



ADMISSIONS POLICY AND PROCEDURES

Purpose

LEA Education Australia (LEA**) is committed to establishing transparent and equitable admissions procedures that are applied consistently to promote and protect the integrity of LEA's higher education course offerings. Through sound admissions processes LEA shall ensure that applicants are treated fairly, have the capacity to complete their chosen course and are fully informed about their options regarding LEA's courses and student obligations.

This *Admissions Policy and Procedures* outlines the principles on which the admissions process is founded and provides details of the key components of the admissions process, namely identifying course entry requirements, processing applications, selecting successful applicants with equity measures in place, and notifying applicants of the selection outcome.

**The trading name for the Lincoln Institute of Higher Education (LIHE) is Lincoln Education Australia (LEA).

Scope

This policy applies to applicants seeking to enrol in a LEA course, and staff involved in the admissions process.

Principles

The objective of LEA's admissions policy and processes is to admit only those applicants to a course of study who provide sound evidence of satisfactorily addressing the admissions criteria and demonstrate the ability to successfully complete the course they seek to enter.

LEA is committed to ethical and responsible recruitment of students, providing current and prospective students with clear, current and accurate information for admission into LEA courses. LEA will not knowingly recruit or enrol an international student seeking to transfer from another registered provider's course prior to the student's completion six months of their principal course of study, except in circumstances consistent with national legislation as outlined in *LEA's Student Transfer Policy and Procedure*.

Entry requirements are based on the fundamental knowledge and skills that applicants need in order to successfully complete the specific course of study. Entry requirements are benchmarked against those of comparator's courses according to the *Benchmarking Policy and Procedures*, to ensure they are of an appropriate industry standard. LEA sets clear entry requirements for all courses and admits applicants in accordance with the requirements.



As per the *Information for Students Policy and Procedures*, LEA ensures that applicants are fully informed of their rights and obligations throughout the admissions process.

Admissions processes at LEA shall be transparent, fair and applied consistently.

Evaluations of applications for enrolment shall be as objective as possible and carried out in accordance with the *Conflict of Interest Policy and Procedures*.

LEA shall verify all relevant application materials submitted in support of the application.

In accordance with its commitment to equity and diversity, LEA shall ensure that applicants from underrepresented and/or disadvantaged backgrounds are given due consideration throughout the admissions process so that they have full understanding of and equal access to the admissions process and are able to participate fully in all educational opportunities provided by the Institution.

LEA shall ensure that the number of students admitted into each higher education course is proportionate to the available infrastructure, services and resources, including human resources that are necessary to provide a favourable study environment.

Socio-demographic and relevant health-related information collected during the admissions process shall be used to tailor support strategies, infrastructure and resources to the specific cohorts of students, ensuring that all students have the opportunity to participate, progress, and successfully complete their courses. All personal information collected during the admissions process shall be treated as highly confidential. See *Data and Records Integrity Policy and Procedures* for more information.

Admissions-related data shall be collated and reported to the Academic Board who shall advise the Corporate Governance Board on admissions policies and processes.

In accordance with the *Course Discontinuation and Teachout Policy*, LEA shall not issue offers of enrolment to a course that has been discontinued.

Course Entry Requirements

Course entry requirements are developed as part of the course development process (see *Course Development and Approval Policy and Procedures*) and continually reviewed and updated if necessary (see *Course Review and Continual Improvement Policy and Procedures*).

Course entry requirements shall be consistent with the Australian Qualifications Framework (AQF) requirements at the relevant level.

General Course Entry Requirements

All applicants for LEA courses must be 18 years of age or over at the commencement of their course and hold relevant academic or equivalent qualifications that are consistent with the



requirements to commence study at the Australian Qualifications Framework (AQF) level for that course.

Undergraduate Courses:

- Successful completion of Year 12 with an ATAR of 65 or equivalent qualification; or
- Successful completion of a recognised foundation studies program; or
- 1 year of university studies; or
- Completion of a qualification equivalent to an Australian AQF Certificate IV

Postgraduate Courses:

- Australian Bachelor's degree or overseas equivalent.

