



TAFE NSW HIGHER EDUCATION

STUDENT SELECTION AND ADMISSIONS PROCEDURES

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1. Document history and details

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2. Introduction

2.1 These procedures outline the principles of admission and selection into TAFE NSW Higher Education courses and the responsibilities of staff involved in student admission and selection.

2.2 TAFE NSW Higher Education is committed to:

- a broad and flexible framework for the student admission process into TAFE NSW Higher Education courses;
- an efficient and equitable student admissions process for applicants which includes suitable adjustment for applicants who have been disadvantaged in educational experience but who demonstrate potential to succeed;
- reliability and transparency;
- a commitment to maximising student success in academic study;
- compliance with TEQSA Threshold Standards on admission and course entry.

2.3 Decisions related to academic entry requirements, will be made by appropriately qualified academic staff.

3. Audience and applicability

3.1 These procedures apply to:

- TAFE NSW Higher Education courses of study;
- staff involved with admitting students to TAFE NSW Higher Education courses of study; and
- applicants for entry into TAFE NSW Higher Education courses of study.

4. Definitions

Academic staff	Dean, Course Coordinators, Teachers
AQF qualification	An AQF (Australian Qualifications Framework) qualification is a complete accredited program of study leading to formal certification.
Course Advisory Committee	Established for each course, and responsible for providing advice on course entry requirements and selection criteria. Comprises external academics and industry representatives.
Course Coordinator	The program manager of a TAFE NSW Higher Education course, who has overall responsibility for course and student management at the delivering campus.
IELTS	International English Language Testing System – the standard English language testing system used to determine English language proficiency in relation to international student admission.
NAATI	National Accreditation Authority for Translators and Interpreters

TAFE NSW Higher Education	TAFE NSW Higher Education is the registered trading name of the Technical and Further Education Commission as a higher education provider.
Teaching and Learning Committee	The Teaching and Learning Committee (TLC) monitors the implementation of a TAFE NSW Higher Education course to ensure quality and consistency of teaching and learning across all delivery locations. The TLC also has responsibility for endorsing and monitoring any proposed course improvements.
TEQSA	Tertiary Education Quality Standards Agency. The national regulator of higher education in Australia.

5. Entry requirements

- 5.1 Entry requirements are the minimum qualifications, knowledge, skills and/or experience that an applicant must have to be considered for entry into a TAFE NSW Higher Education course of study.
- 5.2 Entry requirements comprise minimum TAFE NSW Higher Education entry requirements (Section 6) as well as any additional course specific entry requirements (Section 7).
- 5.3 An eligible applicant is one who has met the minimum TAFE NSW Higher Education entry requirements as well as any as well as any additional course specific entry requirements.
- 5.4 Entry requirements for a course of study are advertised on the TAFE NSW Higher Education website, and in course specific information materials.
- 5.5 Transparent entry requirements, both academic and non-academic, shall be used to underpin judgements that are made during the selection procedure for entry.

6. Minimum entry requirements

- 6.1 Applicants are required to hold, at minimum, one of the following to be considered eligible for entry to a TAFE NSW Higher Education course of study:
- NSW HSC (Higher School Certificate), or completion of Year 12, or equivalent; or
 - A recognised Tertiary Preparation Certificate; or
 - A qualification from a Registered Training Organisation at Certificate IV level or above; or
 - successful completion of at least one year full-time or equivalent in a degree course at a higher education institution.
- 6.2 Applicants who do not satisfy any of the above four minimum entry requirements may seek entry into a course under special admissions provisions as described under Section 8.

7. Course specific entry requirements

- 7.1 A course of study may set its own specific entry requirements in addition to the minimum entry requirements.
- 7.2 Course specific entry requirements are additional entry requirements designed to ensure students have adequate prior knowledge and skills to undertake the course of study successfully. Course specific entry requirements may include, but are not limited to:
- completion of an identified course (for example, as an entry requirement into post graduate qualifications);

- submission of a portfolio of evidence;
- submission of a written piece of work;
- English language requirements to ensure students will be able to participate effectively in the course of study.

