

Policy and Procedure

Name:	Selection and Admissions Policy
Approved by:	The Dean of AIM Business School
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Implementation Owner	The Dean
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SECTION 1 – INTRODUCTION

PURPOSE

AIM Business School upholds the principle that all applicants seeking to enrol are treated fairly and equitably. To ensure this, we will have open, fair, clear and transparent procedures that are based on clearly defined admissions criteria for making decisions about the selection of students.

Students will be selected on merit, based on the published criteria. We will ensure that throughout the process of admissions and selection, applicants are treated courteously and expeditiously.

Entry criteria and application procedures are published in the Student Handbook and on the website for the information of persons seeking to enrol with AIM Business School.

SCOPE

This policy applies to all applicants for admission to AIM Business School's higher education courses.

SECTION 2 – POLICY AND PROCEDURE

PRINCIPLES

Selection and admission to courses at AIM Business School are based on processes that:

- are fair, equitable and transparent;
- are merit based;
- identify students with capacity to succeed in tertiary study;
- encourage diverse and representative access and take into account possible educational or social disadvantage; and
- recognise formal, non-formal and informal prior learning.

ACADEMIC ADMISSIONS REQUIREMENTS

1. Persons seeking to enrol in one of AIM Business School's higher education courses are required to submit acceptable evidence that they meet the published entry criteria for their chosen course.
2. To satisfy the academic admissions requirements for the Graduate Certificate in Management, applicants must meet one of the following entry requirements:
 - a) hold a Bachelor degree and two years' relevant management experience;
 - b) hold a Diploma or Advanced Diploma and three years' management experience; or
 - c) no formal tertiary qualification but five years' management experience.
3. To satisfy the academic admissions requirements for the Graduate Diploma in Management, applicants must meet one of the following entry requirements:
 - a) successfully completed the AIM or any other Graduate Certificate in Management and three years' management experience; or
 - b) hold a Bachelor degree and two years' management experience.
4. To satisfy the academic admissions requirements for the Masters of Business Administration, applicants must meet one of the following entry requirements:
 - a) hold a Bachelor degree and at least two years' relevant management experience; or
 - b) successfully completed the AIM or other accredited Graduate Diploma in Management and three year's management experience.
5. In addition to the course admission requirements set out for each course above, applicants must:
 - a) be at least 18 years of age; and
 - b) provide evidence of English Proficiency.

ENGLISH PROFICIENCY

1. All students must demonstrate competency in the English language.
2. English proficiency can be demonstrated by providing evidence of meeting the specified level of English proficiency specified for the students course.
3. Acceptable evidence of English proficiency includes:
 - a) completion of a secondary education, undergraduate degree or equivalent in English;
 - b) successful completion of an Australian qualification recognised as at least AQF Diploma level; or

- c) successful completion of a tertiary studies foundation program

ADDITIONAL ADMISSION REQUIREMENTS

1. In addition to the admissions requirements set out above, certain courses may specify additional requirements which applicants are required to meet in order to verify their identity and demonstrate their capacity for success in the course. These may include, but are not limited to:
 - a) identification document (birth certificate/passport);
 - b) specific studies (pre-requisites);
 - c) English language assessment;
 - d) attendance at interviews;
 - e) mature age students to supply their resume;
 - f) presentation of folios, auditions or other documentation; and/or
 - g) submission of supplementary information and forms.
2. Additional requirements shall be published in AIM Business School's brochure and on the AIM Business School website for the information of persons seeking to enrol with us.

APPLICATIONS

1. Submit to Admissions at AIM Business School via email to admissions@aim.com.au or via the online application.

ASSESSMENT OF APPLICATIONS AND VERIFICATION OF EVIDENCE

1. All applicants are assessed by a qualified Admissions staff member.
2. Applicants who apply to undertake a course of study at AIM Business School must submit documentary evidence that demonstrates they meet the published admissions requirements (including English proficiency) of their chosen course. Supporting documents provided with the application must be certified as set out in the explanatory notes on the Student Application Form.
3. Any Recognition of Prior Learning applications must submit a certified copy of the original transcript or any other documents which may be requested.
4. Qualifications submitted in a language other than English must be accompanied by a certified official translation.
5. Where there is any doubt about the authenticity of any documentation provided, the Admissions staff member may correspond with the issuer of the documentation and make relevant enquiries, or ask the prospective student to produce originals.
6. All applicants and their assessment will be validated by the Dean or their delegate.

ASSESSING APPLICANT QUALIFICATIONS, EXPERIENCE AND ENGLISH LANGUAGE PROFICIENCY

1. Upon receiving a completed application, the Admissions department ensures that the following information and documentation has been provided:

- a) completed Student Application Form;
 - b) acknowledgement by the student that all entry requirements are met;
 - c) a certified copy of English Language test/evidence of English language proficiency; and/or
 - d) a certified copy of any supporting documentation requested as part of the application.
2. The initial assessment of the application will involve:
 - a) creating an application file;
 - b) checking documentation is complete, including RPL documentation (if applicable); and
 - c) request any outstanding documentation from applicant (if applicable).
 3. When the application is deemed to be complete, the Admissions staff will:
 - a) assess application against admission requirements;
 - b) assess English proficiency (if applicable);
 - c) confirm the student is over 18 years of age;
 - d) refer application to the Dean in the case of certain admission categories;
 - e) verify documentation where appropriate; and/or
 - f) arrange interview (if applicable).
 4. Once passed on to the Dean or their delegate the application will be validated through:
 - a) assessment under special category required;
 - b) assessment by admissions staff member validated;
 - c) assess if RPL is requested, if required to refer to RPL assessor and obtain the outcome of RPL; and/or
 - d) assess application approval or non-approval.
 5. Advising the outcome of an approved application:
 - a) make a written offer of place in the course, subject to verification of required documents within 2 weeks of commencement (if not already approved);
 - b) send enrolment package to applicant (student agreement, student handbook, orientation information); and
 - c) finalise documentation.
 6. Advising the outcome of a non-approved application:
 - a) advise the applicant of the outcome of the application, the reason for the outcome decision and the right to appeal the decision.

COURSE DURATION

1. Each student will receive a course start and end date in their course outline, indicating the time required to complete the course

Course		standard	Part-time
Masters of Business Administration		18 months	3 years
Graduate Diploma in Management		12 months	2 years
Graduate Certificate in Management		8 months	18 months

CANCELLATION OF ENROLMENT

1. A student's enrolment may be cancelled if any information or statements made by the student in their admission application are proven to be false or unable to be verified regardless of whether the student has subsequently accepted the offer by enrolling.
2. A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.

APPEALS

1. An applicant may appeal against a decision to refuse admission to a course. The grounds for the appeal must be based on the fact that the decision is not consistent with this policy.
2. Where the applicant wants to make an appeal against the admission decision, they must access the AIM Business School Grievance Policy for further instruction.

SECTION 4 – REFERENCE AND SUPPORTING INFORMATION**DEFINITIONS**

Word/Term	Definition
RPL	Recognition of Prior Learning
ABS	AIM Business School
AQF	Australian Qualifications Framework

SUPPORTING DOCUMENTATION

Document name	Document type	Location
Enrolment Form	Form	<i>G:\Compliance\Policies & Procedures</i>
International Student Application Form	Form	<i>G:\Compliance\Policies & Procedures</i>

SECTION 5 – CHANGE HISTORY**CHANGE HISTORY**

Version	Approval date
V1.0	08.06.2017
V2.0	16.06.2017
V3.0	29.06.2017