

Admissions Policy

RSY-ADM-PY-v4.1-Admissions Policy

Document History

Version	Date of Review	Date of Implementation	Change(s)
2.0	19 Feb 2016	Term 2, 2016	<ul style="list-style-type: none"> • Added in Vocational training and education courses in Policy scope and content • Removing post-graduate courses from Policy scope and content
3.0	8 Jun 2016	Term 3, 2016	<ul style="list-style-type: none"> • Added provision offer, cancelled enrolment clauses • Added Aboriginal & Torres Strait Island admission special consideration • Added closing date requirements
3.1	1 Aug 2016	Term 1, 2017	<ul style="list-style-type: none"> • Updated requirements for non-Australian students' admission according to the changes in immigration regulations. • Added requirements for enrolling students under 18 and assessing international students' transfer.
4.0	Apr 2017	Term 3, 2017	<ul style="list-style-type: none"> • Added new admissions policy • Amended the Appendix 1. • Added re-admission policy
4.1	Jan 2018	Term 1, 2018	<ul style="list-style-type: none"> • Amended 6.3 to use the terminology required by DET • DIBP replaced by Department of Home Affairs • Amended 6.1 and 6.4 to allow consideration for applicants not meeting minimum ATAR requirements, subject to conditional enrolment requiring academic monitoring and support.

Approved by: Academic Board on 9 February 2018

Distribution List

To: All RCDC staff
All RCDC students
Associate Colleges, College Directors

Cc: Chair, Council

Table of Contents

1	Purpose.....	4
2	Scope	4
3	Definition of Terms	4
4	Policy Principles	4
5	Vocational Courses Admission	5
5.1	Entry Requirement	5
5.2	Unique Student Identifier (USI)	5
6	Undergraduate Courses Admission	5
6.1	Entry Requirement	5
6.2	Additional Requirements	6
6.3	ATAR Related Adjustment Scheme	6
6.4	ATAR Adjustment Factors.....	6
7	Mature Age Applicant.....	7
8	International Student Admission	7
9	Provisional Offers and Cancelled Enrolments.....	8
10	Aboriginal and Torres Strait Islander Applicants	8
11	Applicants under the age of 18	8
12	International Student Transfer.....	8
13	Re-Admission.....	9
14	Closing Dates.....	9
16	Supporting or Related Documents	9
17	References.....	9
	Appendix 1 – Course Entry Qualifications Table.....	10

1 Purpose

The aim of the Policy is to specify the guiding principles for admission into Raffles College of Design and Commerce (RCDC)'s courses.

2 Scope

This Policy applies to all students applying for admission to RCDC's vocational and higher education courses.

3 Definition of Terms

ATAR: The Australian Tertiary Admission Rank (ATAR) is a ranking from 30 (lowest) to 99.95 (highest) agreed by COAG as a nationally equivalent measure of a person's relative academic ranking within their complete age cohort in the year they graduated from senior secondary school (including those who did not complete Year 12 or completed but were not eligible for an ATAR). The ATAR is derived from the scaled scores achieved for senior secondary school subjects. The specific calculation used is different in each state and territory but the result is designed to be nationally equivalent.

Award course: a course leading to an accredited qualification or national training package that is recognised under the Australian Qualification Framework (AQF).

Domestic applicant: a prospective student who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa.

International applicant: a prospective student applying to study in Australia, who is not a domestic applicant, and who may be granted a student visa or other type of temporary visa with study entitlement.

Recognition of prior learning (RPL): A process used to assess an individual's relevant prior learning (including formal, informal and non-formal learning) to determine that credit that may be granted towards completion of a qualification.

Selection Rank: The ranking that tertiary admission centres and most universities actually use to assess admission to a course. A person's course Selection Rank can include their ATAR, any adjustments they are eligible for, such as equity or subject adjustments, other contributions calculated on the basis of work experience or previous non-secondary study, portfolio assessment, results of the Special Tertiary Admissions Test, other supplementary tests, etc.

