



## COURSE ADMISSIONS POLICY

POLICY NUMBER: UBSS

DATE OF APPROVAL: 28 June 2012

### PURPOSE

The purpose of this policy is to outline the criteria for admission to UBSS courses, and to define the requirements of external agents given authority by UBSS to admit students to its courses.

### Definitions:

**Agent:** a person representing an organisation that has a formal contractual agreement with GCA to admit students to UBSS courses in-line with this policy

**AEI-NOOSR:** Australian Education International – through the National Office of Overseas Skills Recognition. AEI-NOOSR assessments are a guide to the educational level of an overseas qualification in terms of a qualification on the Australian Qualifications Framework (AQF)

**AQF:** Australian Qualifications Framework: is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

### POLICY

#### Admission Criteria to UBSS Courses:

Admission to all courses offered by UBSS at AQF Level 7 (Bachelor degree) level that includes its nested Associate Degree and Diploma awards requires the completion of:

- The NSW High School Certificate (or equivalent) with an ATAR of 67.95; or
- Completion of an accredited Australian Vocational Education qualification recognised at AQF level 5 (Diploma) or above; or
- Completion of overseas university qualifications at Bachelor degree level or higher.

In addition, applicants who have not completed a minimum of an AQF Level 5 (Diploma) level qualification in Australia must prove adequate English language proficiency by obtaining a minimum score of:

- IELTS Score of 6.0; TOEFL Test of Written English (TWE) 550 with a written score of 5; TOEFL (Computer-based): 213; TOEFL (Internet-based): 80; Cambridge Certificate of Advanced English (CAE) "B" Grade or Certificate of Proficiency in English (CPE) "C" Grade; Pearson Test of English (Academic: PTE): 54 or equivalent.

Students who complete Bachelor degree level qualifications from overseas institutions will be required to submit their qualifications for AEI-NOOSR assessment to provide a statement of equivalency. This assessment is also required to provide Credit Transfer for the UBSS professionally accredited courses.

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Applicants who submit qualifications that are not included above will have their qualifications considered by the Dean and/or Academic Board to ensure appropriate entry standards are maintained.

#### Requirements of Agents:

Agents contracted to perform services on behalf of UBSS must act within the provisions of the *GCA Agents Management Policy* that outlines their duties, responsibilities and conditions of their association with GCA.

Agents will ensure that all applicants for UBSS meet the selection criteria above. In addition, for each applicant, evidence of applicants meeting the admissions criteria must be provided and uploaded onto the MyGCA system that includes:

- A certified copy (by an Australian Justice of the Peace or notary public) of the applicants academic qualifications that includes an academic results transcript and the testamur/certificate;
- A certified copy of documentation evidencing the applicant's English language proficiency;
- Evidence of submission (via the MyGCA portal) of overseas Bachelor-level qualifications for assessment.

#### **Amendments to Admissions Policy**

The UBSS Council has authority to amend this policy on recommendation of the Academic Board.

#### **RELEVANT LEGISLATION**

Higher Education Support Act (HESA): 2003

Educational Services for Overseas Students Act (ESOS): 2000

#### **Related Documents:**

UBSS Credit Transfer Policy

GCA Refunds Policy

GCA Agent Management Policy

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