

## Admission Requirements Policy and Procedures

### 1. Scope

This policy is applicable to Holmes Institute Pty Ltd, Holmes Colleges Queensland Pty Ltd, Holmes Colleges Sydney Pty Ltd, Headmasters Academy Pty Ltd and Holmes Commercial Colleges (Melbourne) Ltd, collectively known as the Holmes Education Group (Holmes) and to students and potential students applying for entry into a course of study at Holmes.

### 2. Admission Standards

- 2.1 Holmes is committed to providing transparent information about its admission requirements and outcomes.
- 2.2 Holmes has stringent procedures in place that ensure consistent, fair and equitable admission into Holmes courses. This involves assessing whether a student's qualifications, experience and English language proficiency are appropriate to study in relevant Holmes courses.
- 2.3 In some instances, usually in the case of overseas students, Holmes may also assess whether a student is a Genuine Temporary Entrant in determining whether an offer of admission will be made. In reviewing whether a student is a Genuine Temporary Entrant, Holmes may consider issues such as the student's study history, financial capacity and the student's choice of course at Holmes.
- 2.4 Students applying for entry into a course at Holmes must complete the appropriate Application Form and are required to provide the following supporting documentation:
  - a) Proof that they meet relevant English language requirements for admission into a specific course;
  - b) Proof that they satisfy academic requirements for entry such as copies of transcripts and/or qualifications. Transcripts from foreign institutions must be translated; and
  - c) Any additional supporting documentation requested by Holmes such as resumes.
- 2.5 Overseas qualifications will be assessed for equivalence in Australia at the time of application using applications and tools such as the Country Education Profiles online tool made available through the Australian Government Department of Education, Skills and Employment.
- 2.6 Overseas students who are made an Offer of Admission based on their status as an overseas student may not change that status upon gaining residency until the following trimester of study.

### **3. Diversity and Equity**

- 3.1 Holmes is committed to diversity and equity in its admissions process and welcomes applications from a variety of potential students regardless of age, sexuality, gender, ethnicity, religion or disadvantage.
- 3.2 Holmes particularly welcomes and encourages applications from Aboriginal and Torres Strait islander peoples.
- 3.3 Holmes endeavours to make the admissions process welcoming, accessible and culturally appropriate for students and potential students from all backgrounds.

### **4. Special Needs and Reasonable Adjustment**

- 4.1 Students are given an opportunity to disclose issues which may affect their studies at admission and at any time during their studies.
- 4.2 Accessible support services are in place for all students including individualised support for students with specific needs. Holmes supports students with a disability, while also ensuring that such students experience equal opportunities relative to other Holmes students within the limits of reasonable accommodation.
- 4.3 Students must inform Holmes if they have any issues they believe will affect their learning prior to beginning their studies. Holmes addresses each request for reasonable adjustment on a case-by-case basis ensuring fairness and equal opportunities are maintained.
- 4.4 Where a physical, learning, psychological or sensory impairment or, a serious medical condition may impair a student's ability to comply with the assessment standard, this information should be disclosed at admission so reasonable adjustments can be considered.
- 4.5 Late disclosure of an impairment affecting on time, on-standard submission of work may seriously affect the student's grade and/or Holmes ability to respond to meet the students' needs or make reasonable adjustment.

### **5. English Proficiency Requirements**

- 5.1 Overseas students must demonstrate English proficiency through one of the following means.
  - a) Successful completion of studies in English (Language or Mode of Instruction) such as Year 12 at Australian High School or an Australian Diploma or higher qualification;
  - b) Successful studies at a recognised Australian educational institution at an equivalent study level based on at least a 50% pass rate in a recent semester of study;
  - c) 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 qualification.

- 5.2 Holmes may also consider successful completion of English for Academic Purposes (EAP) or an Academic English tertiary preparation program from another education provider. Where this occurs, Holmes will determine if the student meets Holmes' English requirements by administering Holmes English Placement Test.
- 5.3 Successful completion of Holmes English Placement Test.