Transnational applicant: a prospective student applying to study in an RCDC offshore associate college.

4 Policy Principles

RCDC is committed to providing a fair and equitable basis in accepting prospective students into its award courses. The admission process is applied fairly and openly to all potential students and which is based on the following principles:

- a) RCDC provides all applicants with the same opportunity into its award courses, regardless of social or educational background through a process that is fair, equitable, transparent and merit-based;
- b) RCDC recognises formal and informal prior learning;
- c) RCDC ensures that it maintains its academic standards of its award courses in accordance with the Higher Education Standards Framework, and through a selection process that identifies students who with the capacity to succeed in an RCDC award course, and that satisfies the

minimum academic qualifications (or equivalent) criteria, also takes into account the following consideration when admitting a student:

- The applicant is sufficiently competent in the English language to participate effectively in the course of study and achieve its expected learning outcomes, in accordance with RCDC's English Language Proficiency Policy.
- Any credit granted for previous studies or skills (including articulation, recognition of prior learning and credit arrangements) is consistent with the Australian Qualification Standards and preserves the integrity of the award course to which it applies, in accordance with RCDC's Recognition of Prior Learning (RPL) Policy;
- The final decision on the admission of a student is made by appropriately qualified personnel, which in this case, is the RCDC Program Director in conjunction with the Student Services Manager.

5 Vocational Courses Admission

5.1 Entry Requirement

Entry requirements for admission into a Certificate IV course are:

- a) Completion of Year 11 at an Australian Senior Secondary School (or equivalent): or
- b) Completion of Year 10 at an Australian Senior Secondary School (or equivalent) plus:
 - i. A minimum two years relevant industry experience; and
 - ii. Submission of a piece of work that demonstrates capacity to undertake the course of study; and
 - iii. Submission of a statement explaining the piece of work which demonstrates the student's capacity to undertake written components of the course.
 - iv. Completion of College literacy program where the College's assessment of the student's admission application deems it necessary for the student to be provided with additional language and literacy support.
- c) In addition, for persons whose qualifications being used for admission are done in a language other than English, evidence of
 - i. English proficiency equivalent to IELTS 5.5 with no band lower than 5.0; or
 - ii. Completion of a College co-requisite language and literacy program equivalent to IELTS 5.5 with no band lower than 5.0.

5.2 Unique Student Identifier (USI)

In accordance with the Student Identifiers Act 2014, applicants to vocational courses must provide their USI at the time of application. Applicants will be required to authorise RCDC to access their information via their USI and consent to the use of their USI in their academic record, through the completion of an *AVETMISS Enrolment Questionnaire*.

6 Undergraduate Courses Admission

6.1 Entry Requirement

The College will consider an applicant for admission to an undergraduate degree course if the applicant meets the following entry requirements:

- a) Completion of Australian Higher School Certificate (HSC) Year 12 with a minimum Selection Rank of 60 (ATAR score plus Selection Rank Adjustments) or equivalent (see Appendix 1), or

- b) Completion of Australian Higher School Certificate (HSC) Year 12 with a Selection Rank between 50.0 and 59.9(ATAR score plus Selection Rank Adjustments) or equivalent, with an enrolment condition that the student must agree to receive, and participate in, an academic support and monitoring program under the Course Progress Policy and Procedure.
- c) Satisfactory completion of International Baccalaureate (IB) Diploma, or an approved Tertiary Preparatory Program, or Foundation program offered by an accredited institution and approved by RCDC as of acceptable standard, or professional or vocational qualifications of at least Certificate IV or above including Diploma and Advanced Diploma, or
- d) For persons whose qualifications being used for admission are done in a language other than English, evidence of English proficiency equivalent to IELTS 6.0 with no band lower than 5.5 will be required.

