

Admissions Policy

Document Owner	Chief Executive Officer		
Responsible Officer	Compliance Manager		
Last Update	08/04/2024		
Next Review Date	08/04/2025		
Related Documents	<i>Admissions Procedure</i> <i>Assessment Policy</i> <i>Student Fees Policy</i> <i>Credit for Prior Learning Policy</i> <i>Credit for Prior Learning Procedure</i> <i>English Language Proficiency Policy</i> <i>English Language Proficiency Procedure</i> <i>Equity and Diversity Framework</i> <i>National Code Compliance</i>		
Version	Authorised by	Approved	Effective Date
1.1	Chief Executive Officer	08/04/2024	08/04/2024

1. Context

This Policy supports Australian College of Business Intelligence’s commitment to excellence in academic standards as well as equity across a diverse student population. Core to the College’s philosophy is that all students with the capacity to succeed in tertiary education in Australia study should have the opportunity to do so, regardless of social or educational disadvantage.

The Admissions Policy provides guidelines for ACBI Admissions Team, administration staff, marketing staff, education agent network and prospective applicants on the procedures for student admission.

2. Definitions

Admission: the procedures and processes involved in the offer of a place in a program offered by the Institute and the provisional or full approval to enrol.

Australian Qualifications Framework (AQF): Australia’s national policy for regulated qualifications. It encompasses higher education, vocational education and training and school education and provides for national recognition and a consistent understanding of what defines each qualification type.

Australian Tertiary Admission Rank (ATAR): a number between 0.00 and 99.95 that indicates a student’s position relative to all the students who sat for a senior secondary certificate in Australia.

Compassionate or compelling circumstances: circumstances beyond the control of the student which will have an impact upon the student’s progress or wellbeing.

Country Education Profiles: an online qualifications recognition tool designed to help organisations understand overseas higher education and post-secondary technical and vocational educational qualifications. The tool is managed by the Department of Education and Training.

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Course: a course of study, comprising of units of competency, the successful completion of which results in the awarding of a qualification, such as a Diploma.

Disadvantage: includes, but is not limited to, applicants with physical disabilities, from geographically isolated areas, with economically disadvantaged backgrounds, with Australian residency granted on humanitarian grounds, Aboriginal or Torres Strait Islander applicants, and those with compassionate or compelling circumstances.

Domestic student: Australian citizens, New Zealand citizens, or holders of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).

English language proficiency: the ability to successfully use the English language to communicate meaning in an academic and discipline context, in both verbal and written form.

Enrolment: the registration of an individual with ACBI as a student.

Letter of Offer and Enrolment Acceptance Agreement: an official document offering an applicant a place in an ACBI course.

Overseas student: a student who is not a domestic student and who may hold a student visa and is protected by the Education Services for Overseas Students Act 2000 legislative framework.

3. Scope

This Policy applies to all prospective students of the College, including international and domestic students, as well as ACBI staff and partnered education agents.

4. Principles

The key principles informing this Policy are:

- applications for admission are treated fairly and equitably;
- applications for admission are considered based on demonstrated ability to successfully study at the relevant level; and
- admissions information is transparent, being clear, sufficiently detailed, and easily accessible

5. Admissions Criteria

ACBI will ensure that:

- Student admission into ACBI will be based on academic merit and/or demonstrated ability to study at the vocational education and training level.
- ACBI will assess all applications, so that all decisions relating to student admission are consistent based on published entry requirements and that throughout the admission process, applicants are treated courteously and expeditiously.
- Entry criteria and application procedures for prospective students are published in ACBI marketing materials and the [ACBI website](#).

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- The entry criteria, as stated in the Training Package will be adhered to, as well as meeting entry requirements for domestic or government funded students.

5.1. Eligibility and related documents

5.1.1. VET-CRICOS International Students

Applicants being considered for a VET course must:

- a. Be eligible for admission.
- b. Submit a signed ACBI Enrolment Application Form or complete the Student Online Application available on the [online portal](#).
- c. Agree to the Terms and Conditions of acceptance.
- d. Provide evidence that they have met the published academic and English language entry requirements for the course.
- e. Be over 18 years of age at the time they commence the vocational course for which they have applied.

