

# Admissions Policy (GC)

Queensland Institute of Business Technology Pty Ltd  
ABN 38 076 195 027

## Document

|                           |   |
|---------------------------|---|
| <b>Document Name</b>      | Admissions Policy (GC)  |
| <b>Brief Description</b>  | This Policy outlines the principles which govern the admission of students to all Griffith College programs and applies to all categories of students, including domestic and international students. |
| <b>Responsibility</b>     | Admissions and Recruitment Manager  |
| <b>Initial Issue Date</b> | 31/03/2008  |
| <b>Authorising Body</b>   | Management Committee  |

## Version Control

| <b>Date</b> | <b>Version No.</b> | <b>Summary of Changes</b>  | <b>Reviewer Name and Department/Office</b> |
|-------------|--------------------|--|--|
| 18.03.2020  | 15                 | Updated to reflect various changes to entry requirements, readmission, and links.                            | Admissions Manager                         |
| 30.11.2022  | 16                 | The policy (and assessment process) has been reviewed and updated to ensure clarity and inclusion of equity. | Admissions and Recruitment Manager         |

## Related Documents

| <b>Name</b>  | <b>Location</b>            |
|--|----------------------------|
| Student Complaints and Appeals Policy  | <a href="#">Policy HUB</a> |
| Program Progression Policy   | <a href="#">Policy HUB</a> |
| Withdrawal, Deferral from Program Before Enrolment Policy                                    | <a href="#">Policy HUB</a> |
| Change to Enrolment Policy   | <a href="#">Policy HUB</a> |
| Recognition of Prior Learning Policy   | <a href="#">Policy HUB</a> |
| Welfare Arrangements for Under 18 International Students Studying at Griffith College Policy | <a href="#">Policy HUB</a> |
| Student Fees and Charges Policy  | <a href="#">Policy Hub</a> |

| Name   | Location                         |
|--|----------------------------------|
| Refund Policy  | <a href="#">Policy Hub</a>       |
| First Peoples Education Policy   | <a href="#">Policy Hub</a>       |
| English Language Qualifications Accepted by Griffith College for Undergraduate Admission | <a href="#">Document Library</a> |
| Griffith College Website   | <a href="#">Website</a>          |
| Griffith College Website Apply Now (Study Link)  | <a href="#">Website</a>          |

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# 1 Purpose and Scope

## 1.1 Introduction

This Admissions Policy sets out the approach of Griffith College relating to the admission of all students, including domestic and international students, to all Griffith College programs.

## 1.2 Purpose

The purpose of this Policy is to outline Griffith College's admissions process and principles.

## 1.3 Scope

This Policy has been prepared in accordance with Griffith College's Student Complaints and Appeals Policy, Program Progression Policy, Deferral of Offer Policy, Change to Enrolment Policy, Recognition of Prior Learning Policy, Welfare Arrangements for Under 18 International Students Studying at Griffith College Policy and the English Language Qualifications Accepted by Griffith College for Undergraduate Admission. This policy is benchmarked against the Griffith University undergraduate programs admissions policy.

# 2 Policy Statement

This policy sets out the principles which govern the admission of students to all Griffith College programs and applies to all categories of students, including domestic and international students and acts as a guide for decision making and processing to ensure consistent and fair assessment for all applications.

This policy has been developed in line with requirements as set out in the:

- Education Services for Overseas (ESOS) Act 2000 and the National Code 2018
- TEQSA's Higher Education Standards Framework (Threshold Standards) 2021
- Australian Qualifications Framework (AQF).

A domestic applicant is one who holds citizenship of Australia or New Zealand, is an Australian permanent resident or permanent humanitarian visa holder.

All other applicants are deemed international applicants and must have or obtain a visa that allows for international study in Australia.

The language of instruction at Griffith College is English. International students must demonstrate a suitable level of English proficiency before being admitted to a program.

All international applicants must apply by completing the Griffith College Application Form. The application form can be found via Study Link Connect on the Griffith College website at [griffithcollege.edu.au/how-to-apply/apply-now/](http://griffithcollege.edu.au/how-to-apply/apply-now/) All applications must be accompanied by true and certified copies of documents detailing the most recent academic qualifications and results.

