

Procedure Name	SELECTION AND ADMISSION PROCEDURE
Procedure Number	A001_PR_HE (Academic)
Purpose	This procedure outlines the processes for the selection of students into Whitehouse Institute of Design, Australia, (Whitehouse) into Higher Education courses/qualifications.
Scope	This procedure applies to all applicants for admission into all higher education courses delivered by Whitehouse at all of its campuses and locations.
Procedure	<p>1. Responsibilities and Required Actions</p> <p>To ensure that selection of applicants is conducted fairly, consistently and with integrity:</p> <ul style="list-style-type: none"> • staff must not take part in the selection decision-making process where there is actual or could be perceived conflict of interest • staff must use the same entry requirements and selection procedures at all delivery sites. <p>1.1. Publication of Selection Criteria</p> <p>For each course entry and selection criteria and processes will be on the Whitehouse website (http://www.whitehouse-design.edu.au/courses), in relevant marketing materials and in the student and staff handbooks.</p> <p>1.2. Course Application Forms</p> <p>All prospective students are required to complete and submit an on-line course application form.</p> <p>1.3. Minimum Age Requirement</p> <p>International Applicants</p> <p>International applicants can only apply for courses for which Whitehouse has CRICOS registration. International applicants must be at least 18 years of age, as specified under 4.6.2 International applicants.</p> <p>1.4. Minimum Academic Requirement</p> <p>2. Degrees</p> <p>2.1. Bachelor Degrees</p> <p>To be eligible for a Bachelor Degree, applicants must satisfy at least one of the five minimum academic requirements:</p> <ul style="list-style-type: none"> • New South Wales Higher School Certificate (HSC), or Victorian Certificate of Education (VCE) <u>or equivalent</u> with a minimum ATAR score of 67.95. <p>OR</p> <ul style="list-style-type: none"> • Recognised Territory Preparation Certificate. <p>OR</p> <ul style="list-style-type: none"> • Certificate IV level or higher vocational qualification. <p>OR</p>

- Completion of at least one year full-time study or equivalent in a Degree course at a Higher Education institution.

OR

- To have undertaken professional practice within the creative industries as supported by a career statement and resume with a detailed work history including references. (Applicants only fulfilling these criteria will be asked to undertake an additional written statement).

Original copies of academic transcripts and certificates must be cited.

If applicants do not meet any of the five minimum entry requirements, they should be encouraged to contact Whitehouse to discuss applying for entry under special admissions provisions including mature age, bonus ATAR points due to completion of creative subjects or VET for Secondary Students, or disadvantage.

Year 12 students applying prior to official release of results need to supply copies of their most recent academic results (Secondary School report or other). If they are offered enrolment, they will be invited to pre-enroll to secure a place in the course. Enrolment will be confirmed on receipt of evidence of satisfactory completion of their final HSC, VCE (or equivalent) and ATAR.

Note: Applicants who do not fulfil the minimum academic requirements or have completed an equivalent year 12 without ATAR gradings may be required to complete a written assessment. This will take the form of a 1000 word written task on a topic defined by the Academic Director. Submission of this document does not guarantee admission, but can be used as evidence of academic capability and English proficiency and will be considered in combination with the portfolio and personal statement.

2.2. Master Degrees

To be eligible for a Master Degree, applicants must have satisfactorily completed:

- a design-related Bachelor of Design or equivalent undergraduate degree
- OR**
- a design-related Advanced Diploma and a minimum of 3 years industry experience
- OR**
- a design-related Graduate Diploma
- OR**
- to have undertaken significant professional practice within the creative industries as supported by a career statement and resume with a detailed work history including references.

3. Relevant Course Entry Requirements

Applicants must meet any entry requirements specified in the course for which they are applying in addition to minimum age and minimum academic requirements outlined in sections 2.1 and 2.2 respectively.

3.1. Bachelor Degrees

In addition to any minimum age, academic and individual course requirements, applicants for a Bachelor Degree are selected on demonstrated capacity to academically succeed in the course. An applicant's capacity to academically succeed will be based on evidence drawn from all of the following:

- responses to interview questions. During the interview applicants must be provided with information about and an opportunity to discuss
 - course selection criteria
 - course content
 - course delivery modes
 - course fees and terms of payment
 - materials and equipment that the student must provide
 - the availability of scholarships or other financial assistance including the rules and implications of FEE-HELP loans
 - complaints and appeals process
 - Whitehouse obligations to students
 - the rights and obligations of students.

