

<b>Policy Name</b>	<b>Admission Policy</b>
<b>Policy Number</b>	G004
<b>Approval Authority</b>	Board of Directors
<b>Responsible Officer</b>	Dean
<b>Operational Responsibility</b>	Head of Admissions Head of Marketing
<b>Purpose</b>	To establish guidelines for student admission to ensure academic preparedness and transparency in the process.
<b>Scope</b>	This policy is applicable to all accredited courses and programs offered by LCI Melbourne (LCIM), encompassing both domestic and international students.
<b>Policy Statement</b>	<p>LCIM is committed to maintaining fair, equitable, and transparent eligibility criteria for the admission and selection of students into its courses. Our Admission Policy aligns with the <i>Higher Education Standards Framework (Thresholds) 2021 (HESF)</i> and <i>Australian Qualifications Framework (AQF)</i> levels and pathways requirements. We adhere to:</p> <ul style="list-style-type: none"> <li>a. <i>Compliance</i>: legislative, contractual, and professional registration requirements,</li> <li>b. <i>Credit Recognition</i>: recognising credit arrangements, and</li> <li>c. <i>Academic Progression</i>: ensuring that applicants possess the requisite academic preparation and proficiency in English necessary for successful academic course progression.</li> </ul> <p>Our comprehensive approach, in compliance with HESF <i>Domain 1: Student participation and attainment</i>, addresses admissions, credit, and recognition of prior learning, as well as <i>Domain 7: Representation, Information, and Information Management</i>, ensuring transparency for both prospective and current students.</p>
<b>Policy</b>	<p><b>1. Entry Requirements &amp; Selection Criteria:</b></p> <p>LCIM admits students from a range of educational backgrounds, including completion of Year 12, previous higher education (HE) or vocational education study, work, and life experience, and for some courses – admissions consultations, portfolios, or pre-selection tasks may be required.</p> <p>A prospective student must meet all the relevant entry requirements for an accredited course at LCIM. This includes both the Minimum Entry Requirements, as well as the specific entry requirements for a chosen course.</p>

LCIM admits students on the basis of their demonstrated capacity to succeed and sets minimum entry requirements for each level of study (e.g. diploma or bachelor degree), including:

- the minimum age requirement
- the minimum English language requirement.
- the minimum academic entry requirements (by level of study/course).

The *entry requirements* for **domestic** applicants are:

- Satisfactory completion of Australian Year 12 or one of the equivalent qualifications as defined under *minimum academic entry requirements*.
- Students residing in Victoria can apply via the Victorian Tertiary Admissions Centre (VTAC) for our February intake. Select LCIM courses have a Guaranteed ATAR. If applicants receive an ATAR equal to or above the Guaranteed ATAR and meet the course entry requirements, they will be guaranteed an offer in the course. For VTAC applicants to receive an offer, the course must be their highest eligible preference.

Year 12 applicants for our Bachelor of Design Arts undergraduate degree via VTAC can get automatic entry (bypass the Admissions Consultation special entry requirement) if they get a pass on one or more of the following Unit 3 & 4 VCE VET units:

- Art Creative Practice
- Art Making and Exhibiting
- Visual Communication Design
- Product Design & Technology
- Applied Fashion Design & Technology
- Creative & Digital Media

The *entry requirements* for **international** applicants are:

- Satisfactory completion of Australian Year 12 or one of the equivalent qualifications as defined under minimum academic entry requirements.
- Proof of English Language Proficiency (IELTS overall score of 6.0, with no skills band lower than 5.5 or equivalent like TOEFL, Pearson Test of English or CAE).
- A current Student visa to study in Australia. Australian visas are issued by the Department of Home Affairs.
- Overseas Student Health Cover (OSHC).

In the Australian higher education sector, an **'international'** or 'overseas' student is a person who:

- is not an Australian citizen or permanent resident; and
- is enrolled, or will enrol, in a course of study with a higher education provider; and
- is aged 18 and over.

An **'international'** or 'overseas' student does not include:

- a New Zealand citizen; or
- a person entitled to stay in Australia, or to enter and stay in Australia without any limitation as to time; or
- a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative.

### **Special Entry Requirements**

For some accredited courses within the field of creative arts and design, applicants are required to participate in an *Admission Consultation*. During this process, applicants may choose to showcase a portfolio of their creative work.

## **2. Publication of Information for Applicants**

Public disclosure of a range of information, including course design and structure, factors considered in selection (e.g., ATAR and other special entry requirements), obligations and liabilities (e.g., fees, HELP liabilities), and available student support and facilities is made accessible to prospective and current students via marketing materials such as, and limited to the LCIM website, social media, advertisements, course brochures and international sales agents' packs.

## **3. Equity & Diversity**

LCIM is committed to supporting student diversity and ensuring that people from all backgrounds have an opportunity to access all accredited courses and programs.

*Special Circumstances or Special Needs:* LCIM fosters a supportive and inclusive community, encouraging students with special needs or educational disadvantages to apply.

*Aboriginal and Torres Strait Island Applicants:* LCIM acknowledges and respects the unique rights of Indigenous Australians to education under the United Nations Declaration on the Rights of Indigenous Peoples.

## **4. Credit & Recognition of Prior Learning (RPL)**

LCIM adheres to HESF *Domain 1.2 on Credit and Recognition of Prior Learning*, implementing the LCIM Academic Credit & RPL Policy and Procedure for fair and transparent assessment. Applicants with prior study or work/life experience can seek recognition through RPL or credit. Credit may be granted for previous studies at any institution globally, including LCIM. Overseas studies are compared to Australian qualifications for eligibility. Additionally, credit for prior experience is considered for skills gained through employment, professional development, short courses, on-the-job training, or life experience.