6.2 Additional Requirements

Students applying for Design or Visual Arts courses are required to submit design portfolios as part of their application, as set out in the Portfolio Requirements and Guidelines and attend an interview with a member of academic staff.

6.3 Selection Rank Adjustments

6.3.1 ATAR Related Adjustment Scheme

Selection Rank is determined by the College on the basis of ATAR and any subsequent adjustment that have been applied as ATAR adjustment factors under an ATAR Related Adjustment Scheme and ATAR adjustment factors may be awarded for:

- Submission of design portfolios and attendance at interview,
- Work experience, referee reports, informal and non-informal learning or a combination of these,
- HSC subject prerequisites and assumed knowledge, and
- Personal Statements

Any additional requirements are determined by the relevant Program Director.

Entry requirements including the Admissions Procedure, application forms and application checklist will be published on the College's website for students seeking to enrol with Raffles College of Design and Commerce.

6.3.2 ATAR Adjustment Factors

A maximum of 20 adjustment points may be awarded.

- a) **Subject Adjustment** will be awarded to students who have completed the following subjects in their HSC (5 adjustment points per subject completed):
 - Design and Technology
 - Industrial Technology
 - Information and Digital Technology
 - Information Processes and Digital Technology
 - Software Design and Development
 - Textiles and Design
 - Visual Arts

- b) **Educational Access Schemes (Low SES / rural / disadvantaged schools)** is open to students from schools identified by UAC. (5 adjustment points)
- c) **Indigenous Entry Program:** is awarded to students who are of Aboriginal or Torres Strait Islander background (5 adjustment points).
- d) **Work Experience Adjustment:** will be awarded to students who are over 18 years of age and have work experience related to their chosen field of study. (5 adjustment points)
- e) **Portfolio and Interview Scheme:** will be awarded to students who have submitted their design portfolio and attended at interview, and achieved a score of 50 (out of 100) or above on the basis of the calculation of **Scoring Rubric for Interview** and **Scoring Rubric for Portfolio**. (10 adjustment points)

6.4 Other Admission Options

6.4.1 Mature Age Applicant

A mature age person over 21 years of age returning to study will be assessed on the basis of Non-ATAR Admission Criteria and achievement in formal admissions tests and/or work experiences determined by the Program Director and approved by the Dean.

6.4.2 Non-ATAR Admission

An applicant who does not meet any of the above entry requirements listed under 6.1 or does not have an ATAR score for admission to RCDC courses may be considered for entry into Bachelor courses if the person:

- has successfully completed the Australian Higher School Certificate (HSC).
- has achieved results of a combined overall score of 80% for submission of a design portfolio and attendance at interview.
- agrees that his/her enrolment will be conditional upon participating in additional academic support and maintaining a satisfactory course progress during the first two terms in accordance to the Course Progress Policy and Procedure.

7 International Student Admission

In addition to the academic requirements set out above, applicants who are not Australian citizens or Australian permanent residents must also satisfy all of the following requirements:

- a) Enrol on a full time basis (unless studying on a visa other than a student visa).
- b) Demonstrate they have a satisfactory competency in the English language. Please see the English Language Proficiency Policy on RCDC Website. Where English is not their first language or where an applicant has completed studies in a language other than English, students can demonstrate their English proficiency by providing English test results equivalent to IELTS 5.5 with no band lower than 5.0 (for entry into vocational courses and IELTS 6.0 with no band lower than 5.5 for entry into undergraduate courses; or certified equivalent alternative demonstrated proficiency obtained within the past two years.

Acceptable English language test score for student visa

For the purpose of applying for a student visa to study in Australia, an applicant needs to provide evidence of the following English language test score taken within two years of applying for the student visa: IELTS, TOEFL (paper or internet), Cambridge English, Pearson Test of English Academic or Occupational English.

Exemption

An international applicant does need to provide evidence of an English test score with the visa application if he/she has completed at least five years' study in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland, or is a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland.

