

Admissions Policy for Domestic Students

Purpose

This policy establishes the principles and processes by which Macleay College Pty Limited will assess domestic student applications to study at Macleay College in accordance with college rules and the *Higher Education Standards Framework 2021*.

Scope

This policy applies to all domestic students who seek admission to a course of study at Macleay College. International students seeking admission to a course of study at Macleay College should refer to the college **Admissions Policy for International Students** which can be found at the Enrolment section of the college website and the Handbook section of the myMacleay Student Portal (Moodle).

Principles

Macleay College aims to admit applicants who are likely to succeed in a course. Admissions decisions will be fair, equitable, consistent, transparent, and as objective as possible. All applicants to Macleay College are assessed using clearly defined procedures based on these principles. Macleay College is committed to social inclusion and to providing access for groups who are under-represented in higher education.

Related Policies

This policy should be read in conjunction with the following college policies:

- Admissions Policy for International Students
- Course Credit Policy
- Deferral, Suspension or Cancellation of Enrolment Policy
- Tuition Fee Refund Policy for Domestic Students
- Grievance & Appeals Policy

All documents referenced in this policy can be accessed via the [Forms & Policies](#) section at the bottom of the Home Page of the college website and Handbook section of the Moodle Student Portal via www.mymacleay.edu.au/.

Attached Schedules

The following schedules are referenced in this policy to provide additional information:

- Schedule A: Work & Life Experience Supporting Statement Guidelines
- Schedule B: Student Admissions Delegations & Levels of Authority Matrix

Definition of Key Terms

"Bachelor's degree" means an Australian Qualifications Framework Level 7 (AQF Level 7) accredited course of study.

"Diploma" means an Australian Qualifications Framework Level 5 (AQF Level 5) accredited course of study.

Domestic applicant: a prospective student who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa (holders of all categories of permanent resident visa including humanitarian visas)

"CoE" means a Confirmation of Enrolment which confirms the student's eligibility to enrol in a course.

Admission Criteria

Students may be accepted into a course of study at Macleay College where they meet the minimum general admission criteria most relevant to their circumstances and/or background. Macleay College reserves the right not to offer a student a place in a Course of Study.

Applicants are expected to have attended an initial Interview, Phone Interview or Open Day prior to applying to a course of study at Macleay College. Applicants may be required to undergo an interview as part of the application process.

In special circumstances, the Executive Dean may waive one or more of the admission requirements for an applicant. Where this authority is exercised, the formal approval will become part of the student's official record. The Academic Board will be advised of any the use of this delegation with a view to ensuring that the admissions criteria remain robust and appropriate in design and application.

The minimum general admission criteria are outlined below in the following applicant groups:

A. Applicants with Recent Secondary Education (within the past two years)

Secondary Education Applicants

All Secondary Education Applicants must present evidence of completion of an Australian Senior Secondary Certificate (or equivalent). International Baccalaureates and other international secondary school qualifications are assessed against authorised schools in the Country Education Profiles assessment tool.

B. Applicants with Vocational Education & Training (VET) Study

VET Applicants

Diplomas: To gain entry to a Diploma course of study at Macleay College, VET Applicants must have completed a relevant VET qualification at Certificate IV level or higher.

Bachelor's degrees: To gain entry to a bachelor's degree course of study at Macleay College, VET Applicants must have completed a relevant VET qualification at Certificate IV level or higher. All applicants must present evidence of their VET qualification(s) and academic results.

C. Applicants with Higher Education Study

Higher Education Applicants

Diplomas: To gain entry to a Diploma course of study at Macleay College, Higher Education Applicants must have completed a relevant tertiary qualification.

Bachelor's degrees: To gain entry to a bachelor's degree course of study at Macleay College, Higher Education Applicants must have completed a relevant tertiary qualification. All Higher Education Applicants must present evidence of their qualification(s) and academic results.

D. Applicants with Work & Life Experience

Work/Life Experience Applicants

Applicants who left senior secondary education more than two years prior to their application and have not undertaken VET or higher education study since, may gain entry into a course of study at Macleay College based on professional or work experience.

To be considered for admission based on work and life experience, applicants must be at least 20 years old at 1 February in the year they intend to commence study at Macleay College.