International students will also be assessed against Genuine Temporary Entrant (GTE) criteria to determine if they are a genuine student.

All domestic applicants can apply for admission either through the Queensland Tertiary Admissions Centre (QTAC) or directly to the College via Study Link Connect on the Griffith College website. Domestic Applicants in the Trimester 1 directly following their graduation from High School must apply via QTAC.

## 2.1 Principles

Griffith College's Admission Policy and practices are designed to put into effect the following principles:

- admission offers are made to applicants who are judged to have the background and abilities to have a reasonable expectation of success in the program to which they are made an offer and who are likely to benefit from university study
- admission offers are made broadly on merit based on demonstrated achievement, especially academic achievement, and are free of patronage, bias and unlawful discrimination
- admission offers may also take account of other factors such as work and life experience, demonstrated commitment and specific achievements related to particular fields of endeavour.
- through admission, the College seeks to provide access to persons who have experienced educational or social disadvantage and to address the under-representation of specific community groups in university education
- Griffith College welcomes applications from Aboriginal and Torres Strait Islander (ATSI) peoples and provides a range of support services that may assist ATSI, and other students, succeed in their study.
- Griffith College complies with the Admissions Transparency requirements as specified by TEQSA and the Department of Education.

## 3 Admission Criteria

### 3.1 International applicants

#### 3.1.1 Academic Entry Requirements

To be eligible for an admission offer into a Griffith College **diploma program**, an applicant shall be assessed as eligible for admission on the basis of achieving an academic qualifications equivalent to Australian Year 12 study.

To be eligible for an admission offer into a Griffith College **foundation program**, an applicant shall be assessed as eligible for admission on the basis of achieving an academic qualifications equivalent to Australian Year 11 study.

A guide of appropriate country specific equivalents is listed on the [Griffith College website](#) and in the Griffith College Student Guide.

All applications must be accompanied by true and certified copies of documents detailing the most recent academic qualifications and results.

#### 3.1.2 Alternative Entry Requirements

International applicants must be 21 years or over or over at time of commencement to be considered for alternative entry.

Applicants are assessed on the basis of work experience relevant to the program and are required to provide information on work experience, including details of employer, length of employment, position held, and duties undertaken in the role. References and/or a statement from the employer substantiating the work claim are also required.

Applicants are also required to submit a short statement articulating how they will use the knowledge, skills, abilities and personal qualities gained through life experience to succeed in their chosen course.

## 3.2 Domestic applicants

### 3.2.1 Academic Experience:

Successful completion of the below academic certifications if completed in the past 5 years:

- Queensland Certificate of Education (QCE) program with at least passing grades in 3 General or Applied Subjects, equivalent from any other state or territory in Australia, or the International Baccalaureate (IB) Diploma Programme with a score of 22; or
- Australian Certificate III or higher or;
- Passes in at least three (3) general/applied subjects from Year 12 (Units 3 and 4 in Queensland).

If completed qualifications are more than 5 years old, applicants may be required to submit further evidence from the alternative entry requirement criteria or have an interview.

### 3.2.2 Alternative entry requirements

Applicants are assessed on the basis of personal competencies and work experience including type and length of employment.

Applicants must be over the age of 18 to be eligible for entry on the basis of work experience.

Applicants may be assessed on a combination of the below:

- a detailed resume of employment and study history
- evidence of a minimum of 2 years work experience including:
  - Statement of service written on company letterhead
  - Completion of Griffith College [Employment history and readiness for higher-education study form \(Appendix 1\)](#)
- personal competency statement including:
  - a brief summary of education to date
  - the applicants' desire to study selected course including their future career goals
  - practical examples of the applicant's tertiary maturity and readiness for study
- qualifications completed more than 5 years ago

#### 3.2.2.1 Other consideration

Provision is made to admit individual persons who may not meet all published admission criteria but, on the basis of other considerations, including that the person has a high probability of success in their study, the Academic Director or relevant Program Convenor/Advisor can make a recommendation for an applicant to receive an offer.

Applicants of Aboriginal and Torres Strait Islander descent who may have experienced disadvantage in accessing and participating in education (due to factors beyond their control) may be assessed to determine suitability for admission. Customised support will be provided as required.