7.3 The scope of course specific entry requirements will have been:

- recommended by the Course Advisory Committee; and
- endorsed by the TAFE NSW Higher Education Academic Council; and
- approved by the course accreditation authority at the time the course was accredited.

7.4 The detailed content of the course specific entry requirements will be developed by the Course Coordinator together with relevant academic staff with recommendations from the Teaching and Learning Committee.

7.5 The detailed content of the course specific entry requirements will be available to applicants.

8. Special admissions

Applicants who do not satisfy any of the above entry requirements may seek entry into a course under special admissions provisions.

8.1 Disadvantage

8.1.1 An applicant who does not meet any of the above entry criteria as described under Sections 6 and 7 above, may apply for entry based on reasons of disadvantage.

8.1.2 Disadvantage includes but is not limited to:

- disability;
- serious or chronic illness;
- interrupted education;
- lack of support for study;
- serious personal problems; and/or
- serious family responsibilities.

8.1.3 An applicant seeking entry into a course on the basis of disadvantage should speak to the Course Coordinator prior to submitting their application for entry to determine what supporting documentation is required to support the application.

8.1.4 The Course Coordinator will make recommendations based on a range of methods such as:

- portfolio of evidence that will demonstrate a reasonable likelihood of success in the course of study; and/or
- an interview; and/or
- supporting evidence in the way of documentary proof of disadvantage, such as medical or relevant certificate, statutory declaration.

8.1.5 In cases where there is lack of evidence, the Course Coordinator may make a recommendation to undertake a tertiary preparation course.

8.2 Mature age

- 8.2.1 An applicant who does not meet any of the above entry criteria as described under Sections 6 and 7 above, may apply for entry on the basis of mature age.
- 8.2.2 To qualify for mature age entry, the applicant must be at least 21 in their first year of study.
- 8.2.3 An applicant seeking entry into a course on the basis of mature age should speak to the Course Coordinator prior to submitting their application for entry to determine what supporting documentation is required to support the application.
- 8.2.4 The Course Coordinator will make recommendations based on a range of methods such as:
- portfolio of evidence that will demonstrate a reasonable likelihood of success in the course of study; and/or
 - an interview.
- 8.2.5 In cases where there is lack of evidence, the Course Coordinator may make a recommendation to undertake a tertiary preparation course.

9. International applicants

The following admission requirements apply to:

- international applicants who intend to study onshore under an international student visa; or
- international applicants intending to study offshore and who are seeking to enrol into courses which are delivered fully online.

9.1 English proficiency requirements

- 9.1.1 In addition to proof of eligibility and course specific entry requirements, international applicants must demonstrate English proficiency in accordance with one of the following:
- a) a minimum overall IELTS level of 6.5 (or equivalent), with a minimum level of 6 in all bands; or
 - b) Occupational English Test (OET) with a minimum score of B in each of the 4 components; or
 - c) Pearson Tests of English (PTE) Academic with an overall score of 58 and minimum score of 50 in each component; or
 - d) TOEFL (iBT) with the following minimum scores: Overall 79; Reading 19; Listening 20; Speaking 20; and Writing 20; or
 - e) TAFE NSW English Language Program (with Academic English).
- 9.1.2 International students who fall into any of the following categories may be exempt from providing evidence of the English language proficiency requirements outlined in Section 9.1.1.
- Completion of Year 12 or equivalent or higher level studies in one or more of the following countries: UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland.
 - Completion of NSW HSC or equivalent or studies at Certificate IV level or higher in Australia.