Related documents:

- a. ACBI Enrolment Application Form
- b. Admissions Documents (essential)
 - Certificate of Completion of Australian Year 12 or equivalent
 - Academic Transcript of previous study completed
 - IELTS 6.0 English language equivalence if a non-native English speaker, or ELICOS Certificate
 - Passport copy
- c. Letter of Offer and Enrolment Acceptance Agreement
- d. Electronic Confirmation of Enrolment (CoE) generated via PRISMS

5.1.2. VET Domestic Students

Applicants being considered for a VET course must:

- f. Be eligible for admission.
- g. Submit a signed ACBI Enrolment Application Form or complete the Student Online Application available on the [online portal](#).
- h. Agree to the Terms and Conditions of acceptance.
- i. Provide evidence that they have met the published academic and English language entry requirements for the course.
- j. Be over 17 years of age at the time they commence the vocational course for which they have applied.

Related documents:

- e. ACBI Enrolment Application Form
- f. Admissions Documents (essential)

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- Certificate of Completion of Australian Year 12 or equivalent
 - Academic Transcript of previous study completed
 - Evidence of Australian Citizenship or Permanent residency (Medicare Card, Passport, Birth Certificate, Visa)
- g. Letter of Offer and Enrolment Acceptance Agreement
- h. Welcome letter

5.1.3. Domestic Students in VSL-enabled courses

VET Student Loans offers income contingent loan support to eligible students studying certain diploma level and above vocational education and training qualifications. Eligible students are entitled to loans up to a capped amount.

Eligibility is determined upon a set of criteria, determined by the Commonwealth Government. To be eligible for a VSL loan, a person must provide evidence to ACBI of the following:

- Australian citizenship; or
- Permanent humanitarian visa holder; or
- (resident in Australia for the duration of the unit): or
- New Zealand Special Category Visa holder who meets the long-term residency requirements.

Detailed information on eligibility and academic suitability can be found on the [ACBI Website](#) and in the [VET Student Loans Information Booklet](#).

5.1.4. Domestic Students in Smart and Skilled funded courses

Smart and Skilled is a NSW Government funding program that aims to help people to get qualifications in in-demand skills and industries. It provides eligible students with NSW Government funding for courses in targeted priority areas.

The Australian College of Business Intelligence (ACBI) is approved to deliver training to eligible students in New South Wales under the Smart and Skilled funding program.

To be eligible for NSW Smart & Skilled funding, applicants must be:

- 15 years old or over, and
- No longer an at-school or home-schooled student, and
- Living or working in NSW (or an Aboriginal or Torres Strait Islander person living in specific NSW border areas), and
- An Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen

Detailed information on eligibility and enrolment process for a Smart and Skilled course can be found on the [ACBI Website](#) and [Skills NSW Website](#).

5.2. Application

When applying for admission into an ACBI course, prospective students, or education agents on behalf of the applicants, must submit a completed ACBI Enrolment Application Form and provide the required supporting documentation as stated in the published Admissions criteria.

All evidence and documentation provided need to be in English and need to be authentic. Authenticity can be demonstrated by the document having been:

- certified i.e. the original document has been sighted by a representative from an Australian Overseas Diplomatic Mission or Australian Education Office, a Public Notary, a representative agent of the Institute, or if the documents are from an Australian authority, a Justice of the Peace and a copy of the document is noted as being certified.
- verified i.e. the original document has been sighted by the Admissions Manager.

Where official documentation to support an application for admission is in a language other than English, the document must be accompanied by a complete English translation. Translated documents must comply with the following requirements:

- need to be by an authorised translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).
- each page of the translation must bear the translator's signature, the date translated, and the translator's accreditation details or official stamp.

5.3. Assessment of Application

The Admissions Team will review each application to ensure all relevant information has been provided. Complete applications will be assessed based on the published Admissions criteria. Country Education Profiles or other similar databases such as UK NARIC, may be used to determine equivalency of qualifications issued overseas to accredited qualifications issued in Australia. For criteria that require an individual assessment, such as work experience, the Director of Studies will determine whether admissions criteria have been met.