## 3.3 Minimum Age for Admissions

### 3.3.1 International applicants

International applicants who are under the age of 18 at the time that they commence their studies will be required to demonstrate acceptable living and welfare arrangements, as required under the Education Services for Overseas Students Act 2000 before commencing their program of study. Please refer to the [Welfare Arrangements for Under 18 International Students Studying at Griffith College Policy](#).

### 3.3.2 Domestic Applicants

Domestic applicants under the age of 17 seeking admission must have completed their secondary studies to year 12 level or completed an AQF Certificate 3 or higher and all admission requisites.

### 3.4 English Language

International applicants, and domestic applicants for whom English is not their first language, seeking admission to diploma programs that are taught and assessed in English, are required to meet the following prescribed minimum proficiency standards in English language to be considered eligible for admission for study; unless otherwise specified on the program pages on the [Griffith College website](#) or in the Griffith College Student Guide:

- A minimum overall band score of 5.5 on IELTS Academic (International English Language Testing System - Academic) with no sub-score of less than 5.0; or
- A minimum score of 525 on TOEFL (Test of English as a Foreign Language); or
- An internet-based (iBT) TOEFL score of 46; or
- No score less than 2+ in each skill of the ISLPR (International Second Language Proficiency Rating) (conducted by ISLPR Language Services only); or
- A minimum score of 46 in the Pearson Test of English Academic; or
- A minimum score of 162 (with no score below 154) in the Cambridge English Scale.

English test results must be no more than two years old at the time of application for entry to the Foundation and Diploma programs.

In some countries the Australian Department of Home Affairs (HA) requires students to provide a minimum IELTS score (or equivalent) as part of the student visa process. These English language requirements may be different to those required by Griffith College. Therefore, satisfying the English language requirements for admission to Griffith College may not satisfy the requirements for a student visa.

#### 3.4.1 English Language Pathways

For the purpose of admission, Griffith College recognises the following English language admission pathways as consistent with the English language entry requirements for the College, unless otherwise stated in the program pages of the Griffith College website or brochure for entry to a specific program. Supporting documentary evidence is required. Satisfactory completion within the past 5 years of one of the following:

- A minimum of one-year full-time equivalent senior secondary, post-secondary, associate degree- or degree-level study or equivalent in one of the following countries: Canada (excluding Quebec), New Zealand, Australia, Republic of Ireland, United States or United Kingdom;
- One of the qualifications specified in Appendix 2 – [English Language Qualifications Accepted by Griffith College for Undergraduate Admission](#);
- At least the final two years of a senior secondary or post-secondary qualification in a country other than those specified above with English as the language of instruction and assessment/ examination and gaining a satisfactory pass in English in the final year. Applicants must supply a letter from the Principal or Registrar of the institution at which he or she studied, confirming successful full-time study was conducted in English;
- The Griffith English Language Institute English Direct Entry Program (DEP) (entry requirements are dependent on the program of study); or
- Admission is sought to a Griffith College program offered offshore where instruction is wholly or partially in a language other than English, provided that the Academic Board

has approved the offering of the program in a language other than English and has approved the procedures by which Griffith College assures the quality of the teaching and assessment.

### 3.5 Genuine Student

A 'genuine student' is a student who intends to obtain a successful education outcome at Griffith College and Griffith University and has the language and educational background, means to tuition payment, and has a reasonable chance of achieving this educational outcome.

In determining whether an applicant is a genuine student, Griffith College will consider a range of circumstances of the applicant, in addition to the academic and English capability. These may include:

- Applicant's Statement of Purpose;
- Relevance of the program to applicant's previous education;
- Gaps between academic activities of the applicant;
- Relevance of the program to the applicant's past or proposed future employment;
- Financial capability of the applicant (international applicants);
- Family situation of the applicant (international applicants).

Where the student is an international student visa holder, Griffith College must be satisfied that, in addition to the English Language and academic requirements, the applicant has demonstrated financial capacity to meet program and living costs and the intention to comply with their student visa conditions. 'Intention to comply with student visa conditions' is an assessment which considers a number of circumstances of the applicant including previous visa applications, compliance with student visa conditions, or previous student visa breaches.

