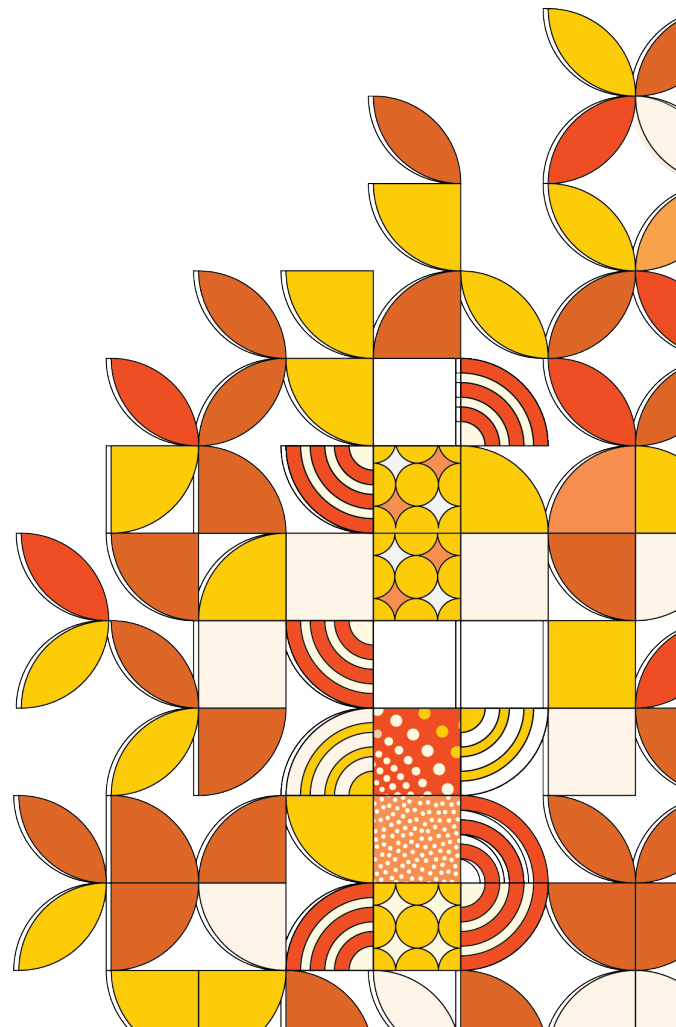


Admission and Enrolment Policy



SECTION 1

Purpose

1. This Policy outlines the entry, admission and enrolment requirements for both domestic and international/overseas students into the Institute of Health and Management (IHM).

Scope

2. This policy applies to the following IHM courses only:
 - a) Australian Qualifications Framework (AQF) award higher education courses, and
 - b) English Language courses

Definitions

3. Refer to IHM's Glossary of Terms.

Suite documents

4. This policy is linked to the following documents:
 - a) Admission and Enrolment Procedure
 - b) See Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Policy

5. Principles and Standards

- 5.1 There are clear responsibilities and accountabilities in admission and enrolment decisions into IHM courses.
- 5.2 The standards set out in this policy and accompanying procedure are consistently applied at IHM.
- 5.3 Entry requirements for IHM courses are clear, transparent and equitable and made available to applicants through course handbooks, course brochures, the IHM website and social media prior to enrolment.
- 5.4 IHM ensures that correct and valid supporting evidence documentation is obtained from applicants prior to admission and appropriately managed.
- 5.5 IHM aims to adhere to all relevant regulatory and legislative requirements relevant to the admission and enrolment of all applicants.
- 5.6 IHM aims to adhere to all relevant regulatory and legislative requirements relevant to the storage, security and privacy of student records.
- 5.7 IHM senior management has the discretion to assess and accept applications on a case-by-case-basis. Where this occurs, the assessment and decision will be documented and stored with the students' records.