Diplomas: To gain entry to a Diploma course of study at Macleay College, Work/Life Applicants must provide sufficient evidence to demonstrate readiness for higher education. Applicants who left secondary education more than two years ago may be assessed and selected based on any combination of:

- Evidence as to the type and duration of employment (minimum of one year) in a relevant industry.
- A completed Enabling course.
- Sitting the STAT and achieving an acceptable score of 140 in the Written English section.
- ATAR or HSC (or equivalent) results if these are between three and five years old.
- Non-formal learning such as work-based courses and non-accredited professional development such as volunteering work, community engagement, micro-credentials, or industry-relevant experience.

Bachelor's degrees: To gain entry to a Bachelor course of study at Macleay College, Work/Life Applicants must provide sufficient evidence to demonstrate readiness for higher education. Applicants who left secondary education more than two years ago may be assessed and selected based on any combination of:

- Evidence as to the type and duration of employment (minimum of two years) in a relevant industry.
- A completed Enabling course.
- Sitting the STAT and achieving an acceptable score of 140 in the Written English section.
- ATAR or HSC (or equivalent) results if these are between normally three and five years old.
- Non-formal learning such as work-based courses and non-accredited professional development such as volunteering work, community leadership and engagement, micro-credentials, or industry-relevant experience.

In addition to the above, applicants must provide a written supporting statement outlining reasons for undertaking the intended course of study and addressing at least three of the following admission criteria:

- Tertiary Preparation
- Interpersonal & Communication Skills
- Achievement & Experience
- Knowledge & Skills
- Equity Access or Other Special Considerations (if applicable)

The aim of the supporting statement is to show how the knowledge, skills, and personal qualities gained through the individual's work and life experience will support their potential to succeed in their studies. The statement must attach evidentiary documents such as a resume, portfolio of work, references etc. For more information on the criteria, please refer to the **Work & Life Experience Supporting Statement Guidelines** provided at Schedule A of this document.

Additional Criteria

Applicants may be required to attend a short informal interview to assess the applicant's aptitude and understanding of their chosen course of study and the requirements of tertiary study.

Additional Information

Indigenous Australian Entry Scheme

The Indigenous Australian Entry Scheme enables Aboriginal and Torres Strait Islander people to apply for entry to a course of study at Macleay College based on previous study, work and life experience and/or any other transferable skills that support their potential to succeed in their studies.

Applicants who apply under the Indigenous Australian Scheme must provide a written statement outlining their reasons for undertaking the intended course of study. The statement should be 300-500 words and attach supporting evidentiary documents such as completion of any senior secondary school certificates, school record statements, any other qualification(s), resume, references etc.

Applicants must also provide 'Confirmation of Aboriginality or Torres Strait Islander Heritage' at the time of their application (or at their interview).

Domestic Applicants with Overseas Qualifications

All overseas equivalent qualifications will be verified using the Australia Education International, National Office of Overseas Skills Recognition Database (Country Education Profiles Online known as CEP Online).

How to Apply

1. Enquiry

Applicants who have questions about studying at Macleay College or seeking course advice prior to making an application, can contact the Admissions Team using one of the following methods:

Telephone: 02 9698 9919
Online: <https://www.macleay.edu.au/apply-now>

In Person: Sydney Campus:
55 Regent St, Chippendale NSW 2008

Melbourne Campus:
Level 7, 250 Collins St, Melbourne 3000

All course enquiries are handled by the Admissions Team in consultation with the Head of Faculty who is available to provide any specific course advice.

2. Application

Via Direct Application

Applications to study can be made directly with Macleay College by completing the online form accessed via the 'Apply Now' button on the college website (or this link <https://www.macleay.edu.au/apply-now>).

Through a Tertiary Admissions Centre

Applications can also be made through the University Admissions Centre ([UAC](#)) to study at the Sydney Campus, and Victorian Tertiary Admissions Centre ([VTAC](#)) for the Melbourne Campus. All written supporting statements, together with the relevant evidentiary documents, should be submitted at the time of application to admissions@macleay.edu.au.

3. Evidence of Educational Qualifications

Applicants must present evidence of completion of an Australian Senior Secondary Certificate (or equivalent) and evidence of an ATAR where one has been obtained; and/or past qualifications and academic records as applicable.

Applicants must provide their evidence as either original documents, or certified copies of original documents. Original documents will be copied by Macleay College staff and the original returned to the applicant. Copies must be certified by persons authorised under the Statutory Declarations Regulations 2018 (Schedule 2).

All qualifications will be verified for authenticity:

- Senior Secondary Certificates are accepted from all Australian jurisdictions.
- International Baccalaureates will be checked against authorised schools in the Online Country Index.
- Australian qualifications will be checked against the [National Register of Higher Education Providers](#) and [National Register of VET](#)
- Overseas qualifications will be checked using the Country Education Profiles Online (known as CEP Online).

