

Admissions Procedure

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Related Documents	<i>Admissions Policy</i> <i>Credit for Prior Learning Policy</i> <i>English Language Proficiency Policy</i> <i>Equity and Diversity Framework</i> <i>National Code Compliance</i> <i>Student Fees Policy</i>		
Version	Authorised by	Approved	Effective Date
1.0	Chief Executive Officer	10/04/2024	10/04/2024

This Procedure implements the Australian College of Business Intelligence’s (the ‘College’s) Admissions Policy.

1. Scope

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

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.

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.

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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.

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.

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

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.

3. Procedure

3.1 Application

When applying for admission into an ACBI course, prospective students are to submit a completed application form (either online via the application portal or via the PDF application form), provide the required supporting documentation, and any prescribed applying processing and resource fees. All evidence and documentation provided needs to be in English and needs 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 document is noted as being certified.
- verified i.e. the original document has been sighted by the Admissions Manager or their delegate. 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.

3.2 Assessment of Application

The Admissions team will review each application to ensure completeness. Complete applications will be assessed based on published criteria outlined in Appendix 1 (also published in Admissions Policy). For general criteria, such as provision of Academic certificates, the Admissions team will determine whether these criteria have been met. Country Education Profiles will be used to determine equivalency of qualifications issued overseas to accredited qualifications issued in Australia. For criteria that requires an individual assessment, such as work experience or a piece of

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writing, the Admissions Manager will determine whether admissions criteria have been met. Incomplete applications will be returned to the student for completion and resubmission. Applications that include false or misleading information will be rejected. In assessing applications, the Admissions team will apply the standards established in the Admissions Policy.

3.3. Application outcome

The applicant or applicant's 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 Written Agreement. The Letter of Offer will be a formal offer of a place in a College's course, and the Written Agreement sets out the contractual obligations of accepting a place in the course, including the student's tuition fee 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 of time specified in the Letter of Offer and Written 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:

- Full Offer – all admission requirements have been fulfilled and applicants meet the Genuine Student requirements established by the Department of Home Affairs
- Provisional Offer – all admission requirements have been fulfilled and applicants are required to meet the Genuine Student requirements established by the Department of Home Affairs
 - Package Offer – some provisional offers include admission requirements that will be fulfilled following completion of a pathway course, for example where a student is seeking to fulfil the English Proficiency requirements through completion of an ELICOS course prior to commencing the course being offered by the College.

3.4. Acceptance of Offer

To accept an offer, an applicant will need to comply with all specified instructions and deadlines, and sign and return the Acceptance Form to the Admissions team. If an offer of a place is accepted in accordance with the specified instructions and by the specified deadline, the applicant will be admitted to the course unless admission is not possible due to reasons of revocation, cancellation and refusal, such as:

- the course has filled its allocated quota, reached maximum or allowable capacity or is no longer available;
- an applicant or student fails to meet any relevant pre-requisite admission or enrolment requirements;
- an offer is not accepted, or enrolment not actioned by the student within the period of time specified in the Letter of Offer and Written Agreement;
- an applicant or student has provided false or misleading information to the College in relation to their admission or enrolment;
- 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 website;

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- an applicant withdraws; or
- where a student is deceased or becomes unable to complete their course.

3.5. Deferment 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 Deferment 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 deferment 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 deferment.

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

4. Record of Decisions on Admission Applications

A record of the College's decision on each admission application will be created in the admission management system. The record will specify all data relevant to the decision and will be linked to the written outcome decision received by the applicant/applicant's nominated representative.

5. Appeals

Appeals concerning any decision taken in relation to this Procedure 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.

6. Breaches

If a staff member is found to be in breach of this Procedure, she or he may be subject to disciplinary action in accordance with the relevant Code of Conduct and Misconduct Procedure, which can be accessed from the ACBI website.

7. References

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

Australian Qualification Framework.

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Australian Government Migration Strategy

Ministerial Direction No. 106

8. Acknowledgements

In developing this Procedure, the Institute acknowledges:

- TEQSA’s Glossary of Terms;
- TEQSA Guidance Notes: Diversity and Equity.

9. Acknowledgements

In developing this procedure, the College acknowledges:

- *ACBI Admissions 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

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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
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	12/03/2019	Susan Briggs	Document created to accompany new Admissions Policy	All
0.2	13/05/2021	Susan Briggs	Minor updates	All
1.0	10/04/2024	Ivan Negro	Updates in response to Australian Government's Migration Strategy released on 11 December 2023	All

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