

# Admissions Procedure

RSY-ADM-PR-v4.1-Admissions Procedure

## Document History

Version	Date of Review	Date of Implementation	Change(s)
1.0	-	Nov 2007	-
2.0	Jan 2014	Feb 2014	<ul style="list-style-type: none"> <li>As tracked changed from old to new Policy format.</li> </ul>
2.1	17 Apr 2014	17 Apr 2014	Amendments required by AB
2.2	19 May 2015	10 Aug 2015	<ul style="list-style-type: none"> <li>Section 3.2 – added Assessment of Art or Design Portfolios</li> <li>Section 3.4 – updated Process for Offer, Acceptance and Enrolment.</li> <li>Section 4 – added Related and Supporting Documents</li> </ul>
3.0	19 Aug 2016	Term 1, 2017	<ul style="list-style-type: none"> <li>Updated Procedure for use of online application forms and processing of digital documents (Section 3).</li> <li>Updated section on processing application for students under 18 years old (Section 3.6).</li> </ul>
3.1	Sep 2016	14 Oct 2016	<ul style="list-style-type: none"> <li>Amended the procedure in line with VET FEE HELP requirements.</li> </ul>
4.0	May 2017	Term 3, 2017	<ul style="list-style-type: none"> <li>Amended the name of the Procedure to apply the procedure in all colleges.</li> <li>Section 2 Amended Scope</li> <li>Section 3.2.6 Revised Special Admission procedure</li> <li>Included Re-admission procedure.</li> </ul>
4.1	Jan 2018	Term 1, 2018	<ul style="list-style-type: none"> <li>Amended the policy to use new terminology required by DET</li> <li>DIBP replaced by Department of Home Affairs</li> <li>Amended 3.3 to allow consideration of applicants not meeting minimum ATAR requirements, subject to conditional enrolment requiring academic monitoring and support.</li> </ul>

**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	Procedures .....	4
3.1	Submission of Application Forms.....	4
3.2	Review and Approval of Application.....	4
3.2.1	Approval or Rejection.....	4
3.2.2	Processing an application for Recognition of Prior Learning (RPL).....	5
3.3	Admission Assessments .....	5
3.3.1	Applicants with an ATAR.....	5
3.3.2	Conditional Enrolments .....	5
3.3.3	Selection Rank Adjustment.....	5
3.3.4	Assessment of Design Portfolios .....	5
3.3.5	Interview Process (if required) .....	6
3.3.6	International students.....	6
3.3.7	Assessing of English Proficiency for International Students .....	6
3.4	Selection Rank Adjustments .....	6
3.4.1	ATAR Related Adjustments Scheme .....	6
3.4.2	Calculation .....	6
3.4.3	Adjustment Factors .....	7
3.5	Other Admission Options .....	7
3.5.1	Mature Age Applicants.....	8
3.5.2	Non-ATAR Admission.....	8
3.6	Re-Admission.....	8
3.7	Letter of Offer & Payment Details .....	8
3.8	Offer, acceptance and enrolment (once payment is received) .....	9
3.9	Appeals .....	9
3.10	Letter of confirmation / eCoE / receipt.....	9
3.11	Under 18 Overseas Students Welfare Arrangement.....	9
3.12	Enrolment set up in Student Database .....	10
3.13	Reporting International Student Default and Refunds .....	11
4	Related and Supporting Documents.....	11
	APPENDIX 1 SCORING RUBRIC FOR INTERVIEW.....	12
	APPENDIX 2 SCORING RUBRIC FOR PORTFOLIO.....	14
	APPENDIX 3A .....	16
	APPENDIX 3B .....	18
	APPENDIX 3C .....	20

## 1 Purpose

To ensure that the process of admitting students into Raffles College of Design and Commerce ("RCDC") courses is conducted in an effective and efficient manner and the assessment of entry requirements are in compliance with the Admissions Policy.

## 2 Scope

This policy applies to all staff at RCDC and associate colleges who are involved in the process of assessing and approving student applications.

## 3 Procedures

RCDC accepts direct applications forwarded to the Admissions Officer who will manage the progress of each application in accordance with the steps outlined in Appendix 1A (Domestic Student) and Appendix 1B (International Student).

### 3.1 Submission of Application Forms

- Students are required to complete and submit the current Application Form which can be submitted as an [online application form](#) or downloaded from RCDC's website ([www.raffles.edu.au/apply-how-to-apply](http://www.raffles.edu.au/apply-how-to-apply)). The Admission Officer will attach a pre-printed cover sheet (see Appendix 3) to the application stating the name of the student and the date the application is received.
- The completed cover sheet needs to be scanned and saved in the same folder with the student's other documents.
- All application documents should be saved on the 'New Enrolment' Shared drive, which will allow Admissions, Marketing and Accounts to have access to these digital files.
- Each application should be checked by the Student Services Manager to ensure the information provided is complete.
- Students who have submitted incomplete applications will be contacted by the Admissions Officer to provide any outstanding documentation or information.
- All copies of documentation must be certified by authorised persons or original documents must be sighted and certified by the staff at the campus.