4. 100 Point ID Check

As part of the admission process, applicants are required to provide evidence of identity by completing a 100-point ID check.

To complete the check, applicants must provide at least one primary document in combination with secondary documents to total 100 points. The combination of documents must include a date of birth, current residential address, photograph, and signature.

Table 5 below lists the acceptable evidence of identity and points value allocated.

EVIDENCE OF IDENTITY TABLE		
Document Type	Document	Points
Primary Documents At least ONE primary document.	Australian Birth Certificate or Birth Card	70
	Passport (Australian or International)	70
	Citizenship Certificate	70
Secondary Documents Allowed to use a combination of secondary documents.	Current Australian Driver's Licence	40
	Current Australian Learner Driver's Licence	40

<p>If you want to use credit and savings account cards, these must be from different banks.</p> <p>If you want to use more than one utility bill, they must be from different utilities.</p>	Current Australian Boat Operator's Photo Licence	40
	Current Australian State or Territory Proof of Age Photo Card	40
	Department of Veterans Affairs Card	25
	Centrelink Card	25
	Property (Council) Rates Notice	25
	Property Lease Agreement	25
	Utility Bill (e.g., Water, Electricity, Gas)	25
	Telephone Account	25
	Credit Cards, Savings Accounts Cards or Bank Statements	25
	Medicare Card	25
	Motor Vehicle Registration or Insurance Documents	25

Table 5: Acceptable 100 Point ID Items for Evidence of Identity

5. Assessment

Completed applications are assessed against the relevant Admission Criteria as outlined in this policy and successful applicants are sent a formal Letter of Offer for a place at Macleay College.

6. Letter of Offer

The Letter of Offer is a formal written agreement outlining the contractual arrangements between the student and Macleay College which confirms the course of enrolment, duration; campus location; course-related fees and identifies policies associated with the protection of their rights as a consumer.

Enrolment

Acceptance of Offer

The Letter of Offer requests that applicants carefully read through the document to ensure their personal and intended course of enrolment details are correct and that they understand the conditions of enrolment at Macleay College. If the applicants have any questions or concerns, they are encouraged to make contact with the Admissions Team to clarify before accepting their offer to study.

To formally accept their offered place, applicants are required complete, sign and return the *Agreement Acceptance Declaration* at Section D of the Letter of Offer.

Confirmation of Enrolment

On completion of the enrolment process, the Registrar will issue an Enrolment Confirmation with details of their Orientation Program. The Orientation Program is compulsory for all students to attend. It is held at the commencement of each trimester to welcome all new students and provide them with information to support their transition to tertiary studies.

Course Credit & Recognition of Prior Learning

Applicants may be eligible for unit exemption in recognition of prior learning completed at other providers. This could result in course credit via the grade of 'Advanced Standing' (AS).

Recognition of Prior Learning is an assessment process used to determine the extent to which a student has achieved the required learning outcomes of a unit of study. Where course credit is granted, the student is exempt from attending that particular unit in order to complete their qualification. The maximum number of units for which exemption may be granted is 50% of the total credit points for the course.

An '*Application for Course Credit*' can be downloaded from the Enrolment section of the college website. Applications should be submitted at the time of enrolment (or application to study) where possible.

Failing this, applications should be lodged with the Office of the Registrar ten days prior to the trimester's Commencement Date, but no later than five working days before the trimester's Census Day. For more information on how to make an application for course credit in recognition of prior learning, please refer to the college **Course Credit Policy**.

Deferment

Where a student wishes to defer their enrolment and delay their commencement of study date, the student must lodge an 'Application to Defer the Commencement of Study' form outlining the reasons for the request. An 'Application to Defer the Commencement of Study' form can be downloaded from the Enrolment section of the college website. For more information on how to make an application to defer, please refer to the college **Deferral, Suspension or Cancellation of Enrolment Policy**.

Fees

The indicative tuition fees for each course of study at Macleay College can be found at the 'Fees' tab for the respective course under the Courses section of the college website.

Students must meet the liability for tuition fees by the date listed on the invoice each trimester, having either:

- a. paid in full all tuition fees upfront
- b. paid part of their tuition fees upfront and deferred the balance through FEE-HELP assistance
- c. deferred their entire tuition fee liability through FEE-HELP assistance

FEE-HELP Loan Assistance

Domestic students at Macleay College, who do not wish to pay their tuition fees upfront, have access to the Government FEE-HELP loan assistance plan to pay their fees. FEE-HELP is available to full-time and part-time domestic students enrolled in a course of study in at Macleay College.

