

Policy Name	SELECTION AND ADMISSION POLICY
Policy Number	A001_PO_HE (Academic)
Purpose	This policy outlines the principles and requirements for the selection of students into Whitehouse Institute of Design, Australia, (Whitehouse) into Higher Education courses.
Scope	This policy applies to all applicants for admission into all higher education courses delivered by Whitehouse at all of its campuses and locations.
Policy Statement	<p>Selection of applicants is conducted fairly, consistently and with integrity.</p> <p>Prospective students are provided with complete and accurate information about the course for which they are applying. Entry requirements and selection procedures assess whether applicants have the prerequisite capabilities and aptitude to successfully complete selected courses.</p> <p>Specific consideration is given to Aboriginal and Torres Strait Islander peoples.</p> <p>The same entry requirements and selection procedures are used at all delivery sites.</p> <p>Staff involved in selection decisions comply with the 'Whitehouse Institute of Design Code of Conduct' regarding the disclosure and management of conflict of interest.</p> <p>1. Entry Requirements</p> <p>1.1. Australian (Domestic) Students</p> <p>In order to be eligible for selection for a course, applicants must complete and submit a course application and satisfy the Whitehouse:</p> <ul style="list-style-type: none"> • minimum age requirement of 17 years • minimum academic requirement or equivalent • relevant course entry requirements. <p>Upon demonstration of the capacity to academically succeed in the course an applicant will be considered for a place however it does not guarantee an offer of a place. Where selection is from a pool of applicants it may be competitive and selection will be based on academic and creative merit.</p> <p>In some instances, additional entry requirements may apply. Examples include when a particular qualification specifies entry requirements, or when an applicant wishes to apply for a FEE-HELP.</p> <p>1.2. International applicants</p> <p>To be eligible for admission applicants must satisfy one of the listed recognised international qualifications:</p> <ul style="list-style-type: none"> • International Baccalaureate (IB) Diploma • GCE A Levels • American College Test (ACT) or Scholastic Aptitude Test (SAT) • Advanced International Certificate of Education • European Baccalaureate • Tertiary or Foundation Studies.

If an applicant's secondary school qualification differs from the recognised international qualifications listed above, they may still be eligible for admission and are encouraged to contact Whitehouse for country specific requirements.

International students are subject to the same entry standards as domestic students however there are additional requirements:

- be 18 or over at the time of enrolment or to have an appropriate Confirmation of Appropriate Accommodation and Welfare, (CAAW)
- are eligible for an International Student Visa, and plan to only study on a full time basis
- for a Bachelor degree to have a minimum English level equivalent to an IELTS Academic English score of 6.5 or above with no band score lower than 6.0. TOEFL is also accepted with a minimum score of 85
- for a Master degree to have a minimum English level equivalent to an IELTS Academic English score of 7.0 or above with no band score lower than 6.5. TOEFL is also accepted with a minimum score of 85
- students on an overseas student visa are legally required to provide evidence of maintaining Overseas Student Health Cover (OSHC) while studying in Australia. When accepting an offer to enroll at Whitehouse and payment of requested tuition fees, international students are required to also take out OSHC for the proposed duration of their student visa.

2. Application Outcome

Applicants are informed of the outcome of their application in writing.

Successful applicants are informed of their rights and obligations prior to enrolment and before fees are accepted.

3. International Student Deferral of Commencement

In accordance with The National Code 2018, Standard 9, the Overseas Student may apply to defer their enrolment if; Whitehouse believes there are compassionate or compelling circumstances. If the deferral is accepted by the Institute, Student Administration will record the decision in PRISMS.

Whitehouse must assess, approve/reject and record any deferral of the commencement of study for an international student. A record will be maintained in PRISMS, EDUPOINT and in the student file.

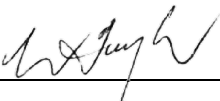
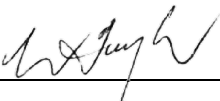
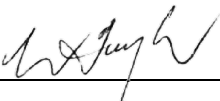
4. Recognition of Prior Learning, Advanced Standing and Credit Transfer

Successful applicants can submit evidence of skills and knowledge they have gained informally or through previous study or work experience through the Whitehouse Institute of Design recognition of prior learning process. Where they demonstrate that they have achieved competence in one or more subjects or units of competency they will be granted credit.

5. Publication of Selection Criteria

This policy will be published in relevant marketing materials, including on the Whitehouse website, in the Institute's course information documents and Student and Staff Handbooks.

Relevant Legislation	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2015 • 2016 Higher Education Support Act (2003) • Australia Qualifications Framework (AQF) • Education Services for Overseas Students Act 2000 (ESOS) • Commonwealth Register of International Courses for Overseas Students (CRICOS) • National Code of Practice for Providers of Education and Training to Overseas Students 2018
Key Related Documents	<p>Student Admission Procedure Higher Education</p> <p>Whitehouse Institute of Design Code of Conduct</p> <p>Advanced Standing Policy</p> <p>Articulation and Credit Transfer policy</p> <p>Course Selection Checklist</p> <p>Student Grievance Procedure</p>
Definitions	<p>The following definitions apply for the purpose of this Policy:</p> <p>Credit: the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.</p> <p>Entry requirements: the minimum requirements for course entry. Entry requirements may vary from one course or program to another.</p> <p>FEE-HELP: an Australian Government loan scheme that assists eligible fee paying students pay all or part of their tuition fees for a higher education course.</p> <p>Recognition of prior learning: an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.</p>
Responsible Officer	Academic Directors
Approval Authority/ Authorities	<p>Joint Executive Directors</p> <p>Academic Board</p>
Date Approved	02/05/2019
Date of Commencement	03/05/2019
Date for Review	02/05/2022
Documents superseded by this Procedure	Admission Policy and Procedure (06/02/2013)

Amendment History	<p>02/2019 Update Point 3 (CoE) and reference to National Code 2018.</p> <p>05/2018 Re-branding – Header & Footer only</p> <p>11/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments.</p>								
Signed and dated for Whitehouse Pty Ltd	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; text-align: center; vertical-align: middle;">  </td> <td style="width: 30%; text-align: center; vertical-align: middle;"> Leslie Taylor </td> <td style="width: 30%; text-align: center; vertical-align: middle;"> 2/5/19 </td> </tr> <tr> <td style="text-align: center;">Signature</td> <td style="text-align: center;">Name</td> <td style="text-align: center;">Date</td> </tr> </table>				Leslie Taylor	2/5/19	Signature	Name	Date
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INFORMAITON FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management Academic Staff Administration Staff Applications to HE Programs Students