### 3.6 Application Declaration

All applicants are required to complete a declaration at the time of submitting their application for admission, which includes a statement that all information provided for the purpose of admission to the Griffith College, is true and correct.

An applicant who provides inaccurate, incomplete, fraudulent or misleading information shall have their offer of admission withdrawn; and their enrolment terminated. An applicant who provides inaccurate, incomplete, or misleading information shall not be eligible to apply for admission to Griffith College for a period of 2 years. An applicant who provides fraudulent information will be ineligible to apply for admission to Griffith College.

### 3.7 Verification of Qualifications

All applications are required to be accompanied by true and certified copies of documents verifying academic qualifications and English results. Griffith College requires all supporting academic qualifications to be submitted in the original language and a translated copy. All international qualifications are checked against the:

- National Office of Overseas Skills Recognition (NOOSR) guidelines published by the Department of Education for equivalence to Australian qualifications;
- National Recognition Information Centre for the United Kingdom (UK NARIC), which is the UK National Agency providing official source of comparison information and advice on international education and training systems and overseas skills qualifications;
- IELTS Test Report Form (TRF) Verification Service; or
- Test of English as a Foreign Language (TOEFL) Verification Service.

If the Institution is not listed on NOOSR or NARIC, Griffith College may check to see if the Institution is accredited by a regulatory body in the home country.

Griffith College may request the applicant to have:



- the translation certified by the closest Australian embassy;
- a document signed by a bilingual notary; or
- provided transcripts (or other relevant documents) in sealed envelopes to be posted to our offices directly from the Institution concerned.

Should the applicant be unable to meet with any of the above requests, Griffith College reserves the right to not offer the student a place to study in our programs.

## 4 Admission Processes

### 4.1 Offers of Admission

Offers of admission provide details of the program, campus location, planned study duration, tuition fees, and associated policies. All enrolment terms and conditions including commencement trimester and year are outlined in the offer. Please refer to [Student Fees and Charges Policy](#) and the [Refund Policy](#).

#### 4.1.1 Withdrawal of Admission Offer

Griffith College reserves the right to withdraw an offer and cancel the enrolment of any person where an offer was made on the basis of incomplete, inaccurate or fraudulent information supplied by the applicant or a certifying authority, or where an applicant is excluded from any tertiary institution or tertiary program at any time. Griffith College may also revise or rescind an offer based on changes to the admissions entry criteria for a program, or changes in a program that would result in a variation of credit or progression to Griffith University.

#### 4.1.2 Transfer to another Program before commencing study

Applicants who have received an admission offer and who have not yet commenced study in the program to which they have been admitted, and who wish to change to another program, may make application to the Admissions Office.

If the applicant meets all the requirements for admission to the new program, the request to transfer may be approved. Upon approval to change program, an Admissions Officer will then review eligibility for the new program and make necessary updates within the Student Management System and issue a revised CoE for the new program. Please refer to the Griffith College [Change to Enrolment Policy](#).

### 4.2 Deferment

An applicant may seek to defer commencement of studies until a subsequent Trimester. Full details the deferral process may be accessed through the Griffith College Withdrawal, Deferral of Program before Enrolment Policy.

### 4.3 Readmission

Students who have discontinued their enrolment in a program, may apply to be readmitted to the College, their new application will be assessed and may have additional admission criteria applied. If approved for readmission, students may be subject to certain academic conditions including interviews and probation.

#### 4.3.1 Admission after exclusion from another education provider

Applicants seeking admission to a Griffith College program, who have been excluded from another education institution for academic or non-academic reasons, will be required to meet with a Student Learning Advisor prior to commencement of classes to discuss their study plan. In addition, they will be subject to last-chance probation conditions, that is, satisfactory academic performance will be required in the student's first Trimester of study at Griffith College (see [Griffith College Program Progression Policy](#)), or they will be facing exclusion.

Applicants who have been excluded from Griffith University and who choose to enrol in a program at the College will be offered a stand-alone diploma and be subject to conditions as outlined above. Upon successful completion of the diploma, student should request readmission directly to Griffith University.