Students who are or would be entitled to FEE-HELP assistance have until Census Date to submit a '2021 FEE-HELP Form' which can be obtained by contacting registrar@macleay.edu.au. The 'FEE-HELP Information Booklet' and the 'FEE-HELP Student Brochure' provide additional information and can be downloaded from the college website.

For further information about the FEE-HELP Loan Scheme, please visit the [FAQs](#) section of the college website.

Fee Refunds

The college fee refund policies outline the grounds by which a student may be eligible for a refund of course tuition fees. However, Macleay College may, in its absolute discretion, grant a partial or full refund where they determine there are extenuating or compassionate circumstances. Each student acknowledges and agrees to the terms of the college refund policy when signing the *Student Acceptance* document contained in their Letter of Offer to study at Macleay College.

If a student cancels (withdraws) or defers their enrolment, they must do so before the relevant cut-off date to avoid incurring academic and financial penalty. Refunds will not be made for trimester fees once the cut-off date of that trimester has passed unless there are deemed to be extenuating or compassionate circumstances.

For more information about tuition fee refunds and re-crediting a FEE-HELP balance, please refer to the **Tuition Fee Refund Policy for Domestic Students** and the **Deferral, Suspension and Cancellation of Enrolment Policy**. If you have any questions about tuition fee refunds or deferring your enrolment, please contact the Office of the Registrar on 1300 939 888 or by email at registrar@macleay.edu.au.

Grievance & Appeals

All students or prospective students seeking to enrol in a course of study at Macleay College are entitled to access the grievance procedures set out in the college **Grievance & Appeals Policy for Non-Academic Matters**, regardless of the campus location, their place of residence or the mode in which they intend to study. The policy establishes the principles and processes by which Macleay College will investigate, hear, and determine grievances to ensure a fair and equitable outcome with regard for college rules, the Higher Education Standards Framework 2021, and the *Education Services for Overseas Students (ESOS) Act 2000*.

Where to get further information

TEQSA National Register <http://www.teqsa.gov.au/national-register>

QILT <https://www.qilt.edu.au/>

University Admissions Centre <http://www.uac.edu.au/>

Victorian Tertiary Admissions Centre <http://www.vtac.edu.au/>

Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
191217	17 Dec 2019	QA Manager	CEO	Change to entry requirements.
220616	23 Jun 2022	Collaborative	Academic Board	Include requirement for an interview and/or attendance to an Open day; Dean's discretion to waive one or more admission criteria

Policy Information

Author:	Quality & Compliance Manager
Policy owner:	Dean
Approved by:	Academic Board
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Schedule A:

Work & Life Experience Supporting Statement Guidelines

Work/Life Experience Applicants must provide a written supporting statement outlining reasons for undertaking the intended course of study and addressing at least three of the following admission criteria detailed in this schedule:

- Tertiary Preparation
- Interpersonal & Communication Skills
- Achievement & Experience
- Knowledge & Skills
- Equity Access or Other Special Considerations (if applicable)

The aim of the supporting statement is to show how the knowledge, skills, and personal qualities gained through the individual's work and life experience will support their potential to succeed in their studies.

Tertiary Preparation

Relates to what an applicant has done to ascertain they are ready for tertiary study. Components of tertiary preparation include tertiary awareness, tertiary planning, and the degree to which the applicant's case is well thought out in terms of personal circumstances. Tertiary preparation is linked to tertiary maturity.

- Evidence of knowledge of the course
- Evidence of knowledge of course outcomes
- Evidence of awareness of the workload inherent in tertiary study and the time required for tertiary study
- Evidence of steps taken to overcome knowledge or skills deficits
- Demonstrated knowledge of competencies required to function successfully in the tertiary environment
- Level of consideration given to the impact of tertiary study on lifestyle
- Level of consideration given to resources required to complete the course
- Completion of a tertiary preparation program

Interpersonal & Communication Skills

Relates to the ability to communicate clearly with others via written, spoken, and/or visual and non-verbal means. The ability to interact with others and work in teams.

- Demonstrated ability to write clearly and correctly
- Evidence of capacity to reason and express thoughts logically
- Evidence of oral communication skills
- Evidence of ability to interact effectively with others
- Evidence of ability to work effectively in a team

Achievement & Experience

Relates to the degree to which previous achievements and experiences are indicative of likely tertiary success.

