



Admission Requirements Policy and Procedures

Scope

This policy is applicable to Holmes Institute Pty Ltd and to students applying for entry into a course of study at Holmes.

Admission Standards

- Holmes is committed to providing transparent information about its admission requirements and outcomes.
- Holmes has stringent procedures in place that ensure consistent and fair admission into Holmes courses which involve assessing whether a student's qualifications, experience and English language proficiency are appropriate to study in relevant Holmes courses.
 - In some instances, usually in the case of international students, Holmes may also assess a student's genuity in determining whether an offer of admission will be made. In reviewing whether a student is a Genuine Temporary Entrant (GTE), Holmes may consider issues such as the student's study history, financial capacity and the student's choice of course at Holmes.
- Students applying for entry into a course at Holmes must complete the appropriate Application Form and are required to provide the following supporting documentation:
 - proof that they meet relevant English language requirements for admission into a specific course
 - proof they satisfy academic requirements for entry e.g. certified copies of transcripts/qualifications. Transcripts from foreign institutions must be translated.
 - any additional supporting documentation requested by Holmes such as resumes.
- Overseas qualifications will be assessed for equivalence in Australia at the time of application using the Country Education Profiles (CEP) online tool. Australian qualifications and providers will be verified using one of the Australian government's registers, such as Training.gov.au (TGA) and the TEQSA National Register.
- International students who are made an Offer of Admission based on their international student status may not change that status upon gaining residency until the following trimester of study.

English Proficiency Requirements

International students must demonstrate English proficiency through one of the following means.

1. Successful completion of studies in English (Language or Mode of Instruction) e.g. Year 12 at Australian High School or an Australian Diploma or above qualification
2. Successful studies in an Australian Institution at an equivalent study level based on at least a 50% pass rate in the most recent semester of study.
3. An English test score using one of the following English language Tests as approved by Holmes:
 - International English Language Testing System (IELTS)

- Pearson Test of English (PTE)
 - Test of English as a Foreign Language (TOEFL)
 - Cambridge English: Advanced from Cambridge ESOL (CAE).
4. Holmes' may also consider successful completion of English for Academic Purposes (EAP) or an Academic English tertiary preparation program from another provider. Where this occurs, Holmes will determine if the student meets Holmes' English requirements by administering its Entry Placement Test.

English Language Entry Requirements

Sub-bachelor and Undergraduate Courses

Applicants whose secondary school education, undergraduate or postgraduate qualification was not completed in English or whose work in the industry was not carried out in English must demonstrate levels of English proficiency as described below.

Certificate III & IV, Diploma and Advanced Diploma courses

An English test score with minimum requirements as follows:

- IELTS Overall 5.5; OR
- PTE Academic Score of 42-59; OR
- TOEFL iBT Score of 46; OR
- Cambridge English: Advanced from Cambridge ESOL (CAE) Score of 162, OR
- Equivalent as determined by Holmes' Entry Placement Test.

Bachelor degree courses

An English test score with minimum requirements as follows:

- IELTS Overall 6.0; OR
- PTE Academic Score of 50; OR
- TOEFL iBT Score of 60-78; OR
- Cambridge English: Advanced from Cambridge ESOL (CAE) Score of 169, OR
- Equivalent as determined by Holmes' Entry Placement Test.

Postgraduate courses

Graduate Diploma in Business and Master of Business Administration

An English test score with minimum requirements as follows:

- IELTS Overall 6.0; OR
- PTE Academic Score of 50; OR
- TOEFL iBT Score of 60-78; OR
- Cambridge English: Advanced from Cambridge ESOL (CAE) Score of 169, OR
- Equivalent as determined by Holmes' Entry Placement Test.

Master of Professional Accounting 6.5 IELTS or Equivalent

An English test score with minimum requirements as follows:

- IELTS Overall 6.5; OR
- PTE Academic Score of 58; OR

- TOEFL iBT Score of 79-93; OR
- Cambridge English: Advanced from Cambridge ESOL (CAE) Score of 176, OR
- Equivalent as determined by Holmes' Entry Placement Test.