## 5. Offers of Admission

At LCIM, only specific individuals can decide on a student's admission status:

- An employee or contractor working directly for LCIM.
- VTAC, a trusted organisation, can also make decisions on behalf of LCIM.

If a student receives an offer, it might come with conditions. These conditions could include providing more evidence that they meet the entry requirements or satisfying other details mentioned in the offer.

LCIM might set a deadline for an applicant to accept the offer. If they don't respond within this time, the offer may no longer be valid.

If an applicant has been offered a spot and there are changes to the entry requirements between the offer date and the chosen course start date, LCIM will still honour the offer.

Every admission offer the applicant will receive specific details:

- The course offered
- How they'll attend (full time or part time)
- The teaching period when the enrolment commences
- Duration of study
- Campus location
- Any financial or funding details, including any deposits that need to pay

All admission offers are communicated in writing.

## 6. Selection Outcome

Applicants receive notification of their application outcome within five working days of the completion of the selection process, delivered through both email and mail.

Successful applicants are issued a Letter of Offer (LOO) and provided with detailed information about their rights and obligations before admission, ensuring clarity before accepting any fees. For students currently completing Year 12, a conditional

	Letter of Offer for the following year is available upon meeting all other requirements. In this case, the student is required to submit their high school certificate (Proof of equivalency) before the designated intake dates.		
<b>Definitions</b>	<i>Admission</i>	The process by which an applicant is offered (or denied) a place in a program or course, comprising application, assessment of the application, offer, and acceptance of the offer.	
	<i>Age requirement for entry</i>	A minimum age below which an applicant may not be offered a place.	
	<i>English language entry requirements</i>	A requirement that an applicant must evidence a minimum level of English language proficiency, which is outlined in the Admission Procedure.	
	<i>Entry</i>	An outcome of selection, where an applicant is offered a place in an accredited course and or program.	
	<i>Entry requirement</i>	A requirement an applicant must meet to gain entry.	
	<i>Mature age</i>	Students are considered mature age if they are 21 (for higher education) years of age or older on 1 January of the year they start their LCIM course. This classification includes individuals opting for higher education later in life, who may not have completed Year 12 or took time off after high school, recognising case equivalency for minimum academic entry requirements.	
	<i>Minimum academic entry requirements</i>	<i>Victorian Senior Secondary Qualification</i>	Victorian Certificate of Education (VCE) with or without a Vocational Major.
		<i>Australian Year 12 (other states)</i>	The Australian Senior Certificate of Education for the State.
		<i>New Zealand Level 3</i>	The National Certificate of Educational Achievement.
		<i>International Baccalaureate Diploma</i>	The International Baccalaureate Diploma.
		<i>Australian higher education studies</i>	Satisfactory completion, on an award or non-award basis at any university (including Open Universities Australia), of at least two units (subjects) at undergraduate level equivalent in volume of learning to at least 20 LCIM credit points.
		<i>International tertiary studies</i>	Satisfactory completion of study equivalent to at least six months full time in a course assessed as equivalent to an AQF qualification of at least level 5.

		<i>Australian vocational education studies</i>	Satisfactory completion of an AQF accredited award at Certificate IV or above.
		<i>International secondary schooling</i>	A qualification recognised by LCIM as detailed under the Country or region equivalence webpage for recognised qualifications that are frequently presented by applicants.
	<i>Offer</i>	The offer to an applicant of a place in an accredited course.	
	<i>Selection</i>	Process of assessing applicants and deciding which will be offered a place in an accredited course, and which will be denied a place.	
	<i>Selection task</i>	A course entry requirement whereby applicants are required to complete a specific task(s) such as undergo an admissions consultation, submit a folio of creative work, complete a pre-selection task, etc. Selection tasks are designed to assess an applicant's capacity to succeed in their chosen course and reflect LCIM's commitment to equity and diversity.	
<b>Relevant Legislation and Guidelines</b>	<ul style="list-style-type: none"><li>▪ <a href="#">TEQSA Guidance Note on Admissions transparency</a></li><li>▪ <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a></li><li>▪ <a href="#">2021 Higher Education Support Act (2003)</a></li><li>▪ <a href="#">Australian Qualifications Framework</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="#">Disability Discrimination Act 1992</a></li><li>▪ <a href="#">Study Assist Australia</a></li><li>▪ <a href="#">UN Declaration on the Rights of Indigenous Peoples</a></li></ul>		
<b>Key Related Documents</b>	<ul style="list-style-type: none"><li>▪ Admission Procedure</li><li>▪ Academic Credit and RPL Policy and Procedure</li><li>▪ Admission Consultation Guide (including folio of work and pre-selection task)</li><li>▪ LCIM Selection Assessment Criteria</li></ul>		
<b>Date Approved</b>	12 December 2023		
<b>Date of Commencement</b>	12 December 2023		
<b>Date for Review</b>	Q4 2023		
<b>Documents superseded by this Policy</b>	Admissions 2020		

<b>Amendment History</b>	Policy updated August 2023		
<b>Signed and dated for LCIM</b>		Prof Warren Bebbington	12 December 2023

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Policy/Policy Category	Governance
Responsible Officer	Dean
Stakeholders	Board of Directors Academic Board Executive Management Academic Staff Administrative Staff
Review Date	
Approved by Board of Directors	
Change and Version Control	

Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Dean	New policy and procedure		
2.0	Dean	Update to procedure		
3.0	Dean	Update to procedure		