Incomplete applications will be returned to the student or education agent for completion and resubmission. This may result in delays in the admission process. Applications that include false or misleading information will be rejected.

Where a prospective international student has undertaken an AQF qualification in another Australian Registered Training Organisation at the Certificate IV level or above in any discipline area, will be deemed as meeting both the academic and English language entry requirements, as these have been issued under the Australian Qualifications Framework.

Some higher level AQF qualifications on ACBI's scope of delivery will require the student to have also successfully completed either a lower-level qualification or stated units of competency that serve as a pre-requisite. In these cases, ACBI marketing material and course-specific entry requirements identify all necessary prerequisites.

5.4. Application outcome

The applicant or nominated representative will be informed of the outcome in writing by the Admissions Team within 3 working days, and successful applicants will be issued with a Letter of Offer and Enrolment Acceptance Agreement. The Letter of Offer will be a formal offer of a place in an ACBI course(s), and the Enrolment Acceptance Agreement sets out the contractual obligations of accepting a place in the course, including course details, conditions of study, and the student's tuition fee and other fees obligations. On receipt of a formal offer, an applicant may either:

- accept the offer;
- apply to defer commencement; or
- take no action, in which case the offer will be deemed to have been declined after the period specified in the Letter of Offer and Enrolment Acceptance Agreement.

Subject to meeting admission requirements, the applicant may be provided with an offer of admission, with the type of offer dependent on individual circumstances:

- a. Full Offer of Admission - all admission requirements have been fulfilled and applicants meet the Genuine Temporary Entrant requirements established by the Department of Home Affairs.
- b. Provisional Offer of Admission - admission requirements are not yet fulfilled but are expected to be fulfilled prior to the commencement of the course being offered, for example where a student is yet to sit their English proficiency test or provide ELICOS Certificate, or submit their SOP to meet the Genuine Temporary Entrant requirements established by the Department of Home Affairs.

Note: Sanction may be applied on the Student profile in the ACBI Student Management System to alert staff of required pending documents prior to course commencement.

Unsuccessful applicants will receive formal notification that their application has been unsuccessful including the reason.

5.4.1. Not meeting the conditions of Provisional Offer

When a prospective international student receives a Provisional Offer and has been unable to provide evidence of the conditions having been met by the scheduled intake date, the following will occur:

- a. The prospective international student's original course intake date may be deferred to the next intake date, provided that the required evidence is submitted prior to the next intake date. In this instance, all prepaid student fees for the ACBI course will be transferred to the new intake start date and students will be required to extend their student visa to accommodate the revised end date of their studies.
- b. If after one deferment, the prospective student has still not met the entry requirements, ACBI may withdraw the Provisional Offer and provide the student with a refund, to allow the student to find alternative study arrangements. In this instance, the conditions of the Student Refund Policy will apply.
- c. ACBI will report these changes on PRISMS, to relevant Australian government bodies.

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5.5. Acceptance of Offer

To accept an offer, an applicant will need to comply with all specified instructions and deadlines, and sign and return the Letter of Offer and Enrolment Acceptance Agreement. If an offer of a place is accepted in accordance with the specified instructions and by the specified deadline, including payment of the deposit and any applicable application processing and resource fees, the applicant will be admitted to the program unless admission is not possible due to reasons of revocation, cancellation, and refusal, such as:

- a. the course has filled its allocated quota, reached maximum or allowable capacity, or is no longer available;
- b. an applicant or student fails to meet any relevant pre-requisite admission or enrolment requirements;
- c. an offer is not accepted, or enrolment not actioned by the student within the period of time specified in the Letter of Offer and Enrolment Acceptance Agreement;
- d. an applicant or student has provided false or misleading information to the College in relation to their admission or enrolment;
- e. an applicant or student has failed to pay tuition or other fees within the timeframe stated in the Student Fees Policy, which can be accessed from the ACBI's website;
- f. an applicant withdraws the application; or
- g. where a student is deceased or becomes physically unable to complete their course.