Students who qualify for entry based on academic criteria but fail to meet the above English Proficiency criteria by an IELTS level of 0.5 or more may be offered a place subject to the completion of an enabling course (administered by Oxford House College) involving an English for Academic Purposes course prior to commencing their primary course. Where an enabling English course is offered, the following course times outline the duration that will likely apply.

English Language Course* times based on test score

IELTS 5.0 (PTE: 36 – 41) – Undergraduate: 20-24 weeks

Postgraduate: 24 -30 weeks

IELTS 5.5 (PTE: 42 – 49) – Undergraduate: 10-15 weeks

Postgraduate: 15-20 weeks ELICOS IELTS 6.0 (PTE: 50 – 57) – Postgraduate: 10-15 weeks ELICOS

IELTS 6.5 (PTE: 58 - 64) - No courses available.

At the conclusion of the English for Academic Purposes course, applicants will be expected to demonstrate they have achieved the required English proficiency for direct admission through successful completion of Holmes Entry Placement Test.

*Note: For any additional English language tuition prior to course commencement, additional fees apply for the course. Please contact the Holmes International Office for further information on fees and application process.

Academic Course Entry Requirements

Students must prove they meet the admissions standards relevant to their specific course as follows:

Sub-bachelor and Undergraduate courses

Certificate IV

- Students will be expected to have completed Year 12 (senior high school) or its equivalent in their country of origin.

Diploma, Advanced Diploma and Bachelor Courses

- Successful completion of Year 12 (senior high school), a Certificate IV or equivalent schooling in their country of origin, or
- Successful completion of an approved Tertiary Preparation Program or a Foundation Year program offered by an accredited institution of higher education.
- Applicants may also be allowed direct entry through an approved articulation agreement.

Postgraduate courses

Graduate Certificate

- An Australian Bachelor degree (or equivalent); OR
- A Diploma (or equivalent) plus evidence of a minimum of five years demonstrable relevant industry experience.

Graduate Diploma

- An Australian Bachelor degree (or equivalent); OR
- Advanced Diploma/Associate Degree (or equivalent including overseas associate degree) plus evidence of a minimum of five years demonstrable relevant industry experience.

Master of Business Administration & Master of Professional Accounting

- An Australian Bachelor degree (or equivalent); OR
- Advanced Diploma/Associate Degree (or equivalent) plus evidence of a minimum of five years demonstrable relevant industry experience.

Admission Pathways

Information on alternative admission pathways can be found on Holmes's website. The below list outlines some of these pathways. Students should review the relevant course information to determine if these pathways are applicable for entry into their chosen course.

1. **Evidence to undertake study at higher level:** A student who does not meet the minimum education requirement for entry into a course may be offered entry if they demonstrate relevant and recognised prior learning. This may include a demonstrable record of professional practice, previously attempted courses and (refer to Recognition of Prior Learning Policy).
2. **Mature age entry:** Mature age students (21 years of age and over) may be admitted to a course without meeting academic entry requirements where they can demonstrate the attainment of relevant and recognised prior learning experience. However, such applicants are required to demonstrate capacity to meet course entry requirements. For example, this may necessitate evidence of prior training/ learning, an interview with Holmes, employer references and/or a portfolio of professional work.
3. **Indigenous entry scheme:** Holmes is committed to enabling tertiary education access to Indigenous students. From time to time, Holmes may establish quotas for indigenous intakes to promote diversity and equity.