#### Responsibility

Admissions Officer

### 3.2 Review and Approval of Application

#### 3.2.1 Approval or Rejection

Approval or rejection of the application should be noted on the cover sheet and signed.

If the application is rejected, the Student Services Manager or Program Director should advise whether the student may be eligible to enrol in an alternative course.

### **3.2.2 Processing an application for Recognition of Prior Learning (RPL)**

If an application for RPL is attached to the application this should also be assessed by the Program Director, Dean or Principal, as relevant, and noted on the application cover sheet.

## **3.3 Admission Assessments**

### **3.3.1 Applicants with an ATAR**

Applicants for admission to an RCDC course must have:

- A minimum Selection Rank of 60 (ATAR score plus Selection Rank Adjustments) or equivalent.
- 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.

Applicants who have completed further studies may have their ATAR adjusted in accordance with the UAC guidelines.

All applications will be assessed in accordance with the admissions requirements set out in the Admissions Policy.

### **3.3.2 Conditional Enrolments**

In the event of an applicant's selection rank being less than 60, or a student being accepted with a conditional enrolment will be that the student must agree to receive, and participate in, an academic support and monitoring program under the Course Progress Policy and Procedure.

#### **Responsibility**

Student Services Manager

A report must be provided to the Academic Board meeting after the conclusion of each term regarding the status and progress of students enrolled conditionally under 3.4.4.

#### **Responsibility**

Dean

### **3.3.3 Selection Rank Adjustment**

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.

The ATAR adjustment factors are set out under the Section 3.4 of this Procedure.

### **3.3.4 Assessment of Design Portfolios**

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 guidelines [www.raffles.edu.au/portfolio-requirements](http://www.raffles.edu.au/portfolio-requirements).

The Program Director will assess the applicant's ability according to the Scoring Rubric in Appendix 2 of this Procedure, and enter the comments of his/her assessment of the portfolio submitted, on the Application Cover Sheet. An applicant who has been assessed as having an unsatisfactory portfolio may be rejected on the basis of not meeting the portfolio entry requirements, or be requested to re-submit his/her portfolio, or be advised to consider enrolment in an alternative course.

**Responsibility**

Program Directors

**3.3.5 Interview Process (if required)**

Prospective students may be required to attend an interview with a member of academic staff. A suitable time should be organised with a member of the marketing team and the appropriate academic staff member for the selected course. It is important both representatives are present at the interview.

The applicant's interview will be assessed according to the Scoring Rubric for Interview in Appendix 1 of this Procedure. Make Portfolio Appendix 1 and Interview Appendix 2.

**Responsibility**

Program Directors

Marketing Officer

**3.3.6 International students**

International applicants for admission to an RCDC course must have appropriate educational qualifications equivalent to qualifications required of local applicants and must provide certified copies of the documentation. All overseas qualifications will be verified through assessment guidelines such as AEI-NOOSR and UK NARIC and the equivalent ATAR will be calculated based on the UAC guidelines.

**3.3.7 Assessing of English Proficiency for International Students**

International Students are required to meet the English proficiency requirements as set out in the Admissions Policy and RCDC English Proficiency Policy.

All applications must be returned to the Admissions Officer after being assessed.

**Responsibility**

Admissions Officer

**3.4 Selection Rank Adjustments****3.4.1 ATAR Related Adjustments 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

**3.4.2 Calculation**

Selection Rank will be assessed using the following calculation:

- ATAR or equivalent plus
- Interview and portfolio (the total score for the portfolio and/or interview will be converted to a score out of 100) plus

- Other Adjustment Factors

### 3.4.3 Adjustment Factors

Adjustment Factors – a maximum of 20 adjustment points will be added to the above score.

- a) **Subject adjustment** will be awarded to students who have completed 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 all 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)

Example:

If a student receives an ATAR of 50 and an interview and portfolio score of 80%, plus they have completed the subject Design and Technology in their HSC, their entry score would be calculated as follows:

ATAR 50  
 + Interview and Portfolio = 10 points  
 + Design and Technology = 5 points

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Total Adjusted Score = 65

### 3.5 Other Admission Options

### 3.5.1 Mature Age Applicants

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 experience determined by the Program Director, and approved by the Dean.

### 3.5.2 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.

#### Responsibility

Admissions Officer

### 3.6 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.

The Admissions Officer will check the student records in the RCDC student database management system and assess their applications in accordance with the RCDC Admissions Policy.

Students who have completely withdrawn from RCDC and wish to return to study, their applications will be assessed as a new application. In this case, the student may be eligible to apply for credit transfer.

### 3.7 Letter of Offer & Payment Details

- The Admissions Officer will issue a Letter of Offer to all students who have met the entry requirements and who have been accepted into the College.
- The Admissions Officer will enter the student's data into the database and create an RCDC student number. Student data includes the student's full name, date of birth, gender, home address, email address, contact number, nationality, fee paying status, start date of enrolment, and student status. If a student is enrolled into a VET course, a Unique Student Identifier (USI) Number needs to be entered into the system including the information provided in the completed *AVETMISS Enrolment Questionnaire*, prior to issuing the Letter of Offer.
- The Conditions of Enrolment and Student Agreement will be attached with the Letter of Offer. If a student is under 18 years old, the Under 18 Guardianship and Homestay Confirmation Form will be attached with the Letter of Offer for the student and guardian's completion.



