



Admissions Procedure

Purpose

The purpose of this Procedure is to detail the steps that Victorian School of Commerce (VSC) takes in the process of admission of students to all its higher education award programs and courses.

Scope

The procedure applies to admission to all higher education courses of study offered by VSC and its prospective applicants, both domestic and international, and to all Staff who deal with and are responsible for the decisions regarding Admissions.

Definitions

Australian Qualifications Framework (AQF) – The AQF is the national policy for regulated qualifications in Australian Education and training in Australia. It comprises and details the different qualification levels.

Australian Tertiary Admission Rank (ATAR) – A ranking from 30 (lowest) to 99.5 (highest) agreed by COAG as nationally equivalent measure of a person's relative academic ranking within their peer cohort in the year they graduated from senior secondary school. 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.

Domestic Student – Under the Higher Education Support Legislation Amendment Bill 2017, only Australian citizens, permanent humanitarian visa holders, and certain New Zealand (NZ) Special Category visa holders are treated as domestic students for the purposes of receiving a Commonwealth Rant Scheme (CGS) subsidy and Higher education Loan Program (HELP) loans.

Education Services for Overseas Students (ESOS) ACT - The Commonwealth of Australia Act for Overseas students.

International English Language Testing System (IELTS) – an international standardized test of English proficiency.

International student – a student studying in Australia on a student visa.

Procedure

Admission Procedures at VSC will follow the principles outlined in the *Admissions Policy*, and in particular:

- Commitment to a fair and equitable process that is consistent and transparent;
- Special consideration and representation from students who are from a disadvantaged background or who identify as Aboriginal or Torres Strait Islander (See *Aboriginal and Torres Strait Islander People's Policy* and *Equity and Diversity Policy*);
- Ensure the credibility and accuracy of all evidenced documentation supplied;
- Admission of a number of students that is adequately supported by available staff, learning resources and administrative support.



Applications for Admission must be lodged using the Application for Enrolment Form (Higher Education). Documents required for Admission include:

1. A completed Application for Enrolment Form (Higher Education);
2. A copy of an identification document such as a passport or driver's license. Passport details are required for international students);
3. Certified copies of academic records from previously completed courses of study; and
4. A certified copy of an approved English language test or documented evidence of English language proficiency.

N.B. English language proficiency testing may include the following:

- For International students an evidenced copy of their IELTS exam or equivalent
- International applicants who have lived and worked in Australia need to provide a demonstration of their proficiency in an interview and/or in producing a written essay. They may also need an IELTS test.
- At the Dean's discretion there may be other avenues for enrolment which will be considered on a case-by-case basis.

The application and supporting documentation will be reviewed to ascertain whether the applicant meets the admission requirements outlined in the *Admissions Policy*.

VSC will also ensure that:

- Requirements and processes for admission are documented and applied fairly and consistently;
- Students who are admitted have adequate academic preparation, proficiency in English that is needed for their intended study and that there are no known limitations to their normal progression and completion.
- Contracts for admission and all arrangements are in writing and include any conditions that may be imposed on their enrolment.
- Prior to enrolment and acceptance of fees students are informed of their rights and obligations.
- Potential credit for prior learning has been addressed.
- Policies for withdrawal, acceptance or deferral, tuition protection and refund policies are all made clear to the students (See *Student Refund Policy* and *Student Refund Procedure*).

Admission Requirements

To be considered for admission to a higher education course at VSC, an applicant must meet VSC's minimum admission requirements, including any course-specific admission requirements. Meeting the minimum admission requirements does not guarantee admission to a course. Students admitted to higher education course at VSC will have the English language proficiency, age, and academic preparation and skills to succeed in their course in the standard duration.

To be considered for admission to the Bachelor of Business (Accounting), applicants must meet the following entry requirements:



Domestic Applicants

Domestic applicants must meet one of the following entry requirements:

- **Applicants with higher education study**
Successful completion of at least one year of a higher education course at an Australian higher education provider (at AQF level 7) within the last 10 years.
- **Applicants with vocational education and training (VET) study**
Successful completion of a Vocational Education and Training (VET) award at Certificate IV or higher at an Australian Registered Training Organisation (or equivalent) or higher education provider (within the last 10 years).
- **Mature Age Students - Applicants with work and life experience**
VSC understands that preparation for study is not restricted to formal educational attainment and that valuable intellectual and skills development can be gained through wide ranging experiences. We will review applications on a case-by-case basis from persons of at least 21 years of age, who do not have formal qualifications for entry but who seek admission to courses on the basis of their educational and skills development through experience and informal study.
- **Applicants with recent secondary education (within the past two years), successful completion of Year 12 (or equivalent) with required minimum score below:**

