

<b>Policy Name</b>	<b>SELECTION AND ADMISSION POLICY</b>
<b>Policy Number</b>	<b>A001_PO_HE (Academic)</b>
<b>Purpose</b>	This policy outlines the principles and requirements for the selection and admission of students into Whitehouse Institute of Design, Australia, (Whitehouse) Higher Education courses.
<b>Scope</b>	This policy applies to all applicants for admission into all higher education courses delivered by Whitehouse at all of its campuses and locations.
<b>Policy Statement</b>	<p>Whitehouse applies a fair and equitable process in the selection and admission of prospective students so that their learning capabilities are suited to engaging with and completing the selected Design degree.</p> <p>The admission process also accommodates student diversity, including the under-representation and/or disadvantage experienced by identified groups, and creates equivalent opportunities for academic success regardless of students' backgrounds.</p> <p>Prospective students are provided with complete and accurate information about the course for which they are applying, including information about Recognition of Prior Learning (RPL). Entry requirements and selection procedures assess whether applicants have the prerequisite capabilities and aptitudes to successfully complete selected courses.</p> <p>Staff involved in selection decisions comply with the 'Whitehouse Institute of Design Code of Conduct' (Staff) regarding the disclosure and management of conflict of interest.</p> <p><b>1 Entry Requirements and Selection Criteria</b></p> <p>Entry requirements are "course specific". Applicants must meet the approved published course entry requirements and any additional selection criteria specified for the course that they are applying. Refer Whitehouse Website at: <a href="https://whitehouse-design.edu.au/how-to-apply/">https://whitehouse-design.edu.au/how-to-apply/</a></p> <p><b>1.1. Entry Requirements - Australian (Domestic) Students</b></p> <p>1.1.1 For a Bachelor degree:</p> <ul style="list-style-type: none"> <li>• Secondary education, with a minimum ATAR of 67.95%, OR</li> <li>• A Certificate III in Design Fundamentals (or equivalent) at Whitehouse or at another RTO, OR</li> <li>• Mature age entry *</li> </ul> <p>* Mature age applicants are required to submit to additional selection, as outlined in section 1.3 below.</p> <p>1.1.2 For a Master degree:</p> <ul style="list-style-type: none"> <li>• A Bachelor of Design (or equivalent).</li> </ul> <p>Refer Whitehouse Website for details:  <a href="https://whitehouse-design.edu.au/master-of-design/">https://whitehouse-design.edu.au/master-of-design/</a></p> <p><b>1.2. Other entry considerations – Adjustment Factors</b></p> <p>Where applicants do not meet the stated entry requirements for a Whitehouse course, they may be considered for admission on the basis of identifying with an equity group or applicants having experienced disadvantage. Whitehouse may increase the selection rank for that course. This is called an 'Equity Adjustment Factor'.</p>

Equity Adjustment considerations may include applicants who are:

- Aboriginal and Torres Strait Islander
- from lower socio-economic backgrounds
- people with disability
- from remote, rural or isolated areas
- the first in their family to attend a university or other higher educational institution
- from non-English speaking backgrounds.

There are specific categories of disadvantage that Whitehouse will also consider, as listed below. An applicant's educational performance and/or personal situation prior to enrolment must have been seriously affected, normally for a period of at least six months, due to circumstances beyond their control or choosing.

- disrupted schooling
- severe family disruption
- excessive family responsibilities
- personal illness/disability
- refugee status.

Whitehouse will also consider evidence indicating exceptional creative endeavours and participation in extracurricular activities such as volunteering, internship, work experience, or past/current employment.

### 1.3 Selection Criteria

Selection criteria may include:

#### 1.3.1 Submission of a Portfolio of creative work.

The Creative Portfolio should be a selection of original work (6-8 pieces). This could include but is not limited to illustrations, digital work, photography, garments, creative writing, textile design and artworks, **AND**

#### 1.3.2 Submission of a written Motivational Statement.

Your motivational statement of around 300 words should state why you have chosen to study design at Whitehouse and what/who inspires your creativity. You may want to highlight your personal interests and future career goals,  
AND/OR

#### 1.3.3 Meet the condition(s) of an Adjustment Factor

AND/OR

#### 1.3.4 Undertake a creative challenge activity task

Where eligible applicants exceed available places, they will be given information about the creative challenge once the admissions process has commenced.

An applicant who meets the entry requirements and/or additional selection criteria (e.g. adjustment factor(s)) is considered for admission, but it does not guarantee a place. In cases where there are more eligible applicants than places available, a competitive selection process applies, and which may take the form of an interview, evaluation of a portfolio and / or creative challenge activity.