International students who do not meet the English requirements can undertake an English Language Intensive Course for Overseas Students (ELICOS) program prior to admission into Raffles College of Design and Commerce.

- c) Pay the full cost of their tuition fees and meet all other expenses related to their education.
- d) Any other requirements specified by the Department of Home Affairs.

8 Provisional Offers and Cancelled Enrolments

- 8.1 A provisional offer of admission may be made in the absence of appropriate evidence to verify an application, conditional upon the applicant providing evidence by a set deadline or fulfilling other requirements specified in the provisional offer.
- 8.2 A provisional offer may be withdrawn, or enrolment cancelled, where the applicant fails to provide evidence or to fulfil other requirements specified in the offer of admission.
- 8.3 An offer of admission may be withdrawn, or enrolment cancelled, if it has been made as a result of the provision of incomplete, falsified or inaccurate information by the person or a certifying authority.
- 8.4 An offer of admission may be withdrawn if an accepted student fails to enrol by the specified date in accordance with the offer of admission.

9 Aboriginal and Torres Strait Islander Applicants

To encourage the participation of Aboriginal and Torres Strait Island people in post-secondary study, the College will reserve enrolment places exclusively for applicants who identify as Aboriginal or Torres Strait Islander. These enrolment places will be for studies in the College's Australian campuses and do not exempt any other requirements contained within this Policy.

10 Applicants under the age of 18

Where the course permits students under the age of 18 at the time of application, the parent or legal guardian is required to sign and agree to RCDC's terms and conditions of enrolment.

International students (on a student visa) that are under the age of 18 must also complete and return the *Guardianship and Homestay Confirmation Form* and make arrangements for guardianship and accommodation that satisfies the Department of Home Affairs Migration rules, as set out in the Admissions Procedure.

11 International Student Transfer

RCDC complies with National Code Part D, Standard 7 in assessing international students' application for enrolment. RCDC does not actively recruit students or knowingly enrol students who have not completed six months of their principal course with their original provider except in circumstances as set out in the RCDC International Student Transfer Policy and Procedure.

12 Re-Admission

Students who are excluded or suspended from RCDC will be eligible for either admission or re-admission to a course if they meet the following requirements:

- Applicants must satisfy the entry requirements for the course; and
- the Exclusion period has expired.

Students who have completely withdrawn from RCDC and wish to return to study must apply for a new admission. In this case, the student may be eligible to apply for credit transfer.

13 Closing Dates

- 13.1 The Student Services Manager must prescribe and publish closing dates for submission of an application for enrolment into a program for each teaching period.
- 13.2 The Student Services Manager may prescribe an extension to the closing dates for students who may require it, however the extension date will be no later than census date, which is 2 weeks after course commencement.

14 Appeals

A student or prospective student who wishes to appeal a decision made regarding their admission may do so by lodging an appeal as outlined in the Student Grievance and Appeal Policy and Procedure.

15 Supporting or Related Documents

- Admissions Procedure
- Portfolio Evaluation Procedure
- English Language Proficiency Policy
- Recognition of Prior Learning (RPL) Policy
- International Student Transfer Policy
- Student Grievance and Appeal Policy and Procedure

16 References

- Higher Education Standards Framework (Threshold Standards) 2015, Part A Standard 1.1
- Standards for Registered Training Organisations (RTOs) 2015, Standard 5
- ESOS Framework, National Code 2007, Part D, Standards 2 and 3
- Department of Home Affairs, Welfare arrangements for student visa applicants under 18

Appendix 1 – Course Entry Qualifications Table

The following are qualifications in different countries that are equivalent to an Australian qualification for the purpose of assessing entry into the RCDC programs.