ATAR	55
GPA	3.5 out of 7
STAT	120

International Applicants

International applicants must meet one of the following entry requirements:

- **Applicants with higher education study**
Successful completion of at least one year of a higher education course at an Australian higher education provider (at AQF level 7) within the last 10 years.
- **Applicants with vocational education and training (VET) study**
Successful completion of a Vocational Education and Training (VET) award at Certificate IV or higher at an Australian Registered Training Organisation (or equivalent) or higher education provider (within the last 10 years)
- **Mature Age Students - Applicants with work and life experience**
VSC understands that preparation for study is not restricted to formal educational attainment and that valuable intellectual and skills development can be gained through wide ranging experiences. We will review applications on a case-by-case basis from persons of at least 21 years of age, who do not have formal qualifications for entry but who seek admission to courses on the basis of their educational and skills development through experience and informal study.



- **Applicants with recent secondary education (within the past two years)**
Successful completion of Year 12 (or equivalent). To find out the required minimum score for Year 12 equivalency for entry into a course at VSC, please refer to [Appendix 1](#) at the end of this document. For additional information please refer to the following link <https://www.vcaa.vic.edu.au/assessment/results/credit-recognition/credit-vce/equivalent-quals/Pages/Assess-overseas-qual-12.aspx>
- **English Language proficiency**
International students are also required to meet the English Language proficiency requirements.

English Language Tests and Minimum Requirements
IELTS (International English Language Testing System) – Academic <ul style="list-style-type: none">• Overall, 6.0 (min. 6.5 in writing and no other band less than 5.5)
TOEFL (Test of English as a Foreign Language) Paper Based Test <ul style="list-style-type: none">• 500 (min. 4.5 TWE – Test of Written English) Internet Based Test (iBT) <ul style="list-style-type: none">• Overall score 60 (min.18 in writing, 12 in listening, 16 in speaking and 14 in reading)
Pearson Test of English (PTE) <ul style="list-style-type: none">• 50 (writing not less than 50 no other skill score < 42)
Cambridge English Advanced (CAE) <ul style="list-style-type: none">• Level B2 (169) (writing not less than 169)

NB: All the test results must not be older than 2 years at the time of applying for the course.

Verification of Documentation

Student administration must first check the application for completeness including:

- All applicant's details are included
- All fields of the application have been filled
- All documentation required is added and has been certified and verified

If any of this is missing the administration must contact the applicant and request the missing detail before the application is processed.

Special Consideration

In the case of an applicant not meeting the entry requirements, special consideration may be given for admission. This will be determined by the administrative team in consultation with the Academic Board and must be approved by the Dean.

Special consideration may be applied for the following reasons:



- applicants of Aboriginal and Torres Strait Islander descent (See *Aboriginal and Torres Strait Islander People's Policy*)
- applicants with a disability
- applicants from a socioeconomic or disadvantaged background
- applicants from remote, rural or isolated areas
- First-in-family learners
- applicants with learning or language difficulties (See *Equity and Diversity Policy*)

Applicants requesting special consideration must provide the relevant information regarding the basis for their request and what support they require. Based on the information provided by the applicant, VSC will determine what reasonable adjustments may be made to support the student.

- **All applicants** need to provide documentation from their health professional and what reasonable support is needed so they can attend classes and tutorials, complete their individual or group assignments and independently complete any examinations.
- **Applicants of Aboriginal and Torres Strait Islander heritage** – who are seeking special consideration will be considered under the *Aboriginal and Torres Strait Islander People's Policy*. Staff need to refer to *Aboriginal and Torres Strait Islander People's Policy* for further details.

To be eligible for special consideration as an Aboriginal or Torres Strait Islander student, applicants must be of Aboriginal descent and identify as such in their application; be accepted as an Aboriginal or Torres Strait Islander person in the community where they live, and be able to provide confirmation of their Aboriginality.

These applicants will then be provided with an interview by a senior academic member of staff to identify what additional support may be needed:

- English language support
- Additional academic support or tutorial support
- IT systems and support
- Counselling and mental health support
- Cultural support
- Pastoral support

If assessed as eligible under the *Admissions Policy* the applicant will be sent a Letter of Offer and Student Agreement as set out below.

The Dean has discretions in relation to Admissions and only significant and exceptional issues may need to be referred to the Academic Board.

