

DOMESTIC and ONLINE STUDENTS

Admissions Policy and Procedure for Domestic and Online Students

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1. Preliminaries

1.1 Commencement

This policy and procedure was reviewed and updated on 2 September 2024.

1.2 Purpose

This policy and procedure outline how and when the Australian Guild of Education (“AGE”) upholds the principle that all domestic applicants seeking to enrol are treated fairly and equitably. AGE will have open, fair, clear, and transparent procedures based on clearly defined entry criteria for making decisions about the admission of domestic students. Students will be admitted on merit, based on the published criteria, and AGE will ensure that throughout the process of admission, applicants are treated courteously and expeditiously.

1.3 Application

This policy and procedure apply to all domestic students at AGE and all staff involved in the domestic admissions process.

2. Definitions

2.1 **ATAR:** Australian Tertiary Admission Rank.

2.2 **AQF:** Australian Qualifications Framework.

2.3 **Admissions Officer:** An AGE staff member responsible for evaluating applications from prospective domestic students and handling the intake, processing, evaluation, and determinations of submitted applications.

3. Policy Statement

3.1 Approach

AGE has open, fair, and transparent procedures based on merit for making decisions about the approval of applicants who seek to enrol with the Institute in a unit of study. Applicants seeking to enrol in a course of study with AGE, regardless of their background or circumstances, will be assessed for entry to study through the same published entry requirements and through the same process.

3.2 Entry Criteria

AGE ensures all entry criteria and application procedures are published in the Course Guides and on the AGE website for the information of persons seeking to enrol with the Institute.

3.3 Publication

Entry criteria and application procedures are published in the Course Guides and on AGE’s website.

4. Responsibilities

4.1 General Entry Requirements

All applicants seeking to enrol in a course with AGE are required to submit acceptable evidence that meets the published entry criteria for their chosen course.

4.2 Undergraduate

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

- a. Successful completion of an Australian senior secondary qualification (or recognised equivalent).
- b. Successful completion of a qualification at an Australian registered institution of tertiary education, at AQF Level 5 or above (or recognised equivalent issued in a country listed in Appendix 2).
- c. Satisfactory completion of an accredited Tertiary Preparation Program or Foundation Year Program offered by an Australian university that enables students to gain entry to an Australian university.

4.3 Additional Requirements

In addition to the general entry requirements, specific courses may have additional entrance requirements. These are detailed in the most recent Student Handbook.

4.4 English Language Proficiency Requirements – Undergraduate

Students whose first language is not English must demonstrate competency in the English language. English proficiency can be demonstrated by providing certified evidence of an International English Language Testing System (IELTS) test result (or equivalent alternative test result as listed below), issued no more than two (2) years prior to the date of application.

- a. **IELTS Academic:** Overall score of 6.0
- b. **TOEFL iBT:** Overall score of 83
- c. **PTE Academic:** Overall score of 58

Applicants who do not meet the specified English proficiency requirements must enrol in an English Language Intensive Courses for Overseas Students (ELICOS) program at a provider of their choice.

4.5 Advanced Standing/Credit/Recognition of Prior Learning

Students may apply for Advanced Standing or Credit for Prior Learning at the time of admission. All applications are assessed under the provisions of the Credit and Recognition of Prior Learning Policy and Procedure.

4.6 Special/Alternative Admission Arrangements – Undergraduate

Applicants who are 21 years of age or over who have not completed Year 12 or its equivalent may gain entry to a course by addressing one of the following entry requirements:

- a. Successful completion of a Special Tertiary Admissions Test administered by a tertiary admissions centre.



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- b. Submission of a portfolio of prior and current academic and professional work.
 - c. Applicants applying under special admission categories will be required to attend an interview with the Dean to assess the applicant's capacity for higher education studies. The applicant is requested to submit a portfolio of prior and current academic and professional work prior to the interview to assist in the assessment process.

4.7 Approval Process for Special/Alternative Admission

The Academic Director utilises the following criteria when approving applicants for admission into a course under special or alternative admission arrangements:

- a. Capacity to pursue tertiary studies.
- b. Motivation to pursue tertiary studies in the discipline of the chosen course.
- c. Demonstrated potential for academic studies based on the applicant's portfolio.
- d. Relevant professional and industry experience.
- e. Specific consideration of access issues for Aboriginal and Torres Strait Islander (ATSI) students.

4.8 Monitoring of Special/Alternative Admission Students

The processes used to monitor the progress of students enrolled under special/alternative arrangements include:

- a. Monitoring of the student's progress by AGE's Learning and Teaching Committee at the conclusion of each term in the first year of the student's enrolment.
- b. A "Review of Student Progress" meeting between the student and AGE's Learning and Teaching Committee at the conclusion of the first semester of the student's enrolment to review the student's academic progression and their welfare.

5. Procedures

5.1 Applications

Applications for admission to a course shall be made by completion and lodgement of all relevant sections on AGE's prescribed form.

5.2 Assessment of Applications and Verification of Evidence

All applications for admission to a course will be assessed by a qualified Admissions Officer. Applicants must submit documentary evidence that demonstrates they meet the published entry requirements for their chosen course.

5.3 Offers

Subject to the application meeting the published entry criteria and documentation provided, a written offer in the course will be made to the applicant via a Student Offer and Acceptance Agreement.



5.4 Acceptance

Applicants accept an offer of a place in a course by signing and returning a copy of the Student Offer and Acceptance Agreement as directed.

6. Related Legislation and Documents

6.1 Institute Documents

- ❖ Application Form
- ❖ Credit and Recognition of Prior Learning Policy and Procedure
- ❖ Confirmation of Enrolment
- ❖ Letter of Offer
- ❖ Student Offer and Acceptance Agreement
- ❖ Student Deferment, Suspension, and Cancellation of Study Policy and Procedure
- ❖ Student Grievance Handling Policy and Procedure

6.2 Applicable External Standards and Codes

Standard/Code/Legislation	Specific Clauses
Higher Education Standards Framework (Threshold Standards) 2021	HESF 1.1: Student Participation and Attainment
	HESF 2.2: Learning Environment
	HESF 6.2: Corporate and Academic Governance

7. Feedback

AGE staff and students may provide feedback about this document by emailing support@guildmusic.edu.au for such feedback to be incorporated into a future review.



8. Document Control

APPROVAL/REVIEW	DETAILS
Governing authority	Board of Directors
Responsible officer	Academic Director
Endorsed by	Academic Board
Date of Approval	7 March 2024
Date of effect	1 April 2024
Updated	2 September 2024
Review date	1 April 2027
Version	V1 Est 2024