#### 4.3.2 Admission after exclusion from Griffith College

Conditions for readmission after a previous exclusion from Griffith College apply in the following circumstances:

- Student excluded from a Griffith College program, applies to return to study;
- Student eligible for exclusion at Griffith College, however, on appeal provided with an opportunity to transfer to a more appropriate provider, seeks return to Griffith College;
- Student eligible for exclusion at Griffith College, however, on appeal provided with an opportunity to transfer to a more appropriate pathway, seeks to return to their previous pathway.

Applications must be received by Griffith College at least four weeks prior to the commencement of the trimester in which the student seeks to resume study, providing at least two trimesters have elapsed since the exclusion, or eligibility for exclusion.

An Application Form, must be submitted and accompanied by a letter directed to the Griffith College Academic Director or nominee. Applications for readmission will be assessed by the Academic Director or nominee who may take advice from relevant Program Convenor/s.

In cases where the student has applied to be admitted to a different program of study to that previously undertaken with the College (e.g. excluded from Engineering, seeking to change to Commerce), the Academic Director or nominee, may request evidence of study completed prior to the program of study which resulted in exclusion.

In order to be satisfied that the student has a reasonable chance of success in returning to study, factors taken into consideration may include:

- changed circumstances;
- academic and/ or vocational performance since exclusion;
- maturity and motivation.

If necessary, the Academic Director or nominee may impose specific conditions and require the student to attend a pre-admission interview before making a final decision on the application.

An application for readmission following exclusion is not automatically approved and will not be considered until at least two Trimesters have elapsed since exclusion.

If a student is accepted for readmission, they will be subject to last-chance probation, that is, satisfactory academic performance will be required in the student's returning Trimester (see program progression criteria outlined above), or they may face automatic exclusion at the end of that Trimester.

Where an application for readmission following exclusion is not approved by the Academic Director or nominee, the decision is final.

#### 4.4 Recognition of Prior Learning

Recognition of Prior Learning refers to the granting of credit towards a program of study at Griffith College. The Griffith College Recognition of Prior Learning Policy establishes the grounds on which credit would be considered and the process for doing so.

#### 4.5 Appeals

Applicants who have been unsuccessful in seeking admission to Griffith College, and who are dissatisfied with the outcome of their admission application, may seek to appeal this decision through provisions within the Griffith College Student Complaints and Appeals Policy.

### 5 Responsibilities

| Responsibility   | CDP | QCM | AD | DSAS | PC | AB | PAC | AM | DMA  | All |
|--|-----|-----|----|------|----|----|-----|----|------|-----|
| Maintain currency of policy and revise in line with Griffith University  | S   | C   | S  | C    | I  | C  | C   | A  | A, R | I   |
| Review and update admissions requirements by Benchmarking against graduate outcome   |     | C   | R  | C    | S  | C  | C   | A  | A    | I   |
| Update corresponding processes   |     |     | I  |      |    |    |     | R  | A    | I   |
| <p>CDP = College Director &amp; Principal, CFM = College Finance Manager, QCM = Quality &amp; Compliance Manager, AD = Academic Director, DSAS = Director, Student &amp; Academic Services, DMA = Director, Marketing &amp; Admissions, Admissions &amp; Recruitment Manager = AM, AB = Academic Board, All = Staff, PC = Program Convenor, PAC = Program Advisory Committee</p> <p>R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed</p> |     |     |    |      |    |    |     |    |      |     |

### 6 Compliance

#### 6.1 General

The Student Recruitment and Admissions Manager (s) will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the College website, digital campus, and communication from Marketing and Admissions teams.

#### 6.2 Relevant Legislation

Education Services for Overseas (ESOS) Act 2000

Higher Education Standards Framework (2021) Standard 1.1 and 1.2

National Code 2018 Standards 1 – 5

Australian Qualifications Framework (AQF)

#### 6.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

6.4 Records Management

All records in relation to this document will be managed as follows:

| Record type | Owner                            | Location   | Retention                                       | Disposal           |
|-------------|----------------------------------|------------|---|--------------------|
| Policy      | Admissions & Recruitment Manager | Policy Hub | Permanently with control in place for revisions | Policy Hub archive |