Admission Procedures

- To be considered for admission, applicants must be eligible for admission as defined in the entry requirements listed above and have lodged a complete application for admission to Holmes (refer to Application checklist below).
- Upon receiving a completed application form, Holmes will date and acknowledge receipt of the application and will process the application.
 - If the applicant is found to be under 18 at the time of application, then this policy should be read in conjunction with Management of U18 International Students Policy and Procedures. Holmes does not accept students under the age of 16 years.
- An offer (for Higher Education Diploma/Bachelor program) will be issued to the applicant or their representative if the applicant meets the relevant course Academic & English Entry Requirements.
- If an applicant does not fulfil the entry requirements of a course, the applicant will be notified that their application is declined with a reason for the decision provided.
- In some instances, Holmes will offer an applicant a conditional offer of admission. Conditional

offers are issued subject to the applicant meeting specified requirements for entry. For instance, an applicant may be studying a Diploma and be offered a place in a Bachelor level course subject to completing the Diploma. Once the offer conditions are met, the student can proceed to study.

○ Circumstances in which a conditional offer is made are listed below:

- **Applicant is unable to provide evidence of English Language Proficiency**

In this instance, the applicant may be asked to:

- a) Produce an English Language Test Certificate & Report for further consideration
- b) Undertake an English Program to achieve the requisite English course level requirement, or
- c) Participate in an English Placement Test through OHC.

- **An onshore applicant is unable to provide evidence of current/previous study**

In this instance, the applicant may be asked to:

- a) Produce an Academic Transcript or Statement of Results of current/ previous study for further consideration
- b) Study Leave / Intermission approval letter from their current education provider along with deferred COE if possible.
- c) Demonstrate their attainment of relevant and recognised prior learning experience that would allow them to undertake higher level study
- d) Personal Statement in support of their application.

- **Applicant has not completed 6 months of the Principal course at another provider prior to seeking admission in a Holmes's course**

The student must have been released by their previous provider (on PRISMS) for a full offer to be given.

- **Applicant does not fulfil the educational requirements to be eligible for direct admission into a Holmes program.**

Where an educational pathway is available, Holmes may offer the student a conditional offer – which involves studying and completing a lower course to gain entry into a higher course. The applicant may also be considered for a different Admission pathway such as those referred to in the header, Admission Pathways on page 4 of this policy.

Application checklist

A complete Admission Application must include:

1. Signed Application Form and in the case of an under 18 student, a completed Care Provider Selection Form as well.
2. Completed Pre-Training Review form and where applicable a completed Language, Literacy and Numeracy (LLN) assessment
3. Copy of passport
4. Copy of current, valid Visa (if an onshore applicant)
5. Evidence of meeting Academic Course Requirements, e.g. Testamur, Provisional Course Completion Letter and/ or Academic Transcripts or Statement of Results
6. Evidence of meeting English Language Requirements
7. COE from current or Previous provider (student visa holders only)

8. Evidence of Release or equivalent from principal course if required (student visa holders only)
9. Any evidence of prior study in Australia including the latest qualification studied – e.g. the provision of latest academic transcript. This information will help in determining if recognition of prior learning may be available to the applicant
10. Evidence of work experience (where appropriate) and supporting Letters from respective companies with dates noted.

Cancellation of an offer

Holmes may withdraw an offer or place in a course, if

- an applicant has falsified or failed to disclose information that would, if known, have led to their application for admission or enrolment being rejected
- an applicant does not pay relevant application or enrolment fees by the due date, and
- availability of spaces in the course or Holmes exceeds approved capacity.

Related Policy documents

- Recognition of Prior Learning Policy
- Credit Transfer Policy
- Complaints and Appeals Policy and Procedures
- Management of U18 International Students Policy and Procedures
- Refunds Policy

Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	Director International			
Implementation Officers	Admissions Officers			
Review Date	June 2022			
Approved by				
Administrative change by the Director under a delegation from the Academic Board (Policy Framework Procedures)				
Version	Authored/ Revised by	Brief Description of the changes	Date Approved	Effective Date
2	Dean (Governance & Accreditation)	Revised Policy (adapted from retired Policy Manual)	23 May 2018	27 May 2018
2.1	Dean (Governance & Accreditation)	<ul style="list-style-type: none"> • Administrative changes made to better reflect Holmes practice including embedding ASQA requirements to Policy. • Policy retitled to Monitoring Attendance and Course Progress Policy. 	16 May 2019	30 May 2019