

# Admissions Policy

## Document

<b>Document Name</b>	Admissions Policy
<b>Brief Description</b>	This policy outlines the principles that govern the admission to study at the Sydney Institute of Business and Technology (SIBT) and ensure they are undertaken in a fair, transparent, and consistent manner.
<b>Responsibility</b>	Admissions Manager
<b>Delegated Approver</b>	Senior Management Team
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## Version Control

<b>Date Approved</b>	<b>Version No.</b>	<b>Summary of Changes</b>	<b>Approver</b>
05/06/23	18	Removed provisional entry section; amended entry requirements.	Academic Board
14/03/2024	19	Updated definitions, updated application process details, added section on packaged/non-packaged offers and credit as per articulation arrangement with WSU. Updated appeals section added Review section.	Senior Management Committee
20/8/2024	20	Update to align with Credit for Prior Learning Policy and First Nations Education Policy. Update to provision for Under 18 Domestic students (endorsed by Academic Board)	Senior Management Committee

## Related Documents

<b>Name</b>	<b>Location</b>
Child Protection Policy	<a href="#">SIBT Website</a>
Enrolment Policy	<a href="#">SIBT Website</a>
First Nations Education Policy	<a href="#">SIBT Website</a>
Deferring, Leave of Absence, and Cancelling Student's Enrolment Policy	<a href="#">SIBT Website</a>
International Students Under 18 Policy	<a href="#">SIBT Website</a>



Name	Location
Program Progress Policy	<a href="#">SIBT Website</a>
Reasonable Adjustment Policy	<a href="#">SIBT Website</a>
Credit for Prior Learning Policy	<a href="#">SIBT Website</a>
Refund Policy	<a href="#">SIBT Website</a>
Student Code of Conduct	<a href="#">SIBT Website</a>
Student Complaints and Appeals Policy	<a href="#">SIBT Website</a>
Student Complaints and Appeals Resolution Procedure	<a href="#">SIBT Website</a>
Credit for Prior Learning Application	<a href="#">SIBT Website</a>
Application Form	
Offer Letter	Navigate
Acceptance Form	Navigate
Higher Education Support Act 2003	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Higher Education Standards Framework (Threshold Standards) 2021	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Education Services for Overseas Students Act 2000	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
National Code of Practice for Providers of Education and Training to Overseas Students 2018	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>



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## 1. Purpose

- a) The purpose of the Admissions Policy is to set out the principles and processes which govern the admission of students to all programs at the Sydney Institute of Business and Technology.

## 2. Definitions

Term	Meaning
<b>Articulation Arrangements</b>	Means an arrangement that enables students to progress from one completed qualification to another with admission and/or credit in a defined qualification pathway. (AQF Glossary of Terminology).
<b>Australian Tertiary Admission Rank (ATAR)</b>	The Australian Tertiary Admission Rank (ATAR) is a number between 0.00 and 99.95 that indicates a student's position relative to all the students in their age group (i.e., all 16- to 20-year-olds in NSW)
<b>Domestic Applicant</b>	All Australian citizens, permanent residents, and holders of permanent humanitarian visas.
<b>Genuine Temporary Entrant</b>	Genuine Temporary Entrant is a person who satisfies the genuine temporary entrant requirements for a student visa. All applicants for a student visa must show they are coming to Australia temporarily to gain a quality education. The Genuine Temporary Entrant (GTE) requirement is not intended to exclude students who, after studying in Australia, develop skills Australia needs and who then go on to apply for permanent residence.
<b>Genuine Student</b>	A Genuine Student is a student who intends to obtain a successful education outcome at SIBT and has the language and educational background, means to pay for tuition and has a reasonable chance of achieving this educational outcome.
<b>Higher School Certificate (HSC)</b>	The Higher School Certificate (HSC) is the highest educational award in New South Wales schools. It is awarded to NSW students who have satisfactorily completed Years 11 and 12 at secondary school.
<b>International Applicant</b>	An international applicant is a person who does not hold citizenship of Australia or New Zealand, Australian or New Zealand permanent resident status or a permanent visa.

## 3. Application

- a) The Admissions Policy applies to all potential students seeking place in any of the SIBT programs.

## 4. Policy Statement

- a) SIBT ensures that the admission processes into its programs:
- i. Are fair, transparent, consistent, and equitable; and
  - ii. Are based on academic merit and capacity to be successful in a tertiary study; and
  - iii. Accommodate students' diversity and special needs; and
  - iv. Are free from bias and disregard students' backgrounds; and

- v. Comply with the approved and published entry requirements and legislative and regulatory requirements that apply to the admission processes.
- b) All applicants must satisfy academic and English Language entry requirements as set out in this policy to gain entry to the chosen SIBT program.
- c) Admission offers are made to applicants who are assessed as having adequate educational background and/or relevant work and life experience to successfully complete a program to which they are made an offer and who are likely to benefit from study in a higher education institution. An annual review and update of the Admissions Requirements will be undertaken by the SIBT Admissions Team.

