

Procedure Name	SELECTION AND ADMISSION PROCEDURE
Procedure Number	A001_PR_HE (Academic)
Purpose	This procedure outlines the processes for the selection and admission of students into Whitehouse Institute of Design, Australia, (Whitehouse) 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. The application, selection and admission process</p> <p>Student selection and admission at Whitehouse is a clearly defined step-by-step application process where a person having searched the Whitehouse website and / or made a direct or other inquiry, decides to apply, then that person:</p> <ol style="list-style-type: none"> 1.1 Fills out and submits an on-line application form for their chosen course via the Whitehouse website. 1.2 Whitehouse staff register the submission, contact the applicant and provide advice on how best to proceed, including what supporting documentation to submit, where needed. 1.3 Whitehouse then assesses the applicant’s eligibility as to whether-or-not they: <ol style="list-style-type: none"> 1.3.1 meet the entry requirements, or 1.3.2 meet other entry considerations (adjustment factor / disadvantage), and/or 1.3.3 need to undergo additional selection as per the specified selection criteria (refer section 1.3 of the Policy). 1.4 On completion of the application selection process, Whitehouse makes a determination and reaches a decision. 1.5 Where an applicant meets the entry requirements, the applicant is offered a place and if they accept the offer, they are then admitted into their course. 1.6 Where an applicant does not meet the specified course entry requirements, they can still apply under the Equity groups and/or experienced disadvantage categories (Adjustment Factor). 1.7 In such cases, Whitehouse applies the specified selection criteria and selection process outlined in the Policy (section 1.3) and depending on the individual applicant’s “profile”, this may include: <ol style="list-style-type: none"> 1.7.1 submission of Portfolio, and 1.7.2 submission of a written ‘motivational statement’, and /or 1.7.3 interview, and/or 1.7.4 a Literacy test, or 1.7.5 a set creative activity task. 1.8 Applicants will receive detailed information about the selection criteria and requirements during the selection process, as it applies to them individually.

Refer Policy, section 1.3 and Website at: <https://whitehouse-design.edu.au/how-to-apply/>

2. Responsibilities and Required Actions (Staff)

To ensure that selection of applicants is conducted fairly, consistently and with integrity, staff:

- 2.1 Do not take part in the selection decision-making process where there is a perceived or actual conflict of interest.
- 2.2 Apply the same course entry requirements at all delivery sites for a given course
- 2.3 Apply “adjustment factors” arising from applicants who are identified as being from an equity group and/or disadvantage, as listed in the Policy, section 1.2
- 2.4 Conduct the selection process in accordance with the “selection criteria”, as stated in the Policy, section 1.3.

3. Course Entry Requirements and Selection Criteria

- 3.1 Applicants must meet the approved entry requirements specified in the course for which they are applying in addition to minimum age and minimum academic requirements outlined in sections 1.1 to 1.3 of the policy.
- 3.2 Course Entry Requirements are “course specific”. Refer Section 1.1 of the Policy
- 3.3 Selection Criteria are detailed in section 1.3 of the Policy
- 3.4 For each course, entry requirements, adjustment factors, selection criteria and processes are published on the Whitehouse website (<http://www.whitehouse-design.edu.au/courses>), in relevant marketing materials, the Application Guide and in the Student Handbook.

4. The Whitehouse Course Application Process

- 4.1 Information about the Application process is published on the Whitehouse website at: <https://whitehouse-design.edu.au/how-to-apply/>.
- 4.2 All prospective students are required to complete and submit an on-line course application form, accessible on the Whitehouse website: <https://whitehouse-design.edu.au/apply>
- 4.3 The process for domestic students is detailed in the Policy, section 1.1, and at: <https://whitehouse-design.edu.au/domestic-students/>
- 4.4 The process for international students is detailed in the policy, section 1.4 and at: <https://whitehouse-design.edu.au/international-students/>
- 4.5 Specific advice for domestic and international students relating to the selection process and requirements to meet specified selection criteria (e.g. motivational essay; portfolio assessment; interview; and/or a literacy or creative activity task) will be made available at the time when the selection takes place.

5. Minimum Age Requirement

5.1 International Applicants

International applicants must be at least 18 years of age. International applicants can only apply for courses for which Whitehouse has CRICOS registration.

5.2 Mature Age Entry

For admission into a Whitehouse course, a mature age person is someone who is aged 21 years or older at time of application and may not have undertaken studies since high school.

6 HELP Loan Requirements and Arrangements

During the application and selection process for admission, applicants (domestic and international) are provided with advice related to tuition fees. Whether via HELP Loan; Pay fees upfront; Pay upfront by unit/s + HELP Loan. Details are available on the Whitehouse website at:

- <https://whitehouse-design.edu.au/student-portal/>
- <https://whitehouse-design.edu.au/fee-help/>
- HELP Loans: <https://www.studyassist.gov.au/help-loans>

7 Additional information for International Students

7.1 Required documents to accompany application

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

- 7.1.1 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
- 7.1.2 copies of their resume, references or other relevant supporting documentation that will support and assist with assessing their application
- 7.1.3 proof of eligibility for an international Student Visa
- 7.1.4 copy of their passport and any current visa/s.