6 Risk-based approach

6.1 IHM will proactively manage the risk of visa refusals by:

- a) Conducting an independent document verification step to verify the authenticity of submitted documents, and
- b) Conducting an independent review of the GTE/SOP and visa related documents by MARA registered agents in Australia prior to issuing an invoice and ultimately a COE (Certificate of Enrolment). This service is provided independently by MWT Australia (MWTa) and performed by MARA registered agents

6.2 This approach will be applied to all applications from level 3 countries at a minimum and may be applied to all countries regardless of their risk level at the discretion of IHM.

7. Recognised English Speaking Countries

7.1. IHM recognises the English-speaking countries as per Table 1 below.

7.2. In these countries, it is assumed that English is the primary language and applicants have attended and satisfactorily completed at least six (6) years of continuous education that is equivalent to secondary education taught and assessed in English (including at least two years between years 7 and 12).

Table 1: Recognised English-Speaking Countries

• Antigua and Barbuda	• Australia*	• Bahamas	• Barbados	• Belize
• Botswana	• Canada (excl Quebec)*	• Cook Islands	• Dominica	• Fiji
• Gibraltar	• Ghana	• Grenada	• Guyana	• Jamaica
• Kenya	• Kiribati	• Lesotho	• Liberia	• Malawi
• Mauritius	• Micronesia	• Namibia	• New Zealand*	• Nigeria
• Papua New Guinea	• Sierra Leone	• Singapore	• Solomon Islands	• South Africa*
• Tanzania	• The Gambia	• Tonga	• Trinidad and Tobago	• Uganda
• United Kingdom (incl Northern Ireland) and Republic of Ireland*			• United States of America*	• Zambia
• Zimbabwe	* Countries recognised for Bachelor of Nursing.			

Entry Requirements

8 IHM Course Entry Requirements

8.1 Entry requirements into IHM courses are as follows in Table 2:

Table 2: IHM Course Entry Requirements (for current and planned courses)

IHM Course	Course Entry Requirements	English Language Requirement (for international applicants)
Bachelor of Nursing (BoN)	<ul style="list-style-type: none"> • An ATAR score of 50. This includes the satisfactory completion of VCE and Units 3 and 4 with a minimum study score of 25 in any English (except EAL) or 30 in English as Alternate Language (EAL) or equivalent, OR • An equivalent, such as an interstate or international Year 12 qualification, OR • Full/partial completion of an approved tertiary qualification (including Certificates, Diplomas, Advanced Diplomas, Associate Degrees and Bachelor's degrees). 	<ul style="list-style-type: none"> • An IELTS overall of at least 7.0 with no bands less than 7.0, or equivalent scores in OET/PTE/Other recognised English examination