9.2 Course Specific Entry Requirements

- 9.2.1 Where a course of study has specific entry requirements in addition to the minimum entry requirements as described under Section 7 above, international applicants must provide evidence to satisfy the Course Coordinator in relation to the additional course specific entry requirements.
- 9.2.2 Where course specific entry requirements require the submission of an essay, the Course Coordinator will accept essays that address a previous year's essay question, in order to accommodate the timelag in the application process for international applicants.
- 9.2.3 Where an international applicant fails to correctly address the course specific entry requirements, they will not be considered eligible for entry until they address the correct course entry requirements.
- 9.2.4 Where interviews are a requirement for entry and/or selection into a course, international students will be expected to undertake an interview, facilitated in the following ways:
 - 9.2.4.1 Onshore applicants: Onshore international student applicants will be interviewed at the campus of delivery in line with arrangements for domestic applicants.
 - 9.2.4.2 Offshore Applicants: Where possible, and to ensure the integrity of the interview, arrangements will be made with international students agents or Austrade offices to assist in the conduct of the interview. Identification checks will be made at these offices and arrangements to use telephone facilities will be managed by TAFE NSW International and relevant assessing staff.
 - 9.2.4.3 Extenuating circumstances: Where applicants are remote from agents or Austrade offices, a request with the applicant for a videoconference interview (e.g. Skype) will be made. Identity checks will be arranged using these facilities. Where no videoconference facilities exist and in extreme cases, telephone interviews may be conducted.

10. Applications for entry into TAFE NSW Higher Education courses

- 10.1 To be considered for entry into a TAFE NSW Higher Education course of study an application must be made by the course application closing date.
- 10.2 Application processes for domestic applicants can be accessed from the TAFE NSW Higher Education website, and for international applicants from the TAFE NSW Australia (international students) website.
- 10.3 Application opening and closing dates are advertised on the TAFE NSW Higher Education website.
- 10.4 Applications received after the application closing date will not be considered unless there are places still available in the course, and the course commencement date has not passed.
- 10.5 Dates of test, interviews and other application components are provided in information and application packages for each course of study.

11. Documentation of evidence to support an application

- 11.1 Where the application for entry into a course of study requires the submission of documentary evidence, such as transcripts and testamurs of educational achievement, the applicant must provide certified copies of this documentation.
- 11.2 Where an application is submitted electronically or by mail, supporting documentation must show the verification of authenticity of the copy submitted with the application.
- 11.3 Where an application is submitted in person, copies can be verified by TAFE NSW customer service or academic staff, so long as the original document is presented together with the copy.
- 11.4 Where the application for entry into a course of study requires the submission of other supporting documentation (eg: a written piece of work, a portfolio of the applicant's work), the Course Coordinator must be satisfied with the authenticity of the supporting documentation.
- 11.5 Where the Course Coordinator considers further evidence is required to verify the authenticity of supporting documentation, the applicant can be requested to furnish further evidence. The applicant will not be considered eligible for entry until they provide the further evidence requested.
- 11.6 Where the Course Coordinator considers that documentary evidence provided to support the application is insufficient, the applicant can be requested to provide further evidence. The applicant will not be considered eligible for entry until they provide the further evidence requested.

12. Documents in a language other than English

- 12.1 Where official documentation to support an application for admission is in a language other than English, the document must be accompanied by a complete English translation.
- 12.2 Translated documents must comply with the following requirements.
 - 12.2.1 Translations must be by authorised translators accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).
 - 12.2.2 Each page of the translation must bear the translator's signature, the date translated and the translator's accreditation details or official stamp.
- 12.3 Translations of official documents by students will not be accepted.
- 12.4 All costs related to translating official documents must be borne by the student. TAFE NSW bears no responsibility in relation to the cost of translation services.

13. Student selection

- 13.1 Selection methods are fair and do not exclude or discriminate against applicants in any way.
- 13.2 Selection criteria and methods will be applied consistently across TAFE NSW Higher Education.
- 13.3 Entry requirements will reflect the level of qualification and must be measurable.
- 13.4 Applications will be assessed against the published entry requirements for the course.
- 13.5 Applicants who meet the entry requirements may be offered a place in the course subject to 13.6.
- 13.6 In cases where eligible applications exceed available places, a criterion based points system will be utilised in order to rank applicants. Offers will be made to applicants in rank order.