Assumed Knowledge

For some undergraduate courses, it is assumed that through secondary school studies or other equivalent studies a student will have achieved a level of knowledge of the subject area that is considered desirable for successful university level study. For example, the Bachelor of Information Systems will require an assumed level of knowledge of Mathematics for successful study.

Recognition of Prior Learning

The *Recognition of Prior Learning Policy* applies to the assessment of applicants who do not meet the formal entry requirements.

Applicants who meet the course entry requirements are not necessarily guaranteed a place in the course. For example, when the number of applicants meeting the requirements exceeds the number of places available in a course.

Course entry requirements shall be clearly communicated to all applicants as per the *Information for Students Policy and Procedures*.

Applications

Applications are to be submitted by the deadline specified for the desired course and applicants shall demonstrate that they meet the course entry requirements.

Applicants may be required to provide evidence of requirements additional to the general course entry requirements as outlined below.



English Language Entry Requirements

LEA has English language entry requirements that apply to all applicants. These requirements are set out in the *English Language Entry Requirements Policy*. Typically, the English language requirements would be as follows (and may apply to applicants even if they are not an international student).

Undergraduate and Postgraduate Courses

- An overall IELTS band score of 6.5 with a minimum score of 6.0 in each component of the test.
- A TOFEL score of 570 with a written English score of 4.5 in a paper-based test or a score of 80 with a minimum score of 20 in reading and writing and 18 in speaking and listening in an internet-based test.
- An overall CAE Advanced (Post 2015) score of 176 with a minimum of 169 in all sub-skills.
- An overall PTE Academic score of 64 with a minimum score of 55 in communicative skills

Proof of English language proficiency shall not be older than 2 years from the date of commencement of the course applied for.

Additional Entry Requirements

All applicants for LEA courses must be 18 years of age or over at the commencement of their course and hold relevant academic or equivalent qualifications that are consistent with the requirements to commence study at the Australian Qualifications Framework (AQF) level for that course. Applicants are required to turn 18 before the first day of Orientation Week.

Application for admission into some LEA courses may require applicants to attend an interview or submit a portfolio.

Selection

Admissions

The Admissions staff shall process the applications and perform verification and compliance checks of those applicants.

Equity Measures

LEA shall facilitate access to applicants from underrepresented and/or disadvantaged groups have full access, including:

- Aboriginal and Torres Strait Islander persons
- Part or full-time carers



- Persons with disabilities
- Persons experiencing mental or physical health concerns
- Mature-age applicants
- Single parents
- International applicants
- People for whom English is a second language
- Persons who identify as LGBTI

LEA shall establish a specific point of contact for Aboriginal and Torres Strait Islander applicants to utilise at any point during the application process.

Aboriginal and Torres Strait Islander applicants shall be invited to attend an informal interview in which to discuss the individual circumstances that may support their application and ask any questions they may have about the admissions process.

As with all applicants, LEA shall assure itself that Aboriginal and Torres Strait Islander applicants have the capacity to complete the course with appropriate support provided by LEA.

Applicants who identify as Aboriginal and Torres Strait Islander are guaranteed a place in a LEA course if they meet the entry criteria.

LEA does not restrict admission on the basis of disability or discriminate against people with a disability and takes all reasonable steps to make adjustments to accommodate a student with a disability and reduce the impact of a disability on a student's academic success.

However, LEA may deny entry based upon reasonable belief of a student's inability to successfully complete the course, based upon potential limitations applied by the disability and restricted participation within course requirements

Notification of Outcome

Successful applicants shall receive an offer of enrolment as outlined under 'Offer of Enrolment' below.

Unsuccessful applicants shall receive a notification thanking them for the time taken to apply, and where appropriate, providing reasons for the rejection of their application. The notification shall include an explanation of the appeals process should they wish to dispute the decision.

Offer of Enrolment

Successful applicants shall receive a Letter of Offer that clearly states the date by which the offer is to be accepted.



The Letter of Offer shall be accompanied by information regarding:

- Terms and Conditions of enrolment at LEA
- Fees and charges
- Course withdrawal options including fee refunds and tuition assurance
- Course deferral options
- Information about Work Integrated Learning and internship arrangements, if applicable
- Withdrawal of offer of enrolment in the event that the offer is based on an incomplete, inaccurate or fraudulent application.