IHM Course	Course Entry Requirements	English Language Requirement (for international applicants)
Graduate Certificate in Advanced Nursing (GCAN)	<ul style="list-style-type: none"> Have completed and Bachelor of Nursing degree or an equivalent qualification. Be an AHPRA registered nurse, OR Be a registered nurse with the Nurses' Board/Council from the country of origin or place of residence, or where the qualification was obtained 	<ul style="list-style-type: none"> an IELTS overall of at least 6.5 with no band less than 6, or equivalent scores in OET/PTE/other recognised English examination; or direct entry through a pass in English for Academic Purpose (EAP) course with the minimum score of 70%.
Master of Nursing (MoN)	<ul style="list-style-type: none"> Have completed and Bachelor of Nursing degree or an equivalent qualification. Be an AHPRA registered nurse, OR Be a registered nurse with the Nurses' Board/Council from the country of origin or place of residence 	<ul style="list-style-type: none"> an IELTS overall of at least 6.5 with no band less than 6, or equivalent scores in OET/PTE/other recognised English examination; or direct entry through a pass in English for Academic Purpose (EAP) course with the minimum score of 70%.
Graduate Diploma in Nursing (GDN)		<ul style="list-style-type: none"> an IELTS level of at least overall 6.5 or equivalent scores in OET/PTE/other recognised English examination; or direct entry through a pass in English for Academic Purpose (EAP) course with the minimum score of 70%.
Graduate Certificate in Nursing (GCN)		
Bachelor of Social Work (BSW)	Have completed: <ul style="list-style-type: none"> an Australian Senior Secondary Certificate (VCE) or equivalent, or an overseas equivalent, OR a Foundation course, or equivalent, OR a Cert IV in Community Services or Tertiary Preparation (or equivalent), OR an Australian Advanced Diploma or Diploma (or equivalent), OR Full/partial completion of an Australian Higher Education award (or equivalent) 	<ul style="list-style-type: none"> An IELTS overall of at least 7.0 with no band less than 7.0, or equivalent scores in PTE/other recognised English examination;
Master of Social Work (Qualifying) (MSW(Q))	<ul style="list-style-type: none"> Have completed a relevant three-year AQF level 7 bachelor's degree (or equivalent) that contains at least one-year of full-time studies in the social and behavioural sciences 	<ul style="list-style-type: none"> An IELTS overall of at least 7.0 with no bands less than 7.0, or equivalent scores in PTE/Other recognised English examination
Master of Public Health (MPH)	<ul style="list-style-type: none"> Have completed an Australian Bachelor's degree in any discipline, or a recognised international equivalent. 	<ul style="list-style-type: none"> an IELTS overall of at least 6.5 with no band less than 6, or equivalent scores in OET/PTE/other recognised English examination
General English (GE)	<ul style="list-style-type: none"> Aged 18 years or over at the time of commencement At an Elementary (CEFR level A2) level or above based on an online placement test result 	
English for Academic Purposes (EAP)	<ul style="list-style-type: none"> Aged 18 years or over at the time of commencement Demonstration of current English proficiency through the provision of test results which requires minimum IELTS overall 6 (or equivalent) at time of application and/or be asked to complete an internal placement test. 	

9 English Language Proficiency Requirements for entry into IHM higher education courses

9.1 Overseas/International applicants from non-English speaking countries are required to meet the English Language requirement of courses as listed in Table 2.

9.2 IHM allows exclusions (waivers) to English language entry criteria as documented in Section 11 of this Policy.

9.3 IHM accepts English-language proficiency tests and scores (as per Table 3 below), provided they were completed no more than two (2) years before the intended course start date.

9.4 Applicants must provide suitably certified copies of official certificates and academic transcripts as evidence.

Table 3: IELTS and Equivalent English Language Proficiency Test Scores for IHM higher education courses

English Language Test					
IELTS Academic version	PTE Academic	OET Nursing courses only (from a single test sitting)	TOEFL iBT Including TOEFL iBT Home Edition	ITEP Academic Plus Applicable only to online delivery mode	EAP, or IHM EAP Direct Entry Test Score (online delivery only)
Overall 6.5 with no bands less than 6.0	Overall 58.5 with no band less than 51.6	Minimum C+ in each component	79 (Listening 19, Speaking 19, Reading 18, Writing 22)	3.9	Minimum score of 70%
Overall 7.0 with no bands less than 7.0	Overall 65.0 with no band less than 65.0	Minimum B in each component	94 (Listening 24, Speaking 23, Reading 24, Writing 27)	Not applicable	Not applicable

Note: TOEFL iBT is no longer accepted from 26 July 2023. If the test was undertaken prior to 26 July 2023, it will be accepted, only if completed no more than 2 years prior.

9.5 Where applicants do not meet the English language requirements of an IHM course, IHM will offer English language program opportunities to support applicants in their academic endeavours. The courses offered must take into consideration their current level of English and their target higher education course, as per Table 4 (as a guideline).