In individual cases, priority may be given to applicants who meet one or more of the conditions listed under the "Adjustment Factor" strategy for selection (refer 1.2 above)

#### 1.4. Entry Requirements - International applicants

To be eligible for admission applicants must satisfy one of the listed recognised international qualifications:

- 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:

- 1 be 18 or over at the time of enrolment or to have an appropriate Confirmation of Appropriate Accommodation and Welfare, (CAAW)
- 2 are eligible for an International Student Visa, and plan to only study on a full time basis
- 3 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
- 4 for a Master degree:
  - 4.1 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, and
  - 4.2 An undergraduate (Bachelor) degree in design or equivalent
- 5 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 within ten working days of the selection process being completed.

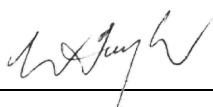
An applicant can appeal a decision if they are unsuccessful, in accordance with the *Whitehouse Student Grievances and Complaints Resolution Non-Academic Policy and Procedure*.

Successful applicants are sent a letter of enrolment offer and informed of their rights and obligations prior to admission and before fees are accepted.

#### 3. Publication of Course Entry and Selection Requirements

This policy is published on the Whitehouse Website and referenced in relevant marketing materials, including in the Institute's course information documents, Student Handbook and Application Guide.

<p><b>Relevant Legislation</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Higher Education Standards Framework (Threshold Standards) 2021 Guidance Note: Diversity and Equity, Ver 1.2 (11 October 2017), Standard Par t1, Section 2.2;  https://www.teqsa.gov.au/latest-news/publications/guidance-note-diversity-and-equity</a></li> <li>• <a href="#">2016 Higher Education Support Act (2003)</a></li> <li>• <a href="#">Australia Qualifications Framework (AQF)</a></li> <li>• <a href="#">Education Services for Overseas Students Act 2000 (ESOS)</a></li> <li>• <a href="#">Commonwealth Register of International Courses for Overseas Students (CRICOS)</a></li> <li>• <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a></li> <li>• <a href="https://www.studyassist.gov.au/help-loans">https://www.studyassist.gov.au/help-loans</a></li> </ul>
<p><b>Key Related Documents</b></p>	<ul style="list-style-type: none"> <li>• Code of Conduct (Staff)</li> <li>• Access and Equity (Students) Policy and Procedure</li> <li>• Student Support Services Policy and Procedure</li> <li>• Student Grievances and Complaints Resolution (Non-Academic) Policy and Procedure</li> <li>• Course Application Guide</li> <li>• Course Application Form (online)</li> <li>• Course Enrolment Form</li> <li>• Course Selection Checklist</li> </ul>
<p><b>Definitions</b></p>	<p>The following definitions apply for the purpose of this Policy:</p> <p><b>ATAR:</b> Australian Tertiary Admission Rank.</p> <p><b>Entry requirements:</b> the minimum requirements for course entry. Entry requirements may vary from one course or program to another.</p> <p><b>Adjustment factor:</b> refers to a set of categories of applicants from equity groups and/or applicants from disadvantaged sub-groups.</p> <p><b>Selection criteria:</b> 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><b>Mature Age:</b> Aged 21 years or older at time of application and may not have undertaken studies since high school.</p> <p><b>Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS):</b> register of accredited Australian education institutions and the courses they are approved to offer to overseas students.</p> <p><b>HELP Loan:</b> an Australian Government HELP Loans scheme that assists eligible fee-paying students to pay all or part of their tuition fees for a higher education course.</p> <p><b>IELTS:</b> International English Language Testing System.</p> <p><b>TOEFL:</b> Test of English as a Foreign Language.</p>
<p><b>Responsible Officer</b></p>	<p>Academic Directors</p>

<b>Approval Authority/ Authorities</b>	Joint Executive Directors Academic Board		
<b>Date Approved</b>	20/12/2023		
<b>Date of Commencement</b>	21/12/2023		
<b>Date for Review</b>	21/12/2026		
<b>Documents superseded by this Procedure</b>	Admission Policy and Procedure (06/02/2013)		
<b>Amendment History</b>	<p><b>11/2019</b> Updated section 1 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. 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 2 and 5; Relevant legislation; Key Related Documents and Definitions.</p> <p><b>02/2019</b> Update Point 3 (CoE) and reference to National Code 2018</p> <p><b>05/2018</b> Re-branding – Header &amp; Footer only</p> <p><b>11/2016</b> Policy and Procedures separated, and HE and VET documentations separated. Updated formatting and minor amendments.</p> <p><b>12/2023</b> Re-approval</p>		
<b>Signed and dated for Whitehouse Pty Ltd</b>		<b>Les Taylor</b>	<b>20/12/2023</b>
	<b>Signature</b>	<b>Name</b>	<b>Date</b>

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INFORMATION FOR PUBLISHING ON POLICY REGISTER	
<b>Category</b>	Academic
<b>Stakeholders</b>	Academic Board Executive Management Academic Staff Administration Staff Applications to HE Programs