

Admissions Policy

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1. Purpose

The Admission Policy provides a framework to ensure a fair, equitable, transparent and compliant admission process. The Higher Education Leadership Institute (HELI) applies admission criteria, English language proficiency, and professional employment experience requirements (where applicable) similar to those of comparable higher education institutions in accordance with Australian higher education legislative and regulatory requirements.

This Policy describes the minimum standards and criteria by which students will be eligible for admission to postgraduate courses at HELI, to ensure that applicants have a reasonable expectation to succeed in their course of study.

2. Scope

This Policy applies to all domestic and international applicants to postgraduate courses at HELI. This document should be read in conjunction with other related policies and rules (see Related Documentation).

3. Definitions

Item	Definition
<i>AQF</i>	The Australian Qualifications Framework describes the minimum standards and levels of Australian qualifications and award courses.
<i>Conditional offer</i>	An offer of admission made to an applicant who has applied for an award course that has conditions attached to it which the student must satisfy for an unconditional offer to be issued.
<i>General work experience</i>	Any experience gained while working in a specific field, job or occupation.
<i>International applicant</i>	Any person who is not a citizen of Australia or New Zealand or an Australian permanent resident.
<i>Letter of Offer and Written Agreement</i>	An offer of admission made to an applicant who has applied for an award course and who meets all the requirements for entry.
<i>Managerial work experience</i>	Work experience where the person has responsibility for planning and organising processes and resources including human resources and making strategic and operational decisions.
<i>Preparatory/foundation course</i>	A non-award course delivered by an Australian university or Institute of Higher Education that provides applicants with academic knowledge and skills needed to complete their preferred course, or international equivalents that may be considered.
<i>Work experience</i>	Work experience is defined as structured, substantive professional engagement demonstrating meaningful contributions, skill development, and relevance to academic or career goals, typically validated through verifiable documentation from paid or unpaid professional roles.
<i>Uncredentialled learning</i>	Informal learning for which a transcript, certificate or equivalent award has not been issued upon completion.

4. Admission Principles

The following principles and practices form the foundation for this Policy.

HELI is committed to recruiting students in an ethical and responsible manner and provides prospective domestic and international students with current and accurate information regarding the requirements for admission into HELI courses. This information includes the minimum level of English language proficiency, educational qualification, work experience (where applicable), and whether the awarding of credit and/or Recognition of Prior Learning (RPL) may be available (refer to the Award of Credit Policy).

All applications for admission are evaluated, and qualifications, experience, and English language proficiency are validated (refer to Appendix 1 for detailed information). Applications are processed in accordance with HELI's established pre-admissions and admissions procedures (refer to Section 8 of this policy: Verifying Applicants' Documents and Academic and English Language Credentials).

HELI is committed to ensuring the equitable and open implementation of this Policy, including a commitment to incorporating affirmative consideration of educational disadvantage which may have been experienced by applicants who can demonstrate their readiness to undertake higher education study.

Institute admission and enrolment processes include provision for applications for additional consideration from students who:

- are Aboriginal or Torres Strait Islander people;
- are from culturally and linguistically diverse backgrounds;
- are a mature aged;
- have a disability or long-term medical condition;
- have difficult circumstances (family or background); and/or
- have suffered disadvantage in their prior academic performance.

5. Relationship to the Higher Education Support Act 2003

In accordance with the *Higher Education Support Act 2003*, HELI will treat all students and potential students fairly and has open, fair and transparent procedures that are based on merit for making decisions about:

- a) the selection of students from among persons who seek to enrol with HELI; and
- b) the treatment of students.

Potential Students seeking to enrol with HELI, regardless of their background, circumstances or eligibility for funding, will be assessed for entry to study through the same published entry requirements and through the same processes.

When making decisions about student selection and treatment, HELI may take into consideration:

- Educational disadvantages experienced by particular students
- Enrolment through restricted access arrangements

6. Entry Requirements

Persons seeking to enrol in a course of study with the Institute are required to submit acceptable evidence that they meet the published entry criteria for their chosen course. The entry requirements for each course offered by the Institute are designed to ensure that prospective students have the academic preparation and English proficiency needed to complete their intended course of study.