Table 4 – Recommended IHM English Language Programs for entry into IHM higher education courses

EL Proficiency Test Scores			Recommended IHM EL Program			
Source: https://www.kanan.co/blog/pte-to-ielts-score-conversion/			Components required to achieve IELTS overall 6.5 or equivalent		Required to reach Overall IELTS 7.0	
IELTS Overall	PTE-A Overall	OET (Nursing only)	General English - Intermediate (12 weeks)	General English - Upper Intermediate (12 weeks)	EAP1 (12 weeks)	EAP2 (12 weeks)
<5.0	<40.8	Overall D	✓	✓	✓	✓
5.0	40.8	Overall C		✓	✓	✓
5.5	45.4	Overall C		✓	✓	✓
6.0	51.6	Overall C			✓	✓
6.5	58.5	Overall C+				✓
7.0	65.0	Overall B	n/a	n/a	n/a	n/a

10 Entry into IHM English Language courses

10.1 IHM will direct applicants into the appropriate English language course based on individual applicant's needs.

10.2 Where required, an IHM placement test will be conducted to identify a baseline English language level to facilitate selection of the most suitable English language course option for an applicant.

English Language Exclusions/Waivers

11 General Exclusions to English Language Tests

11.1 IHM Acknowledges the following as exclusions to English Language Tests. Applicants are required to provide the following documents as evidence:

- a) certified copies of official Academic Transcripts (must include a statement that education was undertaken and assessed in English)
- b) Work reference letter on company letterhead with specific information on the type of work undertaken, dates of employment and the contact details of a supervisor (for applicants seeking an exemption based on Work Experience -English Speaking)

11.2 Applicant is **from a non-English speaking country** but is enrolled in an **Online/ Hybrid delivery of IHM course**

Conditions	Min duration of continuous education in English language	Criteria
Studied in a non-English speaking country (higher secondary and above levels)	5 years	Taught and assessed entirely in English

11.3 Applicant is **from a non-English speaking country** but has **Work/Life Experience in an English-Speaking Country**

Conditions	Min duration of continuous work experience in English language	Additional notes
Lived and worked consistently in an English-speaking country	3 years	Must provide work reference letter on company letterhead with specific information on the type of work, dates of employment and contact details of supervisor

11.4 Applicant is **from a non-English speaking country** but has **undertaken Tertiary Studies taught & assessed entirely in English**

Country	Tertiary Course	Requirements	Criteria
Australia	AQF 5 or 6: VET Diploma, Advanced Diploma or Associate Degree	Passed at least the first year (studied full time), within the last 2 years	Taught and assessed entirely in English
	AQF 5 or higher	Passed at least 2 years (studied full time), within the last 5 years	
All other countries ¹	Post secondary/tertiary course	Passed at least one-year of full-time studies within the last 2 years	Taught and assessed entirely in English

1 – If you have completed your studies in a non-English speaking country, you will need to submit the following documentation with your application:

- A letter (on official letterhead), or an email from an official staff member email account, which specifies:
 - That the specific degree completed was entirely taught and assessed in English.

11.5 Applicant is **from a non-English speaking country** but has **completed Secondary School Education** which has been **taught & assessed in English**

Conditions: Applicants can satisfy the English language requirement with successful completion of one of the secondary school English subjects/courses listed below, which **must have been completed within the last 2 years**.

Country	Qualification	Details of how the English language requirement can be satisfied
All	Cambridge Pre-University Diploma	Achieve a P2 or higher in Literature in English or satisfactorily complete both Global Perspectives and Independent Research Report
	GCE A Levels	Grade of at least C in one of the following subjects: <ul style="list-style-type: none"> • AS or A Level General Paper • AS or A Level General Studies • AS or A Level English Language • AS or A Level English Literature • AS or A Level English Language and Literature Applicants who have completed their GCSE and A Levels in the United Kingdom may also satisfy the University's English language requirements by achieving a grade of at least B in GCSE English. Please note if you have completed Sri Lankan A Levels, you must satisfy the English language requirements by completing an approved English language proficiency test.
	International Baccalaureate Diploma	At least grade 4 in English A or English B at SL or HL
Denmark	Studentereksamen	Grade 7 or higher in English in the final year (English B or English A)
Germany	Abitur	Grade 10 or higher in Leistungskurs or Kurse mit erhöhtem Anforderungsniveau English
Hong Kong	Hong Kong Diploma of Secondary Education	English with a grade of 4 or higher
India	CBSE XII (All India Senior School Certificate Examination)	Pass the English subject in the CBSE
India	CISCE Indian School Certificate	Pass the English subject in the ISC
Malaysia	Sijil Tinggi Persekolahan Malaysia (STPM)	C pass in 920 English
Netherlands	VWO	Grade 8 or higher in final year English
Norway	Vitnemål For Videregående Opplæring	Grade of at least 4 in ENG1002 or ENG1003
Singapore	Singapore A Levels	Grade of at least C in the Higher 2 (H2) Level subject Knowledge and Inquiry
Sweden	Avgangsbetyg/Slutbetyg	At least VG or grade 4 in final year English or at least a C grade in English 6
Switzerland	Swiss Matura	A grade of 5 (good) or better in English