Letter of Offer and Student Agreement

All applicants will receive a formal notification of the admission outcome from VSC, as follows:

- A Letter of Offer (unconditional offer);
- A Letter of Offer (conditional offer)
- A refusal letter.

Letter of Offer

All eligible and successful applicants will be sent a Letter of Offer that is either unconditional or conditional.

A Conditional Letter of offer requires the applicant to meet specified conditions before enrolling in the Course.



An unconditional Letter of offer does not impose any conditions on the applicant.

The Letter of Offer must include:

- Course details (start dates, location etc)
- Details outlining the fees to be paid by the student
- Acceptance of Offer to be signed by the student
- Policies and arrangements for potential prior credit learning application
- Policies on charges for withdrawal or deferral and refunds of charges where applicable
- Options available for unsuccessful applicants

Student Agreement

The Student Agreement is the contract between VSC and the student. It must include all the requirements and conditions that are set out under the various regulatory requirements, including the *ESOS Act*.

The Student Agreement should be as transparent as possible and ensure the student is given all relevant information of the rights and obligations under the contract.

Credit and Recognition of Prior Learning

If an applicant seeks recognition or credit for prior learning it must be assessed according the *Credit and Recognition of Prior Learning Policy*. The application for recognition or credit for prior learning must be submitted. Applications for RPL should be made no less than 15 business days prior to commencing your studies in a VSC course. A decision will be given in writing no less than 5 business days prior to you commencing your studies. The letter of offer will have the final outcome of the applicant's RPL assessment.

Deferral or Withdrawal

If an applicant decides to defer, the period can be for one year only. The Dean or CEO will determine if the application can go ahead and notify the student with the procedure, the terms and the conditions. Any request for refunds must be addressed in accordance with the *Student Refund Policy* and *Student Refund Procedure*.

In the case of withdrawal from a course the same policies must be adhered to.

Appeal for Refusal of Admission

When an applicant is refused admission that person may appeal the decision according to the *Student Complaints and Appeal Policy* and *Student Complaints and Appeal Procedure*. Any refusal must contain the reasons for that decision and have enough detail and clarity so the applicant can determine if the refusal warrants an appeal.

Legislation

This *Admissions Procedure* and the accompanying *Admissions Policy* comply with the *Higher Education Standards Framework 2015 (HES)* Standard 1.1 (Admission), which states:

“Admissions policies, requirements and procedures are documents, and applied fairly and consistently, and are designed to ensure that admitted student have the academic preparation and proficiency in English needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion”.



The Policy and Procedure also comply with the HES Standard 2.2 on Diversity and Equity which states:

1. “Institutional policies, practices and approaches to teaching and learning are designed to accommodate student diversity, including the under-representation and/or disadvantage experienced by identified groups, and create equivalent opportunities for academic success regardless of student’s background.
2. Specific consideration is given to the recruitment, admission, participation and completion of Aboriginal and Torres Strait Islander peoples
3. Participation, progress, and completion by identified student subgroups are monitored and the findings are used to inform admission policies and improvement of teaching and learning and support strategies for those subgroups”.

Related policy instruments

Aboriginal and Torres Strait Islander People’s Policy

Admissions Policy

Academic Progression and At Risk Policy

Academic Progression and At Risk Procedure

Credit and Recognition of Prior Learning Policy

Credit and Recognition of Prior Learning Procedure

Enrolment Policy

Equity and Diversity Policy

Marketing and Student Recruitment Policy

Student Complaints and Appeals Policy

Student Complaints and Appeals Procedure

Student Refund Policy

Student Refund Procedure

Teaching and Learning Policy

Related documents and legislation

Admissions Transparency Implementation Plan June, 2017

Education Services for Overseas Students (ESOS) Act 2000

Australian Council of Graduate Research – *Australian Graduate Research Good Practice Principles*

Australian Government, National Code of Practice for Registration Authorities and Providers of education and Training to Overseas Students, 2007(Standard 2 and 3)

Higher Education Standards Framework (Threshold Standards) 2017, Part A: Standard 1.1 (Admission), 1.2 (Credit and Recognition of Prior Learning, 2.2. (Diversity and Equity), 7.2 (Information for Prospective and Current Students)

Higher Education Support Legislation and Amendment Bill 2017.

Tertiary Education Quality Standards Agency (TEQSA) Act.