## 5. Applying for Admission

- a) All prospective students can apply directly to SIBT by completing the online application form via Studylink Connect. All applications must be accompanied by true and certified copies of documents detailing the most recent academic qualifications and results.
- b) International applicants can also apply through one of the SIBT representatives.
- c) International students will be assessed against Genuine Temporary Entrant (GTE) criteria to determine if they are a genuine applicant, see section 8. The university partner institution will be advised of students assessed as non-GTE.

## 6. Admissions Entry Requirements

### 6.1 Applicants with Recent Secondary Education (within the past 2 years)

- a) To gain entry into the SIBT programs applicants must demonstrate successful completion of:

Program	Requirements
Diploma	Australian Year 12 (HSC or the equivalent from any Australian state or territory) or completion of recognised Foundation Program in Australia), or its international equivalent.
Foundation	Australian Year 11 or its international equivalent.

- b) Students may wish to submit additional information (Statement of Purpose and/or resume with supporting evidence).
- c) For international students or domestic students with an international academic background, a guide of appropriate country specific equivalence is listed on the SIBT website and in the SIBT Brochure.
- d) Applicants will be assessed against the minimum Academic and English Language entry requirements as outlined in the entry requirements guideline. Applications that do not meet standard entry requirements will be assessed on a case-by-case basis by the Academic Director.
- e) ATARs are not used at SIBT as an entry requirement.

## 6.2 Applicants with Higher Education and Vocational Education Study

- a) Applicants with Higher Education or Vocational Education study are those whose highest level of study since leaving secondary education is a higher education or vocational education program, such as a university degree, university-level Diploma or vocational education qualification. This includes applicants who:
  - i. Have completed a higher education or vocational education program in Australia or overseas; or
  - ii. Are currently studying a higher education or vocational education program at another education provider in Australia and want to transfer to SIBT; or
  - iii. Are currently studying a higher education program at SIBT but have applied to transfer to another SIBT program.
- b) Completion in part (minimum 4 units) or whole, of a higher education program or vocational education program AQF level 4 or above will satisfy the broad academic requirements for entry into a SIBT Diploma; but separate evidence of English proficiency, and/or evidence of program-specific pre-requisites might also be required. SIBT may recognise partial completion of a qualification under the principles of a fair, transparent, and flexible process to grant credit for prior learning.
- c) Completion in part (minimum 4 units) or whole, of a vocational education program AQF level 3 or above will satisfy the broad academic requirements for entry into a SIBT Foundation Program; but separate evidence of English proficiency, and/or evidence of program-specific pre-requisites might also be required. SIBT may recognise partial completion of a qualification under the principles of a fair, transparent, and flexible process to grant credit for prior learning.

## 6.3 Applicants with Work and Life Experience

- a) SIBT provides an opportunity for alternative entry to students 18 years or over to participate in higher education.
- b) Applicants who do not meet the academic requirements may be admitted to a Diploma program based on demonstrable expertise and relevant work experience.
- c) Applicants are required to provide information on work experience, including details of employer, length of employment, position held, and duties undertaken in the role. Work references and/or a statement from the employer substantiating the work claim may also be required.
- d) Applicants may also submit any academic studies that have partaken in since leaving school.
- e) If domestic students are unable to demonstrate work experience, SIBT will accept the STAT (Special Tertiary Admissions Test) which is administered by UAC.
- f) Life experience could include a combination of factors gained through volunteering, community activities or relevant industry experience sufficient to demonstrate readiness for higher education.

## 6.4 Age Requirements

- a) To be eligible for admission to a course of study a person must have attained 17 years of age by the time of enrolment in the course.
- b) International students who are admitted to SIBT programs and are under the age of 18 at the time of commencement of 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.
- c) Under 18 international students must demonstrate one of the following living options:
    - i. Live with a nominated guardian who can be the international student’s parent, person who has legal custody, or an eligible relative who is aged over 21 and is of good character, and who is approved by Department of Home Affairs (DHA).
    - ii. Live with a SIBT Approved Homestay Provider family. If an international student selects this option, SIBT will be responsible for issuing a Confirmation of Appropriate Accommodation and Welfare (CAAW).  
Refer to the International Students Under 18 Policy for further details.
  - d) A person who does not meet the minimum age requirement for admission to a course of study but who otherwise satisfies the requirements for admission may be offered a place in that course conditional to:
    - i. Consent granted by the legal guardian at the application stage.
    - ii. An SIBT panel consisting of the Academic Director and Director of Student and Academic Services assess the eligibility of the person and confirm that enrolment is permitted; and
    - iii. Final approval granted by the College Director and Principal.