The interview can be conducted face to face on one of the campuses at which the course is delivered or by phone or video link.

- Examples of recent creative work they have done.
- Completion of written statement.

Upon demonstration of the capacity to academically succeed in the course applicants will be considered for a place however it does not guarantee them an offer of a place. Where there are more applicants than available places selection will be competitive and will be based on merit.

3.2. Master Degrees

Selection for entry to a Masters Degree is based on evaluation of the following:

- A 2000 word project proposal which includes:
 - the applicant's contact details, including name, address, email, phone number
 - the proposed project title (working title)
 - the proposed area of focus - fashion, creative direction, interior design or other
 - a concept statement of major project
 - evidence of research of the proposed area of focus (literature review)
 - the intended outcomes of the project - publication, exhibition, collection, artefacts, photo study, experimental presentation or other
 - details of any proposed supervisor or mentor, including their name and a brief outline of their qualifications, area of expertise, and experience and why they would be a suitable supervisor/mentor

AND

- a current curriculum vitae which includes recent academic, professional and work experience

AND

- responses to interview questions. During the interview applicants must be provided with information about and an opportunity to discuss
 - course selection criteria
 - course content
 - course delivery modes
 - course fees and terms of payment
 - materials and equipment that the student must provide
 - the availability of scholarships or other financial assistance including the rules and implications of FEE-HELP loans
 - complaints and appeals process
 - Whitehouse obligations to students
 - the rights and obligations of students.

4. Further Course Entry Requirements for Special Circumstances

Prior to application prospective students must be advised of further entry requirements that apply for special circumstances.

4.1. FEE-HELP Loan Requirements

Students wishing to apply for a FEE-HELP loan

- Must meet the citizenship and residency requirements:
 - be an Australian citizen or a New Zealand Special Category Visa holder who meets the long-term residency criteria and who will undertake, in Australia, at least one unit of study contributing to your course

OR

- be a permanent humanitarian visa holder who will be resident in Australia for the duration of your unit

OR

- be a permanent visa holder who is undertaking [bridging study for overseas-trained professionals](#), and will be resident in Australia for the duration of the study.

AND

- Be enrolled in an eligible unit of study by the census date for that unit

AND

- Not have exceeded the FEE-HELP limit as specified on the [Study Assist web site](#)

4.2. International applicants

All International applicants for courses with CRICOS registration must include the following documentation with their Application for Enrolment:

- copies of their most recent academic records for the highest level of schooling they have completed and any other relevant studies completed or attempted in Australia or overseas

- copies of their resume, references or other relevant supporting documentation that will support and assist with assessing their application
- proof of eligibility for an international Student Visa
- copy of their passport and any current visa/s.

In addition, International applicants for Bachelor or Master degrees will need to meet the course entry and selection criteria and provide evidence of:

- being aged 18 or over at the time of application
- having achieved an English academic standard of IELTS 6.5, or TOEFL 79-93 or have undertaken studies in English in Australia in the last 2 years.
- intending to study only on a full-time basis.

3. International Students Visa Requirements (Issuing of CoE)

All Applicants will be provided with the results of their application within two weeks after the assessment. Applicants may request written feedback on their application, if not successful, this should address the criteria used for the selection process.

If the International Student is successful in application, the student will be sent an Offer of Enrolment with details of their Enrolment (Standard 2, The National Code 2018), Enrolment Form, Enrolment Guide and link to the Medibank Overseas Student Health Cover (OSHC) Brochure and Fee Schedule.

The International student is required to complete and return the enrolment forms. Student Administration will then pre-enrol the student and issue the invoice for Study Period One Tuition Fees as well as the appropriate level of OSHC, Non-Tuition Fees such as Art and Technical Kits are also issued if the student has ticked this on their enrolment form. A Confirmation of Pre-Enrolment is emailed to the student with invoice for payment. Note: The student can elect to pay the Tuition Fees, OSHC and Non-Tuition Fees (Art and Technical Kit) at the submission of their enrolment forms.