- 13.7 The criterion based points system used to rank applicants will be based on the course specific entry requirements.
- 13.8 The scope of the criterion based points system will have been:
- recommended by the Course Advisory Committee; and
 - endorsed by the TAFE NSW Higher Education Academic Council; and
 - approved by the course accreditation authority at the time the course was accredited.
- 13.9 The detailed content of the criterion based points system will be developed by the Course Coordinator together with relevant academic staff with recommendations from the Teaching and Learning Committee, and approved by the Dean.

14. Reviewing eligibility and entry requirements

- 14.1 Any changes to course eligibility or entry requirements must be approved by the Academic Council following recommendations and advice from the Course Advisory Committee.

15. Advising applicants of the result of their application

- 15.1 Successful applicants will be made an offer of a place in the course via email.
- 15.2 Successful applicants will be given a date by which:
- they must accept the offer, or
 - they must decline the offer, or
 - if no correspondence is received by TAFE NSW Higher Education, be considered as having declined the offer.
- 15.3 Successful applicants who decline the offer, and who wish to be considered for entry at a subsequent intake, must submit a new application for course entry by the closing date for the subsequent intake.
- 15.4 Successful applicants who wish to defer entry by up to one calendar year can apply for deferment of entry in accordance with the TAFE NSW Higher Education Progression Exclusion and Graduation Procedure.
- 15.4 Unsuccessful applicants will be advised by email.

16. Acceptance advice

- 16.1 Applicants who have been offered a place must accept the place in the course of study by way of signing an acceptance form.
- 16.2 The acceptance form sets out the contractual obligations of accepting a place in the course, including the student's tuition fee obligations.

17. Appeals for unsuccessful applicants

- 17.1 Applicants who are unsuccessful in gaining a place in a TAFE NSW Higher Education course of study may appeal the decision.
- 17.2 The appeals process is governed by the TAFE NSW Higher Education Grievance Procedure.
- 17.3 If the appeal is successful, the applicant will be offered a place in the course of study.
- 17.4 If the appeal is dismissed, the applicant will not be offered a place in the course of study, however the applicant can reapply for entry at the next or subsequent intakes.

18. Advanced standing and credit transfer

- 18.1 An applicant may apply for advanced standing or credit transfer at the time of application or admission. Refer to TAFE NSW Higher Education Advanced Standing and Credit Transfer Policy and Procedure.
- 18.2 An offer of credit does not guarantee entry into a specific course of study.

19. Roles and responsibilities

- 19.1 Staff involved in student selection and admissions are responsible for the effective administration and implementation of these procedures.
- 19.2 The Course Coordinator has overall responsibility for overseeing the admissions process and making admissions decisions in relation to the course they are coordinating.
- 19.3 The Dean has responsibility for oversight of admissions procedures and for resolving admissions issues identified by the Course Coordinator.
- 19.4 The procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other higher education provider policies or under statute or any other law.

20. Related documents

TAFE NSW Higher Education Advanced Standing and Credit Transfer Policy and Procedure TAFE NSW Higher Education Student Grievance Procedure
TAFE NSW Higher Education Progression Exclusion and Graduation Policy and Procedure TAFE NSW Higher Education Tuition Fees, Payments, FEE-HELP, Refunds and Review Policy and Procedure

21. Monitoring and evaluation

This document will be reviewed and updated regularly in line with the TAFE NSW Higher Education Quality Assurance and Continuous Improvement Framework.

22. Publication of this procedure

The current version of this procedure is published on the TAFE NSW internet.
Where appropriate it will be quoted, paraphrased or cited in Subject Guides and on the TAFE NSW Higher Education Learning Management System.

23. Approval

The TAFE NSW Higher Education Academic Board approved this version of these guidelines on 17 May 2018. The TAFE NSW Higher Education Academic Board authorised amendment of these guidelines to align them with One TAFE governance structures on 15 November 2018.