5.5.1. Document Checklist for International Students

Prior to accepting the Letter of Offer and making payment, international applicants should make sure they have provided all the documents in the checklist below:

- Remittance Advice or Deposit Receipt for the Payment (if any)
- Current OSHC membership card (if any)
- Original and translated Academic certificates
- Certified copy of passport
- Proof of English proficiency (if applicable)
- A release letter from the principal course provider (if required)
- Any other required documents (please refer to offer conditions)
- For International Onshore applicants only: evidence of enrolment in a CRICOS course from a previous/current provider (signed Letter of Offer, CoE)

5.5.2. Document Checklist for Domestic Students

Prior to accepting the Letter of Offer and making payment, domestic applicants should make sure they have provided all the documents in the checklist below:

- Remittance Advice or Deposit Receipt for the Payment (if any)
- Any other required documents, such as resume, employment letter, etc.
- Any other required documents to fulfill the enrolment requirements of an ACBI VSL-enabled course or NSW Smart and Skilled funded course.

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5.6. Entry with Recognition of Prior learning (RPL) or Credit

Applicants who wish to apply for Recognition of Prior Learning (RPL) for a part of their course of study, where articulation agreements do not exist, should refer to the RPL and Credit Transfer Policy available on the [ACBI website](#) and lodge their application concurrently with their enrolment application for admission.

The outcome of this application will be determined by the Director of Studies based on the quality of evidence submitted and its mapping against the units of competency in the selected qualification.

If ACBI grants the overseas student RPL or course credit that reduces the overseas student's course length, ACBI will:

- inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course.
- report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

5.7. Deferral of Commencement

An applicant who has received an offer for admission into an ACBI Course may apply to defer the commencement of their studies. The applicant will need to submit a completed [Enrolment Deferral Request](#) available on the ACBI website to the Admissions Team before the commencement of the first term of study. Overseas students need to comply with the conditions of their student visa and relevant legislation in relation to deferred offers.

The deferred admission option is available:

- only in respect of the course(s) to which the student requesting deferral has been admitted (i.e. deferred admission is non-transferable from one course to another); and
- on the provision that the student will accept unconditionally any course changes that the College implements during the period of deferral.

A deferral may be granted for up to and including a 6-calendar month period.

Note: for more detailed information please refer to the Deferral, Suspension and Cancellation Policy available on the ACBI website and section 20 of the Letter of Offer and Enrolment Acceptance Agreement.

5.8. Genuine Student (GS) Requirement

The GS requirement focuses on the assessment of the student's genuine intention to study in Australia, having regard to several factors, including the applicant's circumstances, evidence of course progression, immigration history, compliance with visa conditions, and other relevant matters.

ACBI works with respected and reputable education agencies that have undergone background and reference checks, to ensure that their operation and recruitment practices comply with the standards outlined in the National Code of Practice 2018.

ACBI Admissions Team continually updates and informs the Leadership Team as well as Sales and Marketing departments, on all current Australian government data regarding risk categories of countries and rate of visa refusals. This informs the ACBI Sales and Marketing department on which countries are deemed high-risk. These countries may not be included in the ACBI Sales and Marketing strategies, and therefore they may not be open for active recruitment.

Where an individual enrolment application from an identified high-risk country is received but has demonstrated that evidence meets all entry requirements, ACBI may proceed to issue a Letter of Offer. ACBI reserves the right to ask for additional documents, in line with the [Simplified Student Visa Framework \(SSVF\)](#).

5.9. Pre-enrolment Interviews

ACBI reserves the right to contact applicants to arrange pre-enrolment interviews as part of the enrolment application process. Meetings will be conducted virtually via Microsoft Teams or face-to-face on campus.

6. Breaches

If an applicant, education agent, student or staff member is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant Code of Conduct and Misconduct Procedure and Manage Education Agents Procedure, which can be accessed from the ACBI website.

7. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant Complaints and Appeals Policy, which can be accessed from the ACBI website. Overseas students may lodge an external appeal with the Commonwealth Ombudsman.

8. References

National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2.

Australian Qualification Framework.