- Payment information will be sent with the Letter of Offer to inform the student of their total course fees, including the first instalment amount due and the necessary date of payment. Students who are eligible for FEE-HELP will also be sent a link to an electronic Commonwealth Assistance Form (eCAF).
- A provisional Letter of Offer will be issued to any applicant who has not yet met the entry requirements and it will include an outline of what requirements are outstanding (e.g. Proof of English Proficiency Level), prior to determining whether it would be appropriate to make a full offer of acceptance.

**Responsibility**

Admissions Officer  
Marketing Officer

**3.8 Offer, acceptance and enrolment (once payment is received)**

The enrolment is not deemed to have been confirmed until the signed agreement is received. Proof of payment must be forwarded to the Admissions Officer.

Students applying for FEE-HELP will be required to complete an electronic Commonwealth Assistance Form (eCAF). Upon completion of the eCAF form, students must notify the Admissions Officer for processing.

**Responsibility**

Finance Manager  
Admissions Officer

**3.9 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.

**3.10 Letter of confirmation / eCoE / receipt**

- A letter of confirmation will be issued to the student confirming his/her enrolment and information about Induction Day.
- An eCoE is to be generated for international students on PRISMS by the Admissions Officer.
- The letter of confirmation, receipt and eCoE (international students only) should then be sent directly to the student/agent/IAO.

**Responsibility**

Admissions Officer  
Marketing Officer

**3.11 Under 18 Overseas Students Welfare Arrangement**

- To be granted a visa, international students who are under 18 years of age and intending to study at RCDC will need to have appropriate accommodation and welfare arrangements in place for the length of the visa or until they attain 18 years of age.
- If an under-18 years of age student accepts an offer to study at RCDC, he/she will be asked to complete an Under 18 *Guardianship and Homestay Confirmation Form* and return it to

Admissions with the Student Agreement. The student will be required to specify the caregiver arrangement in Australia as either option 1 or 2 below:

- a) Option 1 – Student residing with parent, relative or guardian who is 21 years of age or over, of good character and approved by DIBP. The parents of the student will be required to submit the caregiver/guardian's information.
  - b) Option 2 - Student entering into welfare arrangements with an approved guardianship company (submit homestay application form).
- If the student nominates to reside with a parent, relative or a guardian (option 1), a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter will **not** be need to be provided with the eCoE for the visa application.
  - If the student requests RCDC to arrange for guardianship (option 2), the student will be required to sign the homestay application form.
  - Admissions will arrange for the homestay with a homestay company, and request the homestay confirmation letter.
  - Once the confirmation letter is received, a CAAW letter will be provided with eCOE, so that the student can apply for a visa.
  - RCDC must nominate the start and end dates of responsibility for the student's welfare on the CAAW letter generated through PRISMS, based on the eCOE duration. The welfare arrangement ceases on the student's 18<sup>th</sup> birthday or 7 days after the duration of the eCOE, whichever comes first.
  - If an under 18 years of age international student's enrolment is cancelled or suspended, RCDC will continue to monitor the student's care arrangement until:
    - a) the student is accepted by another registered provider and that registered provider takes over the responsibility for approving the student's accommodation, support and general welfare arrangements, or
    - b) the student leaves Australia, or
    - c) care of the student by a parent or nominated relative is approved by the Department of Home Affairs or
    - d) RCDC has notified the Department of Home Affairs under Standard 5.3.6 that it is no longer able to approve the student's welfare arrangements or under Standard 5.5 that it has taken the required action after not being able contact the student.

### **Responsibility**

Student Services Manager

## **3.12 Enrolment set up in Student Database**

- Once the payment is confirmed by the Accounts Department, the cover sheet will be passed to the Student Services Manager. The Student Services Manager will finalise the enrolment, assign subjects, prepare a progress chart, and issue the student's study timetable.

- A student's enrolment documents will be moved to the 'Active Student' folder by intake order under Student Services shared drive.

**Responsibility**

Student Services Manager

### **3.13 Reporting International Student Default and Refunds**

- RCDC is required to report changes to a student's enrolment, including non-commencement of studies, through the Student Course Variation Report in PRISMS, within 31 days of that event happening.
- For a student under 18 years of age, RCDC will report the non-commencement of studies or cancellation of enrolment in PRISMS within 14 days.
- In cases where a student defaults because his/her visa is refused, RCDC is required to report that it has discharged its obligation to the student within 35 days after the default has occurs.

**Responsibility**

Student Services Manager

## **4 Related and Supporting Documents**

- Admissions Policy
- Recognition of Prior Learning Policy
- English Language Proficiency Policy
- RCDC Application Form
- Application Cover Sheet (Domestic) or (International) or (Transnational)
- Portfolio Requirements
- Student Agreement
- International Students Under 18 Guardianship and Homestay Confirmation Form
- Student Course Variation Report (PRISMS)
- Student Grievance and Appeal Policy and Procedure