Country	Vocational Program	Undergraduate Program
Australia	Successful completion of Year 11 or equivalent	Successful completion of Year 12 with a Selection Rank of 60 (ATAR plus Selection Rank adjustments) or equivalent Successful completion of Year 12 with a Selection Rank between 50-59.9 (ATAR plus Selection Rank adjustments) or equivalent, with an enrolment condition (refer to the Admissions Policy)
Bangladesh	Successful completion of Higher School Certificate or equivalent	Successful completion of Higher School Certificate with a GPA of 5.0 or successful completion of GCE A Level with a score of 6 in 3 core subjects or successful completion of 1 year of university studies
Brazil	Successful completion of Brazilian Secondary School Leaving Certificate or equivalent	Successful completion of a recognised foundation studies program, one year of university studies or completion of a qualification equivalent to an Australian AQF Certificate IV
Cambodia	Successful completion of the Diploma of Upper Secondary Education or equivalent	Successful completion of a recognised foundation studies program, one year of university studies or completion of a qualification equivalent to an Australian AQF Certificate IV
China	Successful completion of Senior Middle 2 or equivalent	China (Peoples Republic) National Entrance Examination (Gaokao) with a minimum aggregate of 427 or successful completion of the first year of a Bachelor degree at a recognised university
Colombia	Successful completion of the Bachillerato or Bachillerato Tecnico or equivalent	Successful completion of a recognised foundation studies program, one year of university studies or completion of a qualification equivalent to an Australian AQF Certificate IV
France	Successful completion of Year 12 equivalent to Australian Year 11 or equivalent.	Successful completion of any of the following: Baccalauréat Général, L'Enseignement du Second Degré, Diplôme de Bachelier de L'Enseignement du Second Degré with a minimum overall grade of 10.5
Ghana	Successful completion of West African GCE O Level with 3 passes or successful completion of the Senior School Certificate or equivalent	Successful completion of the West African GCE A Level examination with an aggregate score of 10*

Country	Vocational Program	Undergraduate Program
Hong Kong	Successful completion of Secondary 5 or equivalent	Successful completion of the HKDSE with a minimum aggregate of 12 points from the 4 best academic subjects, including a minimum of 3 of the 4 Core subjects (Chinese Language, English Languages, Mathematics and Liberal Arts) and at least 1 category A elective. Scoring: 5**= 6; 5*= 5.5; 5 = 5; 4 = 4; 3 = 3; 2 = 2; and 1 = 1
India	Successful completion (i.e. 50%) of Year 11 or equivalent	Successful completion of ISC with an overall GPA of 65% in best 4 subjects
Indonesia	SMA2 or equivalent	SMA3 75% or GPA 7.5 or equivalent
Iran	Successful completion of the 12th year of schooling, equivalent to Australian Year 11 standards	Successful completion of a recognised foundation studies program, one year of university studies or completion of a qualification equivalent to an Australian AQF Certificate IV
Japan	Successful completion of Senior 2 (Year 11) or equivalent	Successful completion of the Upper Secondary School Certificate of Graduation (Kotogakko Sotsugyo Shosho) with a GPA of 4 out of 5
Korea	Successful completion of Year 2 Senior High School or equivalent	Senior High School Certificate overall GPA of 3/4 or 75% or CSAT score of 288
Malaysia	Successful completion of Form 5 (SPM) or UEC Senior Middle 2 or equivalent	Successful completion of the Sijil Tinggi Pelajaran Malaysia (STPM) best three subjects with an aggregate score of 4 for ATAR 60 or Matriculation (Matrikulasi) with overall score of 2.0 for ATAR 60
Mauritius	Successful completion of GCE O Level with 3 passes	Successful completion of 3 GCE A Level with an aggregate score of 10*
Nepal	Successful completion of Nepalese Higher Secondary Certificate or equivalent	Nepalese Higher Secondary Certificate with a grade of 80% (Year 11+12) or Nepalese Proficiency Certificate (10+3) with average grade of 75% or equivalent
New Zealand	Successful completion of the 12th year of schooling, equivalent to Australian Year 11 standards	Successful completion of the New Zealand Universities Bursaries Exam/National Certificate of Education Achievement (NCEA) with a score equivalent to ATAR 60
Norway	Successful completion of Vitnemål fra Grunnskolen (Leaving Certificate from Compulsory School/ Lower Secondary School) or equivalent	Successful completion of the Vitnemål fra den videregående skolen (Certificate of Upper Secondary School) with a minimum of 1.3
Pakistan	Successful completion of the 12th year of schooling, equivalent to Australian Year 11 standards	Successful completion of Higher School Certificate or Intermediate Certificate with a First Division pass and an overall average of 80%