Applicants who wish to accept the offer to enrol in a LEA course are required to sign the Terms and Conditions and return it to LEA by the specified date.

If the applicant fails to accept the offer by the specified date, the offer shall expire.

Withdrawal of an Offer

The Registrar may withdraw an offer of enrolment in the event that the offer of enrolment is based on an incomplete, inaccurate or fraudulent application.

An offer withdrawal is to be communicated to the applicant in writing.

Appeals

All applicants have the right to appeal a decision made by the Admissions Office.

Appeals will be considered based on the following grounds:

- The applicant satisfies the course entry requirements
- The application was submitted correctly
- The admissions process was not implemented in accordance with LEA policies and expectations for staff conduct.

Review and Continual Improvement

The Academic Board, taking advice from the relevant Academic Board Committees, Student Representative Group (SRG) and Academic leaders, shall continually review policies to ensure the best outcomes for students. The Academic Board shall provide advice to the Corporate Governance Board about continual tailoring of admissions policies and processes to the needs of LEA's students through annual reports.

Advice about improvements of admissions policies shall be made based on analysis of reports regarding:



- Enrolment, retention, and completion rates
- Rate of students identified as at risk
- Rate of unsatisfactory progress cases
- Student use of support services
- Student academic performances
- Student complaints and appeals.

Recurring issues that appear in these reports may be related to admissions processes and the Academic Board may recommend appropriate changes.

Compliance

All individuals interested in gaining entry into LEA courses and staff at LEA involved in admissions process are required to comply with this policy and its procedures. Non-compliance may result in disciplinary action.

File Number	LEA-GEN-COR-70008-D
Responsible Officer	Chief Executive Officer
Contact Officer	Registrar
Legislative Compliance	<ul style="list-style-type: none">• <i>Higher Education Standards Framework (Threshold Standards) 2015</i>• <i>Tertiary Education Quality and Standards Agency Act 2011</i>
Supporting Documents	
Related Documents	<ul style="list-style-type: none">• <i>English Language Entry Requirements Policy and Procedures</i>• <i>Recognition of Prior Learning Policy</i>• <i>Information for Students Policy and Procedures</i>• <i>Public Information Policy and Procedures</i>• <i>Anti-Discrimination Policy and Procedures</i>
Superseded Documents	<i>LEA Admissions Policy and Procedures V1.2</i>
Effective Date	1 January 2022
Next Review	3 years from the effective date

Definitions

Academic Board: Governing body responsible for academic matters, including learning and teaching, course approval, workforce planning, academic staff appointments, research and professional development, academic policies and procedures, overseeing student grievances and appeals processes.

Academic staff: Staff employed at LEA in a learning and teaching or research capacity.

Australian Qualifications Framework (AQF): National guidelines that regulate Australian post-compulsory education and training qualifications. The framework identifies learning outcomes for each AQF level and qualification, policy requirements, educational and economic objectives, governing and monitoring arrangements.



Domestic student: Person enrolled in a course at LEA who is either an Australian or New Zealand citizen, or an Australian Permanent Resident.

Education Services for Overseas Students Act 2000 (ESOS Act): Australian federal legislation establishing legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa.

International student: Person enrolled in a course of study at LEA who is not a citizen of Australia or New Zealand, or an Australian Permanent Resident.

Review Schedule

The Academic Board shall review this policy every three years.

Version History			
Version number:	Approved by:	Approval Date:	Revision Notes:
1.0	Academic Board	13/08/2020	New policy
1.1	Academic Board	25/01/2021	English language requirements revised
1.2	Academic Board	25/02/2021	English language requirements revised
1.3	Academic Board		<ul style="list-style-type: none">• General entry requirements revised• Text added to state applicants must be over 18 years of age• Recruitment of international students revised in accord with CRICOS Standard 7.
1.4	Academic Board	22/02/2023	TEQSA and CRICOS requirements incorporated
			<ul style="list-style-type: none">•