## 6.5 English Language Requirements

- a) International applicants and domestic applicants for whom English is not their first language, seeking admission to SIBT Foundation and Diploma programs that are taught and assessed in English, are required to meet the prescribed minimum proficiency standards in English Language to be considered eligible for admission.
- b) English test results must be no more than two (2) years old for entry to the SIBT Foundation and Diploma programs.
- c) In some countries, the Australian Department of Home Affairs 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 SIBT. Satisfying the English Language requirements for admission to SIBT programs may not satisfy the requirements for a student visa.
- d) For the purposes of admission, SIBT recognises some English Language admission pathways as consistent with the English Language entry requirements for SIBT.

English Qualification	Foundation Program (Extended)	Foundation Program (Standard)	Diploma
IELTS (Academic)	5.0 (min 5.0 writing, and min 4.5 in every other band)	5.5 (min 5.0 in all bands)	6.0 (min 5.5 in all bands)
TOEFL iBT	61 – 70	71 – 78	79 and above
SPM English	Grade D7	Grade C6	Grade B4

Pearsons Test of English Academic (PTE)	35	42	50
Cambridge English Scale		162	169 (no skill less than 162)

## 6.6 Foundation to Diploma

- a) Foundation students who successfully complete their Foundation program with a GPA of 5 or above can proceed directly to the Diploma program.
- b) Standard Foundation Program students who gain a GPA of 7.0 or above at the completion of the four core units of the program may progress to the Diploma program for their second session. Extended Foundation Program students, who, at the completion of the Standard Foundation Program's four core units, with a GPA of 7 or above (for those 4 units only) may progress to the Diploma program for their third study period.

## 7. Genuine Temporary Entrant and Genuine Student

- a) SIBT must ensure that every student intending to study at SIBT is a Genuine Student (GS) and a Genuine Temporary Entrant (GTE) as defined by Australian Immigration authorities. The genuine temporary entrant (GTE) requirement is an integrity measure to ensure that the student visa program is used as intended and not as a way for international students to maintain ongoing residency in Australia. The GTE requirement applies to all student visa applicants.
- b) In determining whether the applicant is a genuine student, SIBT will consider a range of circumstances of the applicant, in addition to the academic and English capability. These may include:
  - i. Applicant's circumstances in their home country (including study record details, previous study, gap in previous study – if any, current employment details etc.); or
  - ii. Applicant's potential circumstances in Australia; or
  - iii. Value of the program to the applicant's future; or
  - iv. Ties to home country or country of residence; or
  - v. Applicant's immigration history; or
  - vi. Economic situation in home country or country of residence.

## 8. Admission Requisites

- a) Requisites are the minimum requirements an applicant must satisfy to be considered for admission to a particular program. Requisites may include Year 12 subjects completed to a specified level of achievement, or other requirements such as particular qualifications, experiences, or performance in specified tests, or fulfilling requirements such as medical certification or criminal history checks.
- b) There are three levels of admission requisites which require completion of Year 12 subjects:



## 8.1 Pre-requisite

- a) For the applicant to be eligible for an admission offer, they must have completed the specified pre-requisite subject to the specified level of achievement or satisfy the pre-requisite by an alternate means as set out in the relevant admission schedule.

## 8.2 Recommended Study

- a) Where a Year 12 subject is specified as recommended study, it is strongly recommended that applicants have knowledge of the subject, but it is not compulsory.
- b) An applicant who has not undertaken the recommended study subject is not prevented from receiving an admission offer.

## 8.3 Assumed Knowledge

- a) Where a Year 12 subject and level of achievement are specified as assumed knowledge, this level of knowledge is assumed in the first-year curriculum and is considered necessary for successful first year study. An applicant lacking the assumed level of knowledge is not prevented from being made an offer, however, the applicant may be disadvantaged unless they undertake recommended bridging, preparatory or introductory units prior to or during their first year of study.
- b) The requisites for admission are specified in the program submission for the introduction of a new program and approved by the Academic Board.