6.1 Master of eLearning (AQF Level 9) and Graduate Diploma of eLearning (AQF Level 8)

To satisfy the entry requirements for admission to the Master of eLearning and Graduate Diploma of eLearning offered by the Institute, applicants must provide evidence that they hold a bachelor's degree (or equivalent or higher) in any discipline. Additional English language requirements for international students are provided in Section 6.4.

6.2 Master of Research (AQF Level 9)

For entry to the Master of Research course, applicants must have graduated from their bachelor's degree or equivalent with a Grade Point Average (GPA) of at least a credit average (>65%). Additional English language requirements for international students are provided in Section 6.4.

6.3 Graduate Certificates (AQF Level 8)

The following academic admission criteria apply to all applicants to courses at HELI that lead to the award of a Graduate Certificate qualification (AQF Level 8). These courses include the Graduate Certificate in eLearning, Graduate Certificate in Research Methods and Graduate Certificate in Higher Education Academic Practice. Additional English language requirements for international students are provided in Section 6.4.

Admission will be granted to applicants who meet any ONE of the following criteria:

- a) Successfully completed a Bachelor's degree (AQF 7) or higher from a recognised institution; *OR*
- b) Successfully completed a 3-year Associate Degree or Advanced Diploma (AQF 6) with a credit average (or equivalent); *OR*
- c) Successfully completed a 2-year Associate Degree or Advanced Diploma (AQF 6) with a credit average (or equivalent) and one year full-time relevant professional work experience; *OR*
- d) Successfully completed a Diploma (AQF 5) plus two years full-time relevant professional work experience; *OR*
- e) Completed a recognised postgraduate preparation program; *OR*
- f) Three years of full-time managerial/professional work experience in a related field; *OR*
- g) Five years of full-time general work experience in a related field.

6.4 English Language Requirements

Applicants with international qualifications not delivered in English must demonstrate English equivalency as follows:

- a) Academic IELTS: 6.5 or higher overall with no band lower than 6.0; *OR*
- b) IBT (Internet-based TOEFL) overall score of 79 with a writing section minimum of 21 and speaking 18; *OR*
- c) Cambridge Certificate of Proficiency in English (CPE): Overall score 180, writing and speaking 180; *OR*
- d) Cambridge Certificate of Advanced English (CAE): Overall 176 with a writing and speaking minimum score of 169; *OR*
- e) PTE Academic Module with a minimum score of 58 with a writing and speaking section minimum of 50; *OR*
- f) English For Academic Purposes Level 2 (EAP 2): Upper Intermediate 'A' grade or higher with IELTS 6.5 requirement.

6.5 Special Entry Pathway

HELI is committed to increasing access to higher education for equity groups through special entry pathways. Aboriginal and Torres Strait Islander peoples, students from low socioeconomic backgrounds, and students with disabilities may be eligible for special entry consideration. This may

include consideration of relevant work and life experience, completion of approved preparatory programs, or modified entry requirements. Applicants seeking special entry consideration must provide appropriate documentation to support their application, which may include confirmation of Indigenous status, proof of eligibility for government assistance, or medical documentation. HELI will provide reasonable adjustments and support services to ensure these students can fully participate in their chosen course of study. Admission will be determined on a case-by-case basis by the Dean (Academic) or delegate.

7. Assessment of Work Experience and Uncredentialed Learning

Applications for Recognition of Prior Learning (RPL) can be made as per the Award of Credit Policy.

8. Verifying Applicants' Documents and Academic and English Language Credentials

HELI verifies each applicant's academic and English language credentials and the status of the awarding institution before the issuing of a Letter of Offer and Written Agreement.

8.1 Certified Documentation

All international and domestic applicants must submit original or officially certified copies of their application documents, including proof of age, academic transcripts and English language course certificates (as appropriate). To be considered officially certified copies, documents must be certified by an authorised person (a list of authorised persons who can certify documents can be found at <http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>), or by an authorised HELI agent.

These documents include:

- academic transcripts and completion letters;
- passport or birth certificate (for proof of age);
- English language proficiency certification;
- background checklist; and
- work experience evidence

8.2 Non-English Language Documentation

Applicants holding overseas qualification(s) that were not delivered in English must provide the original transcript/s and testamur/s and submit approved translation/s of those documents. HELI will only accept official certified translators if applying from overseas, or translations by NAATI translators (for more information, refer to Appendix 1).

