

## **A003 STUDENT ADMISSION**

### **1. Purpose**

SAIBT is committed to facilitating the efficient processing and entry of students into its courses.

### **2. Overview**

SAIBT offers clear and concise information and application procedures by means of printed material and the SAIBT website ([www.saibt.sa.edu.au](http://www.saibt.sa.edu.au))

SAIBT will give formal recognition for prior learning through assessment processes and appropriate reporting and certification of the outcomes of these processes.

SAIBT will implement a system and process to assess and recognise an applicant's knowledge gained through previous training and work experience.

All students have the right to an induction process that will enable them to gain the information they require to use the facilities and become acquainted with relevant policies and procedures as quickly as practicable.

It is the responsibility of the Academic Director to ensure all students are provided with induction information.

### **3 Advanced Standing**

A maximum of 50% of advanced standing within a program will normally be granted, subject to approval of an application for credit or RPL. In exceptional cases and on approval of the Academic Advisory Committee, additional advanced standing may be granted.

#### **3.1 Recognition of Prior Learning**

Recognition of Prior Learning (RPL) is consistent with the concept of competency based training in that the emphasis is upon the learner and their current knowledge and skills or competencies, not on how the learning took place.

RPL offers applicants the opportunity to gain formal recognition for knowledge and skills gained through informal and formal training and on the job experience.

#### **Definition**

'Recognition of Prior Learning' is the determination, on an individual basis, of the advanced standing the learner is entitled to as a result of previous formal training, work experience and/ or life experience.

#### **Scope**

This policy covers the provision of RPL services offered by SAIBT as a component of the units of competency which it is registered to deliver.

The policy covers the processes that lead to the formal recognition of an applicant's knowledge, skills and competence achieved through previous training and work experience.

### **Procedural Framework**

Student will complete a Recognition of Prior Learning application form and submit it to the Academic Director.

The application will be assessed by the Academic Director and an appropriately qualified academic, who will judge the application to:

- meet the requirements for advanced standing, or
- need further substantiation through an oral and/or written assessment, or
- fail the requirements for advanced standing.

If the application is judged as meeting the requirements, it will be forwarded to appropriate University staff for ratification.

The University staff will make the final decision on advanced standing.

### **Mutual Recognition**

As required by the AQTF, SAIBT recognises qualifications and Statements of Attainment issued by RTOs throughout Australia.

## **3.2 Credit**

Applications for credit must be based on prior study.

The Academic Director, in conjunction with the lecturer of the course for which credit is sought will assess the compatibility between the student's previous study and the course documentation.

Where a reasonable match is adjudged, the Academic Director will forward the documentation and a recommendation to the appropriate University staff for consideration.

The University staff will make the final decision on credit.

## **3.3 Appeals**

An applicant who is dissatisfied with the decision with respect to RPL, credit or advanced standing may lodge a written appeal with the Academic Director.

Where an applicant is dissatisfied with the decision of the Academic Director the applicant shall have the right of appeal to the Academic Advisory Committee.

## **4. Identifying the Needs of Students**

Individual physical needs are identified during the enrolment process. Where accommodation is required students complete an Accommodation Request Form which includes information about disability, dietary requirements, etc. This is then referred by the Accommodation Officer to the Academic Director. Any other information gleaned during the enrolment process relating to individual students needs is referred to the Academic Director by the International Students Admissions Officer.

International students enrolling in the Diploma programs must meet standards of English language proficiency to be accepted directly into the program. Students entering via an English Language college must undertake an English language test prior to enrolment. Any problems noted are relayed to the Academic Director. The Academic Director will consult with staff and the student, and a plan of action is devised.

An Introduction to Tertiary Skills course has been developed and offered free of charge to students who wish to undertake it and to those who are identified as needing support by teaching staff.

All teachers have 4.25 hours of lecture and tutorial time per subject and are expected to be available for another hour per week per subject for individual assistance.

Students have contact telephone numbers of staff which students can use when they need assistance.

The Academic Director maintains regular communication with teaching staff regarding the needs and progress of students in individual subjects.

A student counsellor is available for consultation with students. Appointments may be made direct by students with the counsellor or on referral from teaching staff.