## 9. Application Declaration

- a) 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 SIBT is true and correct.
- b) An applicant who provides inaccurate, incomplete, fraudulent, or misleading information shall have their offer of admission withdrawn and their enrolment terminated.
- c) An applicant who provides inaccurate, incomplete, or misleading information shall not be eligible to apply for admission to SIBT for a period of 2 years.
- d) An applicant who provides fraudulent information shall not be eligible to apply for admission to SIBT.
- e) Applicants also agree that SIBT can contact the institution who issued qualifications to verify them.

## 10. Assessment of Qualifications

- a) All applications are required to be accompanied by true and certified copies of documents verifying academic qualifications and results.
- b) Validity and authenticity of documentation will be verified by the Admissions Team.
- c) All applications must be accompanied by true and certified copies of documents detailing the most recent academic qualifications and results. Documents can be certified by Justice of Peace (JP) with a registration number, an authorised SIBT agent or any SIBT staff member. If the documents are in a language other than English, they must be accompanied by an English translation.

- d) All international qualifications are assessed for equivalency to Australian qualifications by the Admissions Team. English language test results (for example IELTS or Pearson's Test of English Academic) are verified by the Admissions Team.
- e) Should the applicant be unable to meet with any of the above requests, SIBT reserves the right to not offer the student a place to study in our programs.

## 11. Credit for Prior Learning

- a) Credit for Prior Learning refers to the granting of credit towards a program of study at SIBT based on previously gained learning.
- b) Applicants are strongly encouraged to apply for the Credit for Prior Learning at least two (2) months prior to the commencement of their studies using the RPL Application form.
- c) The SIBT Credit for Prior Learning Policy establishes the grounds on which credit would be considered and the process for doing so. Refer to SIBT Credit for Prior Learning Policy (CPL).

## 12. Applicants from Disadvantaged and Under-represented Groups

- a) SIBT recognises specific disadvantaged, and under-represented groups may have experienced educational hindrance due to following but not limited reasons:
  - i. Disability and/or serious illness; or
  - ii. Disrupted education and employment; or
  - iii. Family problems; or
  - iv. Social disadvantage; or
  - v. Other.
- b) Disadvantaged and under-represented groups include those from a First Nations background, people with a disability, and people from culturally and linguistically diverse backgrounds.
- c) Special consideration for admission to these applicants who have suffered educational disadvantage will be extended by SIBT. English Language Proficiency requirements still apply for international students.
- d) First Nations people who don't meet the academic requirements may be admitted to a Foundation or Diploma program (depending on what level of high school they completed) and on the basis of demonstrable expertise and relevant work experience. Applicants are required to provide a Statement of Purpose, information on work experience and any studies undertaken since leaving high school.
- e) All applicants of First Nations descent who do not meet the standard entry requirements are encouraged to discuss their personal circumstances with the SIBT admissions representative. SIBT recognises that a range of evidence including, but not limited to prior learning, work and life experience, community engagement, prior work history and family commitments may provide evidence as to a student's suitability for entry into SIBT programs.
- f) SIBT provides equal and inclusive opportunities for students with disabilities and promotes a flexible teaching and learning environment to meet the needs of a diverse range of students. Students can access free and confidential support and are provided with the necessary reasonable adjustments in line with the Reasonable Adjustment Policy to ensure success as well as a positive educational experience.

- g) SIBT supports students' transition into their program of study and is sensitive to the needs of particular cohorts of students, including international students, students under 18 and students with special needs and from disadvantaged groups.
- h) A range of learning enhancement strategies which focus on supporting the individual student, as well as the entire SIBT student cohort, include:
  - i. Orientation programs that address the specific needs of different cohorts of students; and
  - ii. Personalised support by assigning mentors or student learning advisors to provide guidance in a range of areas; and
  - iii. Language support provided by staff with TESOL skills who work with the academic team on strategies to strengthen English language; and
  - iv. Diagnostic tasks to provide students and staff with an opportunity to assess learning to date and, where required, provide early intervention to promote student success; and
  - v. Close monitoring of student progression by teachers throughout the session and early intervention strategies for students identified as being at risk; and
  - vi. Study Skills Support Units which are offered free of charge to students to enrol into to support their academic success throughout the session; and
  - vii. One-on-one Academic Study Support appointments (which include English language support) with a Student Learning Advisor (online or face-to-face); and
  - viii. Weekly Academic Literacy Workshops, which are designed to further enhance student language skills.

### 13. Offers of Admission

- a) Offers of admission (packaged and non-packaged) are made according to relevant regulations.
- b) Offers of admission articulate the program, campus, duration, fees, refund policies and enrolment terms and conditions.