8.3 Document Requirements for Assessment and Approval

Documents submitted to HELI must conform to the identified requirements. Appendix 1 provides details of the specific requirements relating to the submission of original, translated and certified documents.

9. International/Overseas Applicants and Genuine Student Requirements

International applicants for study within Australia on a student visa must meet the following additional requirements, *Genuine Student Requirements*, to satisfy HELI that they have taken adequate steps to prepare themselves for study in Australia.

How does HELI assess a genuine student?

Genuine Student Statement (GSS):

An applicant will need to provide a GSS that addresses the GSR criteria, accompanied by evidence to support the statement.

The GSS is a very important document and is one of the primary means by which HELI will assess whether or not the applicant meets the Genuine Student criteria. It is strongly recommended that all international applicants read the Australian Government Department of Home Affairs guidelines, before writing a GSS.

[Department of Home Affairs Genuine Student Requirement](#)

The GSS is designed to give HELI's Admissions Team the information about the applicant's previous study, any gaps in study, applicant's intentions in studying the proposed course and how it will benefit their future, applicant's incentives to return to their home country after completing the studies, and employment options upon their return.

Applicants who are already studying in Australia on a student visa with another education provider and who are in the first six months of study in their principal course will only be considered for admission if they provide the Institute with a letter of release from the other provider.

10. Letters of Offer and Written Agreement, Acceptance and Issue of Electronic Confirmation of Enrolment (eCoE)

Once an applicant's documentation has been checked and verified, a HELI Letter of Offer and Written Agreement will be prepared and sent to the applicant and/or their agent, if they meet all entry requirements. The HELI Letter of Offer and Written Agreement is the only approved offer and acceptance agreement. An offer may contain conditions specific to the offer that a prospective student must satisfy by the date specified in the Conditional Letter of Offer and Written Agreement.

The Letter of Offer and Written Agreement will include course name, course start and end dates, campus location, up-front and total tuition fees, and non-tuition fees, any conditions of enrolment, health cover provision for International students, and information on HELI's Refund Policy and procedures. If the applicant wishes to proceed, they must sign, date and submit the Letter of Offer and Written Agreement before the payment of fees.

An International applicant is also required to pay the first study period's tuition fee and Overseas Student Health Cover (full visa length) before an electronic Confirmation of Enrolment (eCoE) is issued.

The records of the prospective students/ students will be maintained as in *the Data and Records Management Policy*.

10.1 Deferred Enrolment

After submitting their signed acceptance of the Letter of Offer and Written Agreement, and before the payment of fees, a student may apply to Admissions to defer their enrolment in accordance with HELI's Enrolment Policy.

11. Intake Quotas and Course Viability

HELI may:

- set a quota for each course intake;
- decline to admit applicants where there are too few applications for a course to be viable; and/or
- cancel an intake to a course and any offers of admission made if too few applicants accept an offer of a place in the course for it to be viable.

The Dean (Academic) may approve the suspension of a course from a particular intake and must ensure that any withdrawal of offers that result from this suspension are managed in accordance with HELI's obligations under ESOS Act and the Higher Education Standards Framework.

12. Related Documentation

- QAF045 Graduation and Awards Policy and Procedure
- QAF025 Award of Credit Policy
- HELI Enrolment Policy
- QAF120 Refund Policy
- QAF055 Data and Records Management Policy
- Conditional Letter of Offer
- Letter of Offer
- Written Agreement

13. Related Legislations

- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2019
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Higher Education Support Act 2003 (Cth)

14. Version Control

Document ID	Admissions Policy
Category	Academic
Document Owner	Dean (Academic)
Approved by	Academic Board

Version	Summary of changes	Approval date	Next review date
1.0	Document creation and initial approval	Academic Board 20 April 2016	
1.1	Minor changes to better address new HE Standards Framework Rewording of appeals process	Academic Board 2 November 2016	
1.2	Validation of admission decisions by Course Coordinator rather than the Dean and other minor amendments	Academic Board 15 March 2017	
2.0	Addition of provisional admission and minor changes to wording	Academic Board 14 June 2017	