7.2 Visa Requirements and Issuing of Confirmation of Enrolment (CoE)

- 7.2.1 Successful international applicants 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.
- 7.2.2 International students are required to complete and return the enrolment form. 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,
- 7.2.3 Non-Tuition Fees such as Art and Technical Kits are also issued if the student has ticked this on their enrolment form (applies to domestic students also).
- 7.2.4 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.
- 7.2.5 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.

	<p>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 student has applied for RPL and is successful, the CoE will be adjusted as required. This may include reducing the expected course study duration. The CoE and OSHC certificate is then emailed with the students written confirmation of enrolment.</p> <p>7.2.6 All International Students are required to supply Student Administration with a copy of the student visa grant when issued.</p> <p>7.2.7 Student administration will update the CoE status in PRISMS as started at the commencement of studies</p> <p>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 180 students currently enrolled over all stages in all CRICOS approved courses. Whitehouse must not exceed this approved quota under any circumstances.</p> <p>8 Application Outcome (Domestic and International)</p> <p>8.1 Applicants are informed of the outcome of their application in writing within ten working days of the selection process being completed.</p> <p>8.2 Successful applicants are sent a letter of enrolment offer and informed of their rights and obligations prior to admission and before fees are accepted.</p> <p>8.3 An applicant can appeal a decision if they are unsuccessful, in accordance with the <i>Whitehouse Student Grievances and Complaints Resolution (Non-Academic) Policy and Procedure</i>.</p> <p>9 Suspension or Exclusion from a Higher Education Provider</p> <p>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.</p>
<p>Relevant Legislation</p>	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 • Guidance Note: Diversity and Equity, Ver 1.2 (11 October 2017), Standard Par t1, Section 2.2; <u>https://www.teqsa.gov.au/latest-news/publications/guidance-note-diversity-and-equity</u> • 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 • https://www.studyassist.gov.au/help-loans
<p>Key Related Documents</p>	<ul style="list-style-type: none"> • Code of Conduct (Staff) • Access and Equity (Students) Policy and Procedure • Student Support Services Policy and Procedure • Student Grievances and Complaints Resolution Non-Academic Policy and Procedure • Course Application Guide

	<ul style="list-style-type: none"> • Course Application Form (online) • Course Enrolment Form • Course Selection Checklist
Definitions	<p>The following definitions apply for the purpose of this Procedure.</p> <p>ATAR: Australian Tertiary Admission Rank.</p> <p>Entry requirements: the minimum requirements for course entry. Entry requirements may vary from one course or program to another.</p> <p>Adjustment factor: refers to a set of categories of applicants from equity groups and/or applicants from disadvantaged sub-groups.</p> <p>Selection criteria: used to evaluate: (i) an application where the number of eligible applicants exceed available places, i.e. competitive selection; (ii) mature age applicants; (iii) applicants who meet an 'adjustment factor(s)' consideration(s).</p> <p>Mature Age: Aged 21 years or older at time of application and may not have undertaken studies since high school.</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>HELP Loan: an Australian Government HELP Loan scheme that assists eligible fee-paying students to pay all or part of their tuition fees for a higher education course.</p> <p>IELTS: International English Language Testing System.</p> <p>TOEFL: Test of English as a Foreign Language.</p>
Responsible Officer	Academic Director
Approval Authority/ Authorities	Joint Executive Directors Academic Board
Date Approved	02/12//2019
Date of Commencement	03/12/2019
Date for Review	02/12/2022
Documents superseded by this Procedure	Admission Policy and Procedure (06/02/2013)
Amendment History	<p>11/2019</p> <ul style="list-style-type: none"> • Updated sections 1-3 relating to entry requirements, selection criteria and other entry considerations defined as 'Adjustment Factors' relating to equity groups and sub-groups where applicants may have experienced disadvantage. • Updated sections 4-6 relating to the Application Process

- Updated section 7 relating to Additional information for international students
- Updated section 8, clauses 8.1, 8.2 and 8.4
- Deleted sections on RPL / Credit transfer and International Student Deferment of Commencement as not relevant, being covered by separate approved policies and procedures.
- Updated parts of sections re. Relevant legislation; Key Related Documents, and Definitions.

02/2019

Update Point 3 (CoE) and reference to National Code 2018.

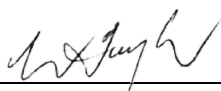
05/2018

Re-branding – Header & Footer only

10/2016

Policy and Procedures separated, and HE and VET documentations separated. Updated formatting and minor amendments.

**Signed and dated
for Whitehouse
Pty Ltd**



L.E.TAYLOR

15/12/19

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