### **English Language Entry Requirements for Specific Courses**

Applicants whose secondary school education, undergraduate or postgraduate qualification was not completed 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 with no band score lower than 5.0; OR
- PTE Academic Score of 42; OR
- TOEFL iBT Score of 46; OR
- Cambridge English: Advanced from Cambridge ESOL (CAE) Score of 162, OR
- Equivalent as determined by Holmes English Placement Test.

#### ***Bachelor Degree courses***

An English test score with minimum requirements as follows:

- IELTS Overall 6.0 with no band score lower than 5.5; 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 English Placement Test.

#### ***Graduate Certificate in Business, Graduate Diploma in Business and Master of Business Administration***

An English test score with minimum requirements as follows:

- IELTS Overall 6.0 with no band score lower than 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 English Placement Test.

#### ***Master of Professional Accounting and Master of Information Systems***

An English test score with minimum requirements as follows:

- IELTS Overall 6.5 with no band score lower than 6.0; 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 English Placement Test.

5.4 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 or equivalent course prior to commencing their primary course. Where an enabling English course is offered, the following outlines the duration of the English course that will likely apply.

Test Score		Likely Duration for Entry to	
IELTS	PTE	Undergraduate	Postgraduate
5.0	36 - 41	20-24 weeks	24-30 weeks
5.5	42 - 49	10 -15 weeks	15-20 weeks
6.0	50 - 57		10-15 weeks

5.5 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 English Placement Test.

5.6 For any additional English language tuition prior to course commencement, additional fees apply for the course. Further information on fees is available on application.

## 6. Academic Entry Requirements

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

### ***Certificate IV***

- Students will be expected to have completed an Australian Year 11 or its equivalent.

### ***Diploma, Advanced Diploma and Bachelor Courses***

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

### ***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
- An Australian Graduate Certificate; 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 and Master of Information Systems***

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

## **7. Admission Pathways**

7.1 Alternative admission pathways to the above listed are open to eligible applicants subject to Holmes' assessment.

7.2 Students should review the relevant course information to determine if these pathways are applicable for entry into their chosen course.

***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 and/or previously attempted courses which may also entitle students to advanced standing (refer to Recognition of Prior Learning Policy and Procedures – VET and Advanced Standing Policy and Procedures – Higher Education).

***Mature age entry:***

Mature age students (21 years of age and over) may be admitted to a course without meeting the above 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 or other learning, an interview with Holmes, employer references and/or a portfolio of professional work.

***Disadvantaged or under-represented groups:***

Holmes endeavours to widen access to study for people traditionally under-represented in tertiary education, through admission policies as well as modes and means of study. This aim and its objectives are achieved through the following strategies:

- a) Developing and implementing policies and practices designed to increase the flexibility of admission criteria;
- b) Endeavouring to make programmes of study accessible to all students, in terms of when, where and how programmes are offered, through flexible, course structures supported by electronic learning applications;
- c) Recognising all forms of structured prior learning and incorporating it into existing courses at all levels;

- d) Evaluating relevant work experience supported by a portfolio of work and incorporating it into admissions criteria at all levels; and
- e) Encouraging, without prejudice, any person willing to commit to education, to develop a varied and wide portfolio of work, and elaborate skill set allowing them to further develop in Higher Education.

## **8. Admission Procedures**

- 8.1 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).
- 8.2 Upon receiving a completed application form, Holmes will process the application.
- 8.3 If the applicant is 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.
- 8.4 An offer will be issued to the applicant or their representative if the applicant meets the relevant course Academic and English Entry Requirements and, if an overseas student, is considered to be a Genuine Temporary Entrant.
- 8.5 If an applicant does not fulfil the entry requirements of a course, the applicant or their representative will be notified that their application is declined with a reason for the decision provided.
- 8.6 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.
- 8.7 Circumstances in which a conditional offer is made are listed below:
  - a) Applicant is unable to provide evidence of English Language Proficiency**  
In this instance, the applicant may be asked to:
    - i. Produce an English Language Test Certificate and Report for further consideration
    - ii. Undertake an English Program to achieve the requisite English course level requirement, or
    - iii. Participate in the Holmes English Placement Test through OHC.
  - b) An onshore applicant is unable to provide evidence of current/previous study**  
In this instance, the applicant may be asked to:
    - i. Produce an Academic Transcript or Statement of Results of current or previous study for further consideration.
    - ii. Produce a deferral approval letter from their current education provider along with deferred COE if possible.
    - iii. Demonstrate their attainment of relevant and recognised prior learning experience that would allow them to undertake higher level study.
    - iv. Provide a Personal Statement or reference in support of their application.

