

Policy Name	Admission Procedure
Policy Number	G004
Approval Authority	Board of Directors
Responsible Officer	Dean
Operational Responsibility	Head of Admissions Head of Marketing
Purpose	To establish a systematic and transparent process for admitting students to all accredited courses and programs at LCI Melbourne (LCIM).
Scope	This Admission Procedure is applicable to all accredited courses and programs offered by LCI Melbourne (LCIM), encompassing both domestic and international students.
Procedure Statement	<p>LCIM follows a comprehensive Admissions Procedure aligned with our commitment to maintaining fair, equitable, and transparent eligibility criteria for student admission as outlined in our Admission Policy. This procedure adheres to the <i>Higher Education Standards Framework (Thresholds) 2021 (HESF)</i> and <i>Australian Qualifications Framework (AQF)</i> levels and pathways requirements, ensuring a robust and compliant approach to admissions.</p> <p>Our procedure includes:</p> <ul style="list-style-type: none"> a. Compliance: We adhere to legislative, contractual, and professional registration requirements to uphold the standards set by regulatory bodies. b. Credit Recognition: We recognise credit arrangements, allowing applicants with prior study or experience to seek credit for relevant achievements, ensuring a smooth academic progression. c. Academic Preparedness: We ensure that applicants possess the necessary academic preparation and English Language Proficiency required for successful course progression. <p>This procedure, in alignment with <i>HESF Domain 1: Student participation and attainment</i>, addresses admissions, credit, and recognition of prior learning. Additionally, it aligns with <i>Domain 7: Representation, Information, and Information Management</i>, ensuring transparency for both prospective and current students.</p> <p>Our commitment to diversity, transparency, and excellence guides every step of the Admissions Procedure, creating a pathway for qualified applicants to thrive in our learning community.</p>

<p>Procedure</p>	<p>1. Entry Requirements & Selection Criteria:</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 of 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> <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:</p> <ul style="list-style-type: none"> ▪ the minimum age requirement ▪ the minimum English language requirement. ▪ the minimum academic entry requirements (by level of study/course). <p>The <i>entry requirements</i> for domestic applicants are:</p> <ul style="list-style-type: none"> ○ Satisfactory completion of Australian Year 12 or one of the equivalent qualifications as defined under <i>minimum academic entry</i> 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. <p>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:</p> <ul style="list-style-type: none"> ▪ Art Creative Practice ▪ Art Making and Exhibiting ▪ Visual Communication Design ▪ Product Design & Technology ▪ Applied Fashion Design & Technology ▪ Creative & Digital Media <p>The <i>entry requirements</i> for international applicants are:</p> <ul style="list-style-type: none"> ○ Satisfactory completion of Australian Year 12 or one of the equivalent qualifications as defined under minimum academic entry requirements.
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- 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.

English Language Proficiency*

The language of instruction at LCIM is English. Applicants can demonstrate their English Language Proficiency in one of the following ways:

1. Achieve minimum scores on tests of English proficiency as described in the English Language Proficiency table below.
2. International Baccalaureate (IB) English Language A1 or A2 (Higher or Standard level), minimum grade of 5 or better.
3. Proof of undergraduate or higher degree conferral from a recognized postsecondary institution where English is the language of instruction. Successful completion of a minimum of two consecutive full-time academic semesters or quarters of post-secondary course work at an equivalent credential level, with a minimum overall score of 68% for degree and 55% for diploma, at a recognized college or university in which English is the language of instruction. Successful completion is defined as passing all courses for which the student was registered during the two semesters.
4. Achieve a PASS on GED administered in English.

	5. 480 score or higher on the Evidence-Based Reading and Writing Section of the SAT.		
	Proof of Proficiency	Certificate & Diploma	Bachelor & Associate Degree
	Cambridge International Examinations	B2 First C1 Advanced 162	C1 Advanced 169+ (minimum of 162 in writing)
	IELTS (Academic)	5.5	6.0 (with no skills lower than 5.5)
	TOEFL (Internet based test iBT)	46 with min of 15 in writing	69 (minimum of 21 in writing)
	PTE-A Pearson (Test of English Academic)	42 with min of 51 in writing	58 (minimum of 50 in writing)
	<p><i>All scores must have been obtained within two years of the start date of the course to be considered valid.</i></p> <p>*If a student has been taught and assessed entirely in English from one of the below LCIM recognised English speaking countries they may be considered to have met LCIM's <i>English Language Proficiency</i> Requirements, subject to achieving the required English results from their senior high school qualification (or equivalent) studies.</p> <p>A proof of studies and/or national identification or visa as proof of citizenship and/or residency will be required for:</p> <p>Australia, Canada (excluding Quebec), New Zealand, United Kingdom (including Northern Ireland) and Republic of Ireland, United States of America, Antigua + Barbuda, Bahamas, Barbados, Belize, Botswana, Cook Island, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guyana, Kenya, Kiribati, Lesotho, Liberia, Malawi, Mauritius, Namibia, Nigeria, Papua New Guinea, Samoa, St Kitts and Nevis, St Lucia, Sierra Leone, Singapore, Solomon Islands, South Africa, Tanzania, Tonga, Trinidad and Tobago, Uganda, Zambia and Zimbabwe.</p> <p>Special Entry Requirements</p> <p>For all accredited courses within the field of creative arts education (e.g., Diploma in Graphic Design, Bachelor of Design Arts), applicants are required to participate in an <i>Admission Consultation</i>. During this process, applicants may choose to showcase a portfolio of their creative work.</p>		

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.