POLICY NAME	A003 STUDENT ADMISSION
Reference Authority	Director
Date of Approval	1 December 2006
Amendments	18 December 2006 Approved by Academic Advisory committee

## **STUDENT ADMISSION PROCEDURE**

1. On receipt of a request or enquiry about a course, course information is be sent or given to the prospective student.
2. A student wishing to enroll in a course is asked to complete an application form, and is informed that admission occurs only after the prescribed course fee is received by SAIBT.
3. Course vacancies are filled on a first-come-first-served basis (ie applicants who apply first will be placed first)
4. Applicants are admitted to a course:
  - when they provide evidence of meeting pre-requisite course requirements
  - when they have registered and paid fees, and
  - if there is a vacancy in the course for which they are applying. Where no vacancy exists, applicants are offered a place in the next available course.

## **APPENDIX 1 - SAIBT Entry Requirements**

- General Academic Entry Requirements are outlined on the Admissions Requirement page of the SAIBT Brochure.
- Where no entry requirements are listed for a particular country, entry is assessed against the equivalent level of education as outlined in the NOOSR Guide for the country in question.
- Where 'successful completion' is listed as a criterion for acceptance, this shall be based on the NOOSR guides interpretation of successful completion. (For example, entry to Certificate IV level for Hong Kong nationals is stated in the prospectus as 'Successful completion of Form 5 (HKCEE)' The NOOSR guide indicates this to be 'four or five passes' at this level.)
- Where a student applies against the Mature Age Entry criteria, relevant work experience and other acceptable qualifications will also be considered.
- General English Language Requirements are also outlined on page 11 of SAIBT prospectus.
- The main forms of assessment are specific grades in English, usually at Form 5 level, or a recognised English language test, such as TOEFL or IELTS.
- Where an IELTS score is not required for visa assessment purposes (i.e. AL 1 and 2 countries), and a student has not completed the relevant English course, or attained an acceptable grade, an in-house English test can be administered to ascertain a student's current level of English proficiency.
- A student failing to meet the minimum level of English proficiency is required to do pre-course Bridging English, usually determined as 10-15 weeks for each 0.5 of an IELTS point they fall below direct entry level. A Mixed Program option for students is also available, as outlined below.

### **SAIBT Program Options**

- SAIBT offers a range of Program Options.
- Part-time study is only available to Australian Citizens or Permanent Residency Holders. All International students are required to be enrolled in a minimum of three and a maximum of four courses per semester, unless in their final semester of study.
- The Standard Program runs over two SAIBT semesters, or eight months. Students also have the option of taking the Standard Program over three semesters, or one academic year. This option applies to both the Certificate IV and Diploma levels of study.
- The Diploma Extended Program consists of a Certificate IV Standard Program, followed by a Diploma Standard Program, and may be completed in a minimum of four semesters.

- The Transfer Program is an option available for those students who fall just below the requirements for direct entry into a Diploma program, for example local students with a TER score in the range 45-55.
- These students, instead of being required to complete a Diploma Extended Program, are given the option of completing only one semester at Certificate IV level. They must enrol in four courses, and must achieve an average of 70% across the four courses to qualify for 'transfer' into the Diploma program.
- Students who do not achieve a 70% average are required to complete the full Certificate before advancing to Diploma level. Only students initially offered a Transfer Program option are eligible for early promotion on attaining a 70% average in four courses in their first semester of study.
- The Mixed Program option mentioned above allows those students who fall just short of the minimum English entry requirements, to commence their course without having to do a pre-program English course.
- Students given this option are required to complete a total of ten courses, rather than the standard eight, with the first semester of study at either Certificate IV or Diploma level consisting of two academic courses and the two extra English courses. The Mixed program option can only be taken over a minimum of three semesters (one academic year.)
- Entry requirements for the Mixed Program are outlined on page 11 of SAIBT prospectus.
- In the case where a student requires both the Mixed and Transfer options combined, special conditions apply.

The Mixed/Transfer Program option requires a student to study two Certificate IV courses plus two English courses in their first semester of study. In their second semester they are required to study three more Certificate IV courses, and attain an average of 70% in four of the five academic courses studied to be eligible for 'transfer' into the Diploma program. Students not meeting this criterion will be required to complete the entire Certificate program before commencing at Diploma level.