On receipt of payment for Study Period One Tuition Fees & OSHC (if applicable) – The Finance Manager will issue the OSHC Certificate. Student Administration will then issue the CoE from PRISMS. Note: As per standard 2 and 8 of The National Code 2018, the CoE will only be issued for the expected duration of study for the course they are enrolling into, if the applicant has applied for RPL and is successful, the CoE will be adjusted as required which may include reducing the course expected duration of study. The CoE and OSHC certificate is then emailed with the students written confirmation of enrolment.

All International Students are required to supply Student Administration with a copy of the student visa grant when issued.

Student administration will update the CoE status in PRISMS as started at the commencement of studies

NOTE: Quota – Whitehouse is approved by CRICOS to admit a maximum of 180 students in total over both the Melbourne and Sydney campuses. This is NOT 180 students per intake, but is 180 students currently enrolled over all stages in all CRICOS approved courses. Whitehouse must not exceed this approved quota under any circumstances.

4. Feedback to applicants

Applicants will be provided with the results of their application within two weeks after the assessment (within two weeks). Applicants may request written feedback on their application, if not successful, this should address the criteria used for the selection process.

5. International Student Deferment of Commencement

In accordance with The National Code 2018, Standard 9, if an International Student applies to defer their enrolment; Student Administration will assess the application and then determine if they believe there to be compassionate or compelling circumstances.

If the deferral is confirmed/approved by the Institute, the student will be notified in writing within 24hours of the decision being made, Student Administration will then record the decision in PRISMS the same day.

In accordance with Standard 9, if the international students request is denied by Student Administration, the student will be notified in writing and also informed of their right to appeal this decision within 20 working days.

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

6. Recognition of prior learning and credit transfer

Students must be provided with information about the recognition and credit transfer process during the interview. Prior to commencing their qualification they must be provided with an opportunity to submit evidence of their achievement.

As outlined in the [Australians Qualification Framework](#) Recognition of Prior Learning is 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.

7. Appeals

If an applicant believes they have been disadvantaged by the Student Admission Procedure, they should be advised to raise their concerns with the Academic Director, who will apply the Whitehouse Academic Grievance and Appeals Policy and Procedure to resolve the issue.

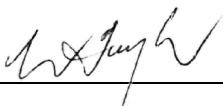
8. Suspension or Exclusion from a Higher Education Provider

An applicant who has been suspended or excluded from Whitehouse or any other Higher Education provider will only be considered for admission if the period of their suspension or exclusion has been served prior to the commencement of study.

Relevant Legislation

- [Higher Education Standards Framework \(Threshold Standards\) 2015](#)
- [2016 Higher Education Support Act \(2003\)](#)
- [Australia Qualifications Framework \(AQF\)](#)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)
- [Education Services for Overseas Students Act 2000](#)

Key Related Documents	<p>Student Admission Policy</p> <p>Whitehouse Institute of Design, Australia Code of Conduct</p> <p>Advanced Standing Policy</p> <p>Articulation and Credit Transfer policy</p> <p>Student Grievance Procedure</p>
Definitions	<p>The following definitions apply for the purpose of this Procedure.</p> <p>ATAR: Australian Tertiary Admission Rank.</p> <p>Bonus ATAR Scheme: a method of awarding bonus points to applicants based on their performance in selected high school subjects that are relevant to the course they have applied for.</p> <p>Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS): register of accredited Australian education institutions and the courses they are approved to offer to overseas students.</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>HSC: NSW Higher School Certificate.</p> <p>IELTS: International English Language Testing System.</p> <p>Recognition of prior learning (RPL): 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> <p>TOEFL: Test of English as a Foreign Language.</p> <p>VCE: Victorian Certificate of Education.</p> <p>VET: Vocational Education and Training.</p>
Responsible Officer	Academic Director
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>10/2016 Policy and Procedures separated, and HE and VET documentations separated. Updated formatting and minor amendments.</p>		
Signed and dated for Whitehouse Pty Ltd		Leslie Taylor	2/5/19
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management Academic Staff Administration Staff Applicants to HE Programs Students