Australian Government Migration Strategy

Ministerial Direction No. 106

9. Acknowledgements

In developing this policy, the College acknowledges:

- *AIBI HE English Language Proficiency Policy*

Appendix 1 – Academic Entry Requirements by Country

International Qualifications

International Baccalaureate Certificate (IB)	Completion of International Baccalaureate Diploma
Cambridge International	Completion of GCE A-Levels
Edexcel	Completion of GCE A-Levels
OxfordAQA	Completion of GCE A-Levels

Country Specific Qualifications

Australia	Australian Year 12 or equivalent OR (AQF) Certificate 3 or Certificate 4 qualification
Bangladesh	Higher Secondary Certificate/Vocational higher secondary certificate
Canada	Successful completion of Secondary School Diploma
Brazil	Diploma de Ensino Medio OR Diploma de Tecnico de Nivel Medio
Cambodia	Diploma of Upper Secondary Education
China	Senior Middle 3 (Gao San)
Chile	High school completion certificate
Colombia	Bachiller/Bachillero/Bachillerato
Croatia	Year 12 completion certificate
Fiji	Form 6 completion certificate
Germany	Successful completion of German International Abitur
Hong Kong	Hong Kong Diploma of Secondary Education (HKDSE)
Indonesia	Senior Secondary School Certificate of Completion (ijazah/STTB SMA/STTB SMK/STTB MA)
Italy	Upper Secondary School OR Technical and Vocational Upper Secondary School OR Regional Vocational Training
Japan	Upper Secondary School Certificate of Graduation (Kotogakko) OR Bachelor degree completion certificate
Jordan	General Secondary Education Certificate
Kenya	Kenya Certificate of Secondary Education (KCSE)
Kuwait	Successful completion of Secondary School Diploma
Laos	Upper Secondary School Diploma (Baccalauréat)
Malaysia	Completion of Sijil Tinggi Persekolahan Malaysia (STPM)
Mexico	Certificado de Educacion Secundaria
South Korea	General Senior High School Certificate OR Vocational Senior High School Certificate
Philippines	Year 12 completion certificate
Singapore	Completion of GCE A Levels
Saudi Arabia	Secondary Education Certificate (Shahadat al-Thanawiyah al-'Aama or Shahadat al-Marhalat al-Thanawiyat)
Spain	Titulo de Bachillerato OR Titulo de Tecnico
Sri Lanka	Completion of Sri Lankan GCE A-Levels

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Taiwan	Senior High School Leaving Certificate (Diploma)
Thailand	Certificate of Secondary Education OR Certificate in Vocational Education
Turkey	Completion certificate from Secondary School Diploma (Lise Diploması) OR Technical School Diploma (Teknik Lise Diploması) OR Vocational School Diploma (Meslek Lise Diploması)
United Arab Emirates (UAE)	General Secondary Education Certificate

Appendix 2 – English language entry requirements and IELTS equivalency

Test Type	Minimum Requirements	Additional Requirements
Duolingo	Minimum overall score of 105	No band score lower than 95
IELTS	Minimum overall score of 6.0	No band score lower than 5.5
PTE	Minimum overall score of 52	No band score lower than 50
CAE	Minimum Grade C/overall score of 169	N/A
TOEFL (iBT)	Minimum grade score of 60	N/A
ELICOS Pathway	Minimum of ten weeks of study with an exit level of Upper-Intermediate Level (equivalent to CEFR B2)	Completion certificate provided before the course commencement date
ACBI English Placement Test	Overall grade of Upper-Intermediate (equivalent to CEFR B2)	Applicants studying an ELICOS pathway are not eligible to take ACBI's EPT
MOI	Medium of Instruction	N/A
AQF Level 4 or higher	Completion certificate of a substantial component or full course of AQF Level 4 or higher	Completion date within past two years

Document History:

Version	Date	Author	Reason	Sections
0.1	06/03/2019	Susan Briggs	New Document	All
0.2	04/05/2021	Susan Briggs	Revised documents checklist in response to Admissions team feedback	5.5
0.3	01/12/2022	Chaido Kiourkou	Update to VSL-enabled course Admission information	5.1.3
1.0	27/02/2024	Ivan Negro	Updates in response to Australian Government's Migration Strategy released on 11 December 2023	All
1.1	8/04/2024	Ivan Negro	Minor updates and addition of appendices relating to country specific requirements and English requirements	5.1.1, 5.8, 8, Appendices 1 & 2

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