Specific Requirements for Transferring International Onshore Students

Prospective international students who are currently enrolled with another registered provider can apply for entry to a course at Ultimate Institute. However, if their application is successful, at the time of enrolment at Ultimate Institute they must have completed six months of their principal course of study with their previous registered provider. Ultimate Institute will not knowingly enrol a student who has not completed

this requirement. This provision is in accordance with Standard 7 of National Code 2007.

Where a prospective international student seeks to transfer from another registered provider and they have not completed six months of their principal course of study, applications will only be considered where:

- a) The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- b) The original registered provider has provided a written letter of release;
- c) The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the students from continuing his or her principal course, or
- d) Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

## 6.6 Additional Requirements

In addition to the general entry requirements stated above, Ultimate Institute may specify additional requirements which applicants are required to meet in order to demonstrate their capacity for success in the program. These may include, but are not limited to:

- Specific studies (prerequisites);
- Attendance at interviews;
- Course-specific tests or demonstration;
- Presentation of folios; and/or
- Submission of supplementary information.

## 6.7 Selection

Ultimate Institute's student selection process is conducted in an ethical and responsible manner:

- Selection procedures shall:
  - a. be transparent, fair, reliable and valid.
  - b. treat applicants from different social, racial, cultural and educational backgrounds equally in the application of selection criteria.
  - c. maintain high academic standards.
- Selection decisions shall be made in a timely manner
- The selection requirements and criteria shall take into consideration other characteristics and factors which may demonstrate applicant's potential to succeed in the course programs. They include (but not limited to):
  - a. Mature age,
  - b. Attitude and aptitude,
  - c. Work experience,
  - d. Previous academic results,
  - e. Attendance rate in the previous college

f. Ability and skills to function in an academic environment

- The purpose, conduct and interpretation of selection criteria shall be regularly reviewed, as shall the manner in which information about them is communicated to applicants

## 6.8 Offer

- Ultimate Institute shall make offers to applicants only where the applicant meets the published entrance requirements for the students. Offers shall be conditional upon the provision of proof of completion of prerequisite qualifications or upon other factors detailed in the letter of offer. Failure to meet the conditions of offer shall result in the withdrawal of the offer and cancellation of the enrolment;
- Verbal offers of admission shall not be made or accepted as they are not formal offers and are not binding on either party;
- Offers of admission shall specify the course and the specialisation (where appropriate), attendance mode, course load and the location for which the offer is made;
- Ultimate Institute shall reserve the right to withdraw an offer of admission and cancel the enrolment of any person where such an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority;
- Ultimate Institute shall grant deferment of study for all new students upon request in writing prior to the commencement of the course. The period of deferment shall normally be one year.

## 7.0 Associated Procedure / Documents

Student application and selection procedures

## 8.0 Review History:

This policy will be reviewed yearly from date of authorisation.

Revision	Date	Description of modifications
1 1.0	June 2015	Original document created and approved
2 1.1	August 2016	Updated and approved
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