2.1	To reflect change to admission requirements and other minor changes	Academic Board 18 October 2017	
3.0	Changes to incorporate HESA requirements	Academic Board 28 February 2018	
3.1	Minor changes following FEE-HELP approval to reflect actual practice	Dean 20 December 2018	
3.2	Changes to English language entry requirements Removal of provisional admission Inclusion of FRM012 for international students	Academic Board 4 March 2020	
3.3	Minor changes to English language requirements and admissions process	Dean 7 October 2020	
3.4	Minor changes to IELTS score and alignment with 2021 provider category terminology	Dean 10 November 2021	
3.5	Minor changes to include research entry requirements	Dean 1 May 2022	
4.0	<ul style="list-style-type: none"> - This policy has now been harmonised across the IHEs. - Section 8: International/Overseas Applicants and Genuine Student Requirements and Section 9: Intake Quotas and Course Viability have been added to the policy document. - The Responsible Officer listed on the policy document is now the Admissions Manager. - Other minor amendments (i.e., wording, appendix updates) have been made on the policy document. 	Academic Board 9 June 2024	5 June 2026
4.1	Graduate Certificate admission requirements updated. Special Entry Pathway section added. Other minor amendments (e.g. wording, role titles)	Academic Board 14 February 2025	12 February 2027

4.2	Section 10 has information on the records keeping of prospective and current students	20 June 2025- Approved by BOD	20 June 2027
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Appendix 1: Document Requirements for Assessment and Approval

Documents	Requirements and Comments
Academic and Other Documents	<p>The following certified Academic documents are required:</p> <ul style="list-style-type: none"> • Official academic transcripts and graduation certificates from the applicant's senior secondary studies and any subsequent studies, including any incomplete qualifications. A key to results which explains the results is required. • Academic transcripts must state duration of course, as some consolidated transcripts do not show fails. If consolidated transcripts are provided, you must request and receive detailed mark sheets. Detailed mark sheets are required to calculate the credits the student has studied to determine the course duration. • Passport: A copy of the student passport photograph page and visa (if applicable).
Translated Documents	<p>The translated documents must be prepared by a recognised official translation service. Australia official translators can be found on the NAATI website.</p> <ul style="list-style-type: none"> • The translation must be on official letterhead and bear the stamp or signature of the translator or translation service. • The translator must certify that the translation is a correct translation. • The translation must not be prepared by the student, or by any person with a personal, financial or other interest in the outcome of the student's application.
Certified Copies	<ul style="list-style-type: none"> • Officially certified copies of documents are preferred <u>as original documents will not be returned</u>. Downloaded transcripts from the internet are not accepted except where the period between the completion of the previous course and the commencement of the new course is insufficient to allow time for an official copy to be provided. In these circumstances a downloaded document will be accepted if each page of the transcript is signed, dated and stamped by the issuing institution as being a true and correct record. • To have a document certified the student should take the original and a copy to an authorised person. The person must then write on every page of the copy document, <i>"I have sighted the original and certify this to be a true copy of the original — Initial and date "(sample statement)</i>. HELI will not accept a scanned document as a certified document unless a scanned document has been sent to HELI by a HELI agent. HELI will not accept electronic stamps from agents but will accept electronic stamps from ECA. • Outside of Australia - Any person or agency recognised by the law of the country in which the student resides can certify documents.
Evidence of Completion	<ul style="list-style-type: none"> • Certified copy of Graduation Certificates from all qualifications required for entry.

Work Experience	<p>The following documents must be submitted for applications based on work experience:</p> <ol style="list-style-type: none"> 1. A copy of the applicant's curriculum vitae /resume needs to be provided that include the following information for each relevant role held: <ul style="list-style-type: none"> • the name of the company(ies) where the applicant was employed; • the dates of employment with each company; • the work title held with the company; • a brief summary of the duties and responsibilities of the role(s). 2. Supporting evidence of employment including: <ul style="list-style-type: none"> • A reference letter from employer/s • Signed copies of all employment contracts and/or copies of pay slips/tax invoices that include the individual's name
Evidence of English Language Proficiency	<p>HELI accepts a variety of English language tests to measure a student's English language proficiency. The qualification must be less than 2 years old.</p>

Appendix 2: Application Assessment Procedure