Administration

Revision History

Version	Approval date	Approval body	Review date
0.1	11/06/2019	Board of Directors	
0.2	18/02/2020	Board of Directors	
0.3	14/04/2020	Board of Directors	
0.4	05/06/2020	Academic Board	
0.5	26/06/2020	Academic Board	
0.6	01/09/2020	Board of Directors	
1.0	02/06/2021 18/06/2021	Academic Board Board of Directors	30/06/2022



Appendix 1

Secondary Education (Year 12) minimum score requirement for international applicants

The Victorian School of Commerce (VSC) requires all international applicants, who have completed their secondary education (Year 12) within the past two (2) years of applying to study at VSC, to have a minimum score that is equivalent to ATAR 55. To understand what an ATAR is, please visit the Victorian Tertiary Admissions Centre (VTAC) [website](http://www.vtac.vic.edu.au).

The table below provides secondary education (Year 12) scores achieved in different countries that are equivalent to ATAR 55.

Country	Equivalent qualifications to Australian secondary education	Score equivalent to ATAR 55	Calculation method
Bangladesh	Higher Secondary Certificate or equivalent	GPA 3.5	GPA of all the studied Year 12 subjects
Canada	Alberta High School Diploma or British Columbia Senior Secondary School Graduation Diploma or Nova Scotia High School Completion Certificate or Ontario Secondary School Diploma or equivalent	55%	Overall percentage of the 6 best subjects



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 CRICOS Code: Subject to Approval

Country	Equivalent qualifications to Australian secondary education	Score equivalent to ATAR 55	Calculation method
People's Republic of China	Senior Middle 3 or equivalent	65%	Overall percentage of all the studied subjects
Hong Kong	Diploma of Secondary Education (HKDSE) or equivalent	12	Overall score of the 5 best subjects including 4 cores and 1 elective
India	All India Senior School Certificate (CBSE), or Indian School Certificate (CISCE) or equivalent	55%	Overall percentage of 4 best academic subjects
Indonesia	Secondary School Certificate of Graduation SMA 3 or SMK 3 or equivalent	65%	Overall percentage from the last two semesters
International	GCE A Levels	4	Overall score of 3 H2 level subjects



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Country	Equivalent qualifications to Australian secondary education	Score equivalent to ATAR 55	Calculation method
International	International Baccalaureate (IB) Diploma Programme	21	Overall score of all studied subjects
International	Scholastic Aptitude Test (SAT)	920	Overall score
Finland	Upper Secondary School Diploma or equivalent	8	Overall grade of 8 in English A
Germany	A-Levels/ Abitur or equivalent	3	Overall grade of 3 in English
Japan	Upper Secondary School Certificate of Graduation or equivalent	2.00	Overall average of all studied subjects
Kenya	Certificate of Secondary Education (KCSE) or equivalent	C(6)	Overall score of the 7 best subjects including English



Country	Equivalent qualifications to Australian secondary education	Score equivalent to ATAR 55	Calculation method
Malaysia	Malaysian Higher School Certificate (STPM) or equivalent	GPA 2.33	GPA of all the studied Year 12 subjects
New Zealand	National Certificate of Educational Achievement (NCEA) or equivalent	60 Credits	Overall 60 credits in Level 3
Nepal	Nepal School Leaving Certificate Examination (Year 11 and 12) or equivalent	2.8 %	Overall percentage of all the examined subjects
Norway	Secondary Education Diploma/ Vitnemål or equivalent	4	Overall grade of 4 in English
Singapore	A Levels or equivalent	4	Overall score of 3 H2 level subjects



Country	Equivalent qualifications to Australian secondary education	Score equivalent to ATAR 55	Calculation method
Sri Lanka	General Certificate of Education Advanced Level or equivalent	4	Overall score of 3 H2 level subjects
South Korea	Upper Secondary Certificate or equivalent	65%	Overall percentage of all the studied subjects
Switzerland	Secondary Education Diploma/Swiss Matura or equivalent		Overall grade of 4.5 in English
Taiwan	Senior High School Diploma or equivalent	65%	Overall percentage of all the examined subjects
Thailand	Matayom 6 Certificate of Secondary Education or equivalent	GPA 2.20	GPA of all the studied Year 12 subjects



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Country	Equivalent qualifications to Australian secondary education	Score equivalent to ATAR 55	Calculation method
United States of America	Senior High School Diploma or equivalent	GPA 2.20	GPA of all the studied Year 12 subjects
Vietnam	Upper Secondary School Graduate Diploma or equivalent	GPA 6.50	GPA of all the studied Year 12 subjects
West Africa	West African Senior School Certificate Examination or equivalent	25	Overall score of the 5 best subjects including English

Note: If an international applicant's country is not listed in the above table, please contact VSCs' Reception on call XXXX or email on admin@thevsc.com.au to discuss further.