Details of how applicants may apply for entry to LCIM's courses will be published on the LCIM website.

3. Application and Selection Procedure

Domestic students may apply via VTAC or directly to LCIM.

International students may apply directly to LCIM and/or with the support of a LCI-affiliated or independent international study advisor.

For both domestic and international applicants, selection decisions are made without bias or discrimination. LCIM promotes diversity and considers each applicant based on merit and suitability for the chosen course.

LCIM employs a thorough and consistent selection methodology to ensure fair, timely and transparent selections. Some courses may include a specific selection task, such as an admission consultation, portfolio review or pre-selection task. The nature of the task, if required, will be communicated to applicants in advance.

Applicants have the right to request a review of selection decisions. Requests for review should be submitted in writing to the Global Admission Team, who will conduct a fair and impartial review process. If a decision is overturned, the applicant will be notified accordingly.

4. 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.

5. 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.

6. Acceptance Procedure

On receipt of an offer of a place on a LCIM course, applicants may accept, defer, or reject the offer. Accepting the offer implies the applicant is willing to begin study at LCIM the next, or their nominated, course commencement date. Deferring an offer implies the applicant wishes to nominate a course commencement date beyond the next course commencement date. LCIM will honour an offer if it is deferred for up to one calendar year without requiring a new application, assuming the course is still accepting new students. Rejecting an offer implies the student wishes not to study at LCIM and will have to open a new application if they subsequently wish to study at LCIM.

7. 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: Through the direct application process, applicants can indicate if they need additional support or recognition for educational disadvantages, encompassing physical disabilities, geographical isolation, or economic challenges. LCIM upholds equitable access schemes, aligning with the Disability Discrimination Act 1992 (DDA), to facilitate entry into tertiary education for under-represented groups.

Aboriginal and Torres Strait Island Applicants: Through the direct application process, applicants of Aboriginal or Torres Strait Island descent can identify their status. Successful applicants will be eligible for the Indigenous Scholarship, and those seeking additional support for their application are encouraged to contact us.

8. 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 and 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.

If a student believes they are entitled to RPL credit, they may make a claim to the Academic Operations Manager, providing evidence for the claim. Working in association with course specific staff and where appropriate the Dean, the Academic Operations Manager will assess the validity of the claim and either grant or reject the claim. Evidence supporting a RPL claim could include evidence of completion of courses at LCIM or other institutions, relevant course outlines and learning outcomes, letters of recommendation from relevant academics and professionals, or substantive evidence of professional achievement (this list is not exclusive). The Academic Operations Manager will aim to respond to students' RPL claims with a clear accept or decline decision within 2 weeks of receipt of the claim and supporting evidence.

The student may seek an appeal of a decline RPL claim. An appeal should be supported with evidence similar to the evidence required for the initial RPL request. The appeal will be managed by the Dean in collaboration with relevant academic staff. The appeal review will be completed and an outcome communicated to the student within 2 weeks of receipt of the appeal and its supporting evidence. The outcome of the appeal will be regarded as final.

Definitions	<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.	
	<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</i>	Satisfactory completion of an AQF accredited award at Certificate IV or above.

		<i>education studies</i>	
		<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.	
Relevant Legislation and Guidelines	<ul style="list-style-type: none">▪ TEQSA Guidance Note on Admissions transparency▪ Higher Education Standards Framework (Threshold Standards) 2021▪ 2021 Higher Education Support Act (2003)▪ Australian Qualifications Framework▪ Commonwealth Register of International Courses for Overseas Students (CRICOS)▪ National Code of Practice for Providers of Education and Training to Overseas Students 2018▪ Disability Discrimination Act 1992▪ Study Assist Australia▪ UN Declaration on the Rights of Indigenous Peoples		
Key Related Documents	<ul style="list-style-type: none">▪ Admission Procedure▪ Access and Equity Policy and Procedure▪ Academic Credit and RPL Policy and Procedure▪ Admission Consultation Guide (including folio of work and pre-selection task)▪ LCIM Selection Assessment Criteria		
Date Approved	12 December 2023		
Date of Commencement	12 December 2023		
Date for Review	Q4 2023		
Documents superseded by this Policy	Admissions 2020		
Amendment History	Policy updated August 2023		

Signed and dated for LCIM		Prof Warren Bebbington	12 December 2023
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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		