#### 13.1 Packaged Offers:

- a) Entry into a SIBT Diploma program and conditional entry into a SIBT articulation partner's corresponding bachelor's degree.
- b) Under the Articulation Arrangement, successful completion of a SIBT Diploma provides advanced standing of 80 credit points (equivalent to a year of study) in the corresponding bachelor's degree at Western Sydney University.
- c) Conditional entry means that students are required to complete and pass all required units (eight) of the SIBT Diploma, and achieve an overall average of 50%, taking into account all units attempted.

#### 13.2 Non-Packaged Offers:

- a) Entry into a SIBT Diploma program.
- b) On completion of the SIBT Diploma, students can choose to apply for entry to a SIBT articulation partner bachelor's degree by completing their online application form.
- c) If students complete and pass all required units (eight) of the SIBT Diploma, and achieve an overall average of 50%, taking into account all units attempted they will



receive advanced standing of 80 credit points (equivalent to a year of study) in the corresponding bachelor's degree at Western Sydney University.

#### 14. Withdrawal or Cancellation of Offers

- a) SIBT reserves the right to withdraw or cancel an offer or enrolment where:
  - i. The offer was made on the basis of incomplete, inaccurate, false information supplied by the applicant or a certifying authority; or
  - ii. An applicant was excluded from any tertiary institution or tertiary program at any time; or
  - iii. An error was made in assessing or processing the application; or
  - iv. Admissions entry requirements have changed for a program.

#### 15. Transfer to another SIBT Program before Commencing Study

- a) 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.
- b) If the applicant meets all the requirements for admission to the new program, the request to transfer may be approved.
- c) 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, if required, for the new program.

#### 16. Deferral of Program Commencement

- a) If an international applicant wishes to defer their studies to a subsequent study period, they or their agent must advise SIBT in writing, outlining the reasons for their request and providing supporting evidence, where required.
- b) All information regarding deferral conditions and process is available through SIBT Deferring, Leave of Absence, and Cancelling Student's Enrolment Policy.

#### 17. Re-admission

##### 17.1 After Exclusion by another Provider

- a) Applicants seeking admission to a SIBT program who have been excluded from another education institution for academic or non-academic reasons, must submit an Application Form, available on the SIBT website, together with a letter, directed to the Academic Director, outlining a case for admission. In assessing an application of this nature, the Academic Director may consider the following factors:
  - i. Evidence of study completed prior to the program of study which resulted in exclusion; and
  - ii. Evidence of English language competency; and
  - iii. Time elapsed since exclusion; and
  - iv. Changed circumstances since exclusion; and
  - v. Academic and/ or vocational performance since exclusion; and
  - vi. Maturity and motivation.

- b) If necessary, the Academic Director may require the student to attend a pre-admission interview before making a final decision on the application.
- c) If a student is accepted for admission, satisfactory academic performance will be required in the student's first session of study at SIBT (see SIBT Program Progress Policy), or they will face exclusion from SIBT.
- d) Where an application for admission following exclusion from another institution is not approved by the Academic Director, the decision is final.

## 17.2 After Exclusion by SIBT

- a) Applications for re-admission from students who have been excluded from SIBT are subject to an exclusion period.
- b) Applications for re-admission from students who have been excluded from SIBT, and are seeking re-admission, will be considered by the Academic Director. In such cases where a student has been excluded by SIBT, the student may reapply after a period of twelve months provided, they submit a letter detailing their reasons for seeking re-enrolment along with supporting documents. Applications must be submitted at least four (4) weeks prior to the commencement of study period in which re-admission is sought.
- c) Factors taken into consideration will include:
  - i. The period of time which has elapsed since the exclusion; and
  - ii. Changed circumstances since exclusion; and
  - iii. Academic and/or vocational performance since the exclusion; and
  - iv. Maturity and motivation.
- d) Under certain circumstances, the Academic Director or delegate may require the student to attend a pre-admission interview before making a final decision on the application.
- e) Students who are re-admitted will be placed on a Conditional Enrolment (CON 3) which returns the student to the highest 'at risk' level in SIBT. Students who do not pass at least 50% of enrolled units and/or have not attended a minimum of 80% of their classes will be deemed to have failed to achieve satisfactory program progress and may be excluded from study at SIBT and will not be eligible to be readmitted.
- f) Where an application for admission following exclusion from another institution is not approved by the Academic Director, the decision is final.
- g) Previous GPA stands for all students.

## 18. Appeal

- a) If an application for admission was unsuccessful the Applicant may seek to lodge an appeal in accordance with SIBT Student Complaint and Appeal Policy and Complaints and Appeals Resolution Procedure.

## 19. Review

- a) This Policy is reviewed by the Responsible Officer and the Quality and Compliance Manager every three (3) years and updated with any changes to the regulatory compliance requirements, legislation, regulation, and guidelines.