- c) **An International 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.
- d) **The Applicant does not fulfil the educational requirements to be eligible for direct admission into a Holmes program.**
  - i. 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.
  - ii. 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.

## **9. Application checklist**

A complete Admission Application must include:

- 9.1 Signed Application Form, and in the case of an under 18 student, an application form signed by a parent or authorised guardian and a completed Care Provider Selection Form.
- 9.2 For VET students, a completed Pre-Training Review form and where applicable a completed Language, Literacy and Numeracy (LLN) assessment.
- 9.3 Copy of passport.
- 9.4 Copy of current, valid Visa (if an onshore applicant).
- 9.5 Evidence of meeting Academic Course Requirements, e.g. Testamur, Provisional Course Completion Letter and/ or Academic Transcripts or Statement of Results.
- 9.6 Evidence of meeting English Language Requirements.
- 9.7 COE from current or previous provider (student visa holders only).
- 9.8 Evidence of Release or equivalent from principal course if required (student visa holders only).
- 9.9 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 advanced standing may be available to the applicant.
- 9.10 Evidence of work experience (where appropriate) and supporting letters from respective companies with dates noted.

## **10. Cancellation of an offer**

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

- a) An applicant has falsified or failed to disclose information that would, if known, have led to their application for admission or enrolment being rejected; or
- b) An applicant does not pay relevant application or enrolment fees; and
- c) Availability of spaces in the course or Holmes exceeds approved capacity.

## **11. Complaints and Appeals**

Students and potential students who are dissatisfied with any aspect of the admission process as it relates to their application, including admission decisions, are entitled to make a complaint in accordance with Holmes’ Complaints and Appeals Policy. If still not

satisfied with the outcome of the complaint students and potential students may lodge an appeal in accordance with Holmes' Complaints and Appeals Policy.

### Version Control and accountable officers

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

<b>Responsible Officer</b>		Chief Operating Officer		
<b>Implementation Officers</b>		Admissions Officers		
<b>Review Date</b>		June 2023		
<b>Approved by</b>				
Academic Board				
<b>Associated Documents</b>				
Diversity and Equity Policy and Procedure Advanced Standing Policy and Procedures – Higher Education Recognition of Prior Learning Policy and Procedures - VET Complaints and Appeals Policy and Procedures Management of U18 International Students Policy and Procedures Refunds Policy Aboriginal and Torres Strait Islander Peoples Education Policy Letter of Offer and Acceptance Application Form				
<b>Version</b>	<b>Authored/ Revised by</b>	<b>Brief description of the changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
2	Dean (Governance & Accreditation)	<ul style="list-style-type: none"> <li>Revised Policy (adapted from retired Policy Manual)</li> </ul>	23 May 2018	27 May 2018
2.1	Dean (Governance & Accreditation)	<ul style="list-style-type: none"> <li>Administrative changes made to better reflect Holmes practice including embedding ASQA requirements to Policy.</li> <li>Policy retitled to Monitoring Course Progress Policy and Procedures.</li> </ul>	16 May 2019	30 May 2019
2.2	Director of Quality and Risk	<p>The following statements added in the policy:</p> <ul style="list-style-type: none"> <li>Diversity and Equity Statement</li> </ul>	13 May 2020	13 May 2020



		<ul style="list-style-type: none"><li>• Special Needs and Reasonable Adjustment Statement</li><li>• Complaints and Appeals</li></ul>		
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