- Level of attainment in previous formal and non-formal studies
- Degree of expertise or achievement demonstrated in technology, arts, business, management, media, design, administration, or any other related discipline/field
- Evidence of outstanding achievement in a particular field or endeavour
- Evidence of specialist knowledge developed through experience
- Nature and extent of experience in a particular field or endeavour
- Good quality references or other supporting information

Knowledge & Skills

Relates to knowledge, skills, abilities, and aptitudes relevant to tertiary study and/or specifically relevant to your nominated course.

- Demonstrated ability to collect, analyse, and organise information
- Demonstrated ability to evaluate and interpret data, values, and issues

- Evidence of computer literacy
- Demonstrated problem solving skills
- Evidence of skills relevant to the nominated course or field
- Evidence of knowledge relevant to the nominated course or field
- Evidence of completion of an accredited study skills course
- Evidence of awareness of personally effective techniques for managing stress
- Demonstrated ability to work independently and monitor own performance
- Evidence of self-motivation
- Evidence of the application of personally effective learning strategies and/or awareness of learning strategies
- Demonstration of research and planning prior to undertaking a significant task or project
- Demonstration of a systematic approach in pursuing a significant task or project

Schedule B:

Written Statement Assessment Rubric

Some applicants are required to submit written supporting statement outlining reasons for undertaking the intended course of study and how their study, experience and skills will support their potential to succeed in their studies. The written statement requirements for each type of applicant are described previously in this policy.

The written statements are assessed by the Admissions Coordinators to determine eligibility for assessment using the rubric below.

Criterion	Admission	Admission Conditional on an Interview with the Head of Faculty and their Final Decision	Admission Denied
Marks	5 marks for each	3 marks for each	1 mark for each
Clarity	Grammar, spelling, and style make it easy for the reader to follow with the occasional grammar, spelling, or style problems (2-3 per page). Uses words correctly and avoids excessive jargon (unless it is the most precise word).	Problems in grammar, spelling or style that interfere with the message of the applicant's statements (multiple problems in each paragraph).	Significant problems in grammar, spelling or style that make it challenging to follow the applicant's statements.
Logic	Statements show an understanding of the course and the requirements of study, are mutually supporting and follow from one another. Uses 1-2 concrete examples to show readiness for study and career aspirations.	Statements show a general understanding of the course and the requirements of study.	Fails to provide a level of information that answers the question--either too vague or filled with trivial details.
Relevance	Topics are significant to the course of interest and educational/life experiences. Makes a case for that significance.	Topics are vaguely related to the course of interest.	Topics are trivial or irrelevant to the course of study.
Depth/Breadth	Response displays an understanding of the statement's requirements, including word count. Complete, engaging content and quality writing.	Response displays a reasonable understanding of the statement's requirements and meets the lower end of the word count. Completely, vaguely engaging content and simple writing.	Response is both narrow and superficial. Fails to meet statement requirements and well below the required word count. Incomplete or poor-quality writing.
Assessment Band	Total Marks 13-20	Total Marks 5-12	Total Marks 0-4

Student Admissions Delegations & Levels of Authority Matrix

Where there is any doubt as to whether an applicant meets all admission requirements to a course of study at Macleay College, the final decision lies with the Dean or the respective Head of Faculty.

Item	Authorisation Levels	Delegated Authority
Enquiry	Applicant Information Collation & Creation of a Student File	Admissions
	Course Advice (General Advice)	Admissions
	Course Advice (High-Level Admission or Course Specific Advice)	Dean or Head of Faculty
Application	Application Acknowledgement & Arrange Interview (if applicable)	Admissions
	Assessment of Application against Admission Criteria	Admissions
	Verification of Academic Qualifications & English Proficiency Scores	Admissions
	Conduct Interview Process (if applicable)	Admissions Head of Faculty
	Final Decision to Offer Place (where any doubt)	Registrar or Dean
	Issue Letter of Offer	Admissions
Enrolment	Review Signed Acceptance Agreement & Student File (for completeness)	Registrar
	Mapping Recognition of Prior Learning for Course Credit (as applicable)	Admissions
	Enrolment into Course & Units in the Student Management System	Admissions
	Issue 'Confirmation of Enrolment' Advice (Domestic Students)	Admissions
	Issue 'Confirmation of Enrolment' Advice and CoE (International Students)	Admissions
	File copy of Student Visa (International Students)	Admissions
Orientation	Set Orientation Dates	Registrar