Country	Vocational Program	Undergraduate Program
Philippines	Successful completion of high school or equivalent	Successful completion of a recognised foundation studies program, one year of university studies or completion of a qualification equivalent to an Australian AQF Certificate IV
Russia	Successful completion of the 12th year of schooling, equivalent to Australian Year 11 standards	Successful completion of Attestat o Srednem (Polnom) Obschem Obrazovanii (Certificate of [Complete] Education) with a GPA of 4.5, or successful completion of one year of university studies or a qualification equivalent to an Australian AQF Certificate IV
Saudi Arabia	Successful completion of the General Secondary Education Certificate (Tawjihyya) or equivalent	Successful completion of a recognised foundation studies program, one year of university studies or completion of a qualification equivalent to an Australian AQF Certificate IV
Singapore	Successful completion of the Singapore GCE O Level with 3 passes or equivalent	Successful completion of the Singapore-Cambridge General Certificate of Education A Level Examination with an aggregate score of 13.5*
South Africa	Successful completion of the 12th year of schooling, equivalent to Australian Year 11 standards	Successful completion of the National Senior Certificate with an average of 50% or Senior Certificate with an aggregate score of 16 in 6 subjects in the higher grade [^]
Sri Lanka	GCE O Level with 3 passes or equivalent	Sri Lankan GCE with a score of 5 or GCE A Level/ Edexcel with a score of 6, both in 3 A Level subjects
Sweden	Successful completion of the Slutbetyg från Grundskola (leaving certificate awarded on completion of compulsory education) or equivalent	Successful completion of the Slutbetyg Från Gymnasieskola (Sweden Secondary School Certificate) with a grade of 1.7 or higher
Taiwan	Successful completion of the Taiwanese Senior Leaving Certificate or equivalent	Successful completion of the Senior High School Diploma or Senior Vocational School Diploma with a minimum of 84%
Thailand	Successful completion of the Certificate of Secondary Education or equivalent	Successful completion of the Certificate of Secondary Education or Matayom 6 with a minimum GPA of 2.5
UK	GCE O Level with 3 passes or equivalent	Successful completion of GCE A Level with a score of 6 in 3 core subjects
United Arab Emirates	Successful completion of the General Secondary Education Certificate (Thanawiya aamah) or equivalent	Successful completion of a recognised foundation studies program, one year of university studies or completion of a qualification equivalent to an Australian AQF Certificate IV

Country	Vocational Program	Undergraduate Program
USA	Successful completion of the High School Diploma or equivalent	Successful completion of the High School Diploma plus either successful completion of Scholastic Aptitude Testing (SAT) with a minimum score of 1320 (comp scr) or an approved associateship at a community/junior college
Vietnam	Year 11 with 5.0 or equivalent	Secondary Vocational School Certificate or a Diploma of General Education grade of 8 /10
Zimbabwe	GCE O Level with 3 passes or equivalent	Successful completion of the ZIMSEC A Level Certificate with a minimum 3 passes in principal subjects

Notes;	
All Overseas qualifications must be deemed by the Australian Education International-National Office of Overseas Skills Recognition (AEI-NOOSR) to be equivalent to Australian qualifications in order to be considered by Raffles College of Design and Commerce (RCDC).	
*	Score is based on Advanced Level where A=5, B=4, C=3, D=2, E=1. Note: AS subjects are not acceptable.
^	Score is based on A=5, B=4, C=3, D=2, E=1