Other Countries not already listed will be considered on a case-by-case basis. The outcome will be documented and stored in the student management system.

Pearson curriculum is offered globally in many schools. A comprehensive search function is available to identify individual schools delivering Pearson curriculum in English Language: <https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/find-a-pearson-centre.html>

SECTION 3

Associated Information

Related Internal Documents	Admission and Enrolment Procedure Access and Equity Policy Course Handbooks Credit and Prior Learning Policy and Procedure Domestic Student Handbook International Student Handbook Marketing of Courses to Overseas and Offshore Students Policy and Procedure Records Management Policy and Procedure Student Complaints and Appeal Policy and Procedure
Related Legislation, Standards and Codes	Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 Higher Education Support Act 2003 and Guidelines Australian Qualifications Framework (AQF) Education Services for Overseas Student (ESOS) Act 2000 and National Code 2018 ELICOS Standards 2018 Department of Home Affairs - Student Visa requirements Privacy legislation: https://www.oaic.gov.au/privacy/the-privacy-act/ HESF (2021): Higher Education Standard Framework Domain 1: Student participation and attainment TEQSA Admissions transparency TEQSA (2020). Communication on English waivers
Date Approved	09.11.2023
Date Endorsed	15.11.2023
Date of Effect	09.11.2023
Date of Next Review	01.11.2026
Approval Authority	Academic Board endorsed by Board of Directors
Responsibility for implementation	Director of Operations
Responsible Department	Admissions
Document Custodian	Learning and Teaching Committee
PinPoint Doc ID	IHM-SSAP1

Change History

Version Control		Version 5.1
Change Summary	Date	Short description of change, incl version number, changes, who considered, approved etc
	26/07/2021 Version 4	<ul style="list-style-type: none"> • Waiver of English language entry requirement is added (section in the Procedure) • Evidence of relevant professional registration is added (section in the Procedure) • Responding to COVID-19 situation and border closure (relevant sections in the Procedure) • Version 3 was approved by Academic Board in February 2021 • Date of next review is changed to July 2024

	15/11/2021 Version 4.1	<ul style="list-style-type: none"> • IHM EAP Direct Entry Test requirement to the Procedure (Section 16e, p. 12) • A table outlining the English language requirements Table is added to the Procedure (Section 18, p 13) • Version 4.1 is endorsed by Academic Board on December 2021
	03/08/2023 Version 4.2	<ul style="list-style-type: none"> • Separation of Policy from Procedure • Rename from Student Selection and Admission to Student Selection, Admission and Enrolment. • Minor updates to ensure consistency with updated procedure
	09/11/2023 Version 5.0	<ul style="list-style-type: none"> • Responsibility changed from Registrar to Director Operations • Slight change to title • Scope extended to include ELICOS courses • Definitions removed as now refer to IHM Glossary • Relocation of list of recognised English-speaking countries from the procedure • Relocation of approved Course and English Entry Requirements from Procedure • Inclusion of English Language courses • General formatting, editing, and grammatical check
	02/04/2024 Version 5.1	<ul style="list-style-type: none"> • Addition of risk-based approach to minimise visa refusal rates. • Expanded number of recognised English-speaking countries from 28 to 39 (benchmarked with other Universities) • Removal of EAP as direct entry from MSW (Q) as per TEQSA reviewer feedback. • Relocation and update of EL Waivers from the Procedure into the Policy