

Greystone Institute Admissions Policy and Procedures

Policy Purpose

The Admissions Policy and Procedures of Greystone Institute establishes a comprehensive framework for admission criteria, processes, and communication, ensuring fairness, transparency, and consistent standards. This policy guides the establishment, maintenance, and regular review of admission criteria, fostering excellence in student selection and enrollment.

Background

Greystone Institute underscores its commitment to equitable and clear admission criteria for prospective students and the higher education sector. Greystone Institute is committed to principles of social inclusion and equity when admitting students. This policy affirms the institute's responsibility to uphold rigorous and appropriate admission standards.

Audience

The Admissions Policy and Procedures pertains to prospective students, applicants, parents, guardians, academic and non-academic staff involved in admissions at Greystone Institute.

Definitions

- *Acceptance*: Formal confirmation of a student's intention to enroll after receiving an offer.
- *Admission*: Formal offer to an applicant for enrollment into a specific program.
- *Admitted*: Status of a student from acceptance until program completion or withdrawal.
- *Admission Decision*: Formal process overseen by the institute's boards to determine eligibility and offer-making.
- *Deferment*: Postponement of program enrollment to a later date.
- *Eligibility for Admission*: Institute's decision that an applicant meets necessary criteria for enrollment.
- *Minimum Entry Requirements*: Essential standards for applicant eligibility.
- *Offer*: Written invitation to an eligible applicant to join a program upon acceptance.

- *Selection Criteria:* Measures aligning with AQF standards used for admission decision-making.

Greystone Institute will assess all applicants based on academic merit and/or capacity to participate in their intended study through fair, equitable and transparent policies and procedures that comply with all legislative and regulatory requirements. Student diversity will be considered to ensure students have equivalent academic progress and completion opportunities. Students' relevant prior learning is considered via the *Greystone Academic Credit and Prior Learning Policy and Procedures*. Any credit granted must not disadvantage a student in meeting the program learning outcomes. Admissions requirements and processes are accessible and publicly available on the Greystone Institute website.

Policy Principles

All applications for admission to Greystone Institute are processed in alignment with the following operational principles and practices:

- Admission decisions will be fair, consistent, transparent and as objective as possible.
- Admission decisions are based on demonstrated merit and evidence-based documentation either through prior academic study, work and life experience or special consideration.
- Greystone Institute is committed to providing opportunities for individuals who have experienced educational disadvantages and provides admission pathways to groups who are under-represented in higher education. Greystone Institute will consider admission decisions based on principles of equivalence where necessary, promoting diversity, equity and inclusion in education.
- Greystone Institute will review the minimum entry requirements for programs to ensure that students have the academic background and/or work and life experience to be reasonably prepared to succeed in their academic studies at Greystone Institute.
- Entry requirements will be published on Greystone Institute's website and will be readily accessible by both current and prospective students.
- Greystone Institute will conduct regular audits of admission decisions to ensure consistency, transparency and fairness in the admission process and that such processes are in keeping with state and national regulatory policies.
- In accordance with the *Greystone Institute Inclusion and Equity Policy and Procedures*, Greystone Institute will monitor the cohort of students who are admitted through each admission pathway to reasonably manage the academic success of those students.

- Insights gained from monitoring student cohorts may be used to inform Admissions policy and procedures.
- Greystone Institute will regularly review the admission policy and procedures and update as required to ensure compliance with applicable regulation, legislation and best practice.

Admission Criteria

Admission criteria and procedures are published on the Greystone Institute website, providing accessible, transparent, and comprehensive information to support prospective students in making informed study choices. Applications for Greystone Institute programs must include supporting evidence that will be assessed against the published admission criteria. All applicants must be 18 years of age at the commencement date of the program.

Academic Entry Requirements

Applicants for admission into Greystone Institute programs must meet the following requirements:

Applicants with Recent Secondary Education (within the last 2 years)

- Year 12 in Australia with a minimum ATAR score of 60; or
- Recognised overseas qualification equivalent to Australia Year 12 ATAR 60 or above. Refer to the *Greystone Institute Academic Entry Requirements International* for details.

Applicants with Vocational Education and Training (VET) study

- Australian Certificate IV (AQF 4) or higher.
- Recognised overseas qualification equivalent to Australian Certificate IV (AQF 4) or higher

Applicants with Higher Education study (bridging or enabling course)

- Recognised Foundation Studies course qualification equivalent to Australia Year 12 ATAR 60 or above.

Applicants with Work and Life Experience (Mature Age Applicants)

Applicants who are aged 21 years of age or over, who have finished secondary education more than two years ago, and who have had little or no tertiary study experience must

demonstrate through appropriate work and life experience that they can undertake study at the required level. Evidence must be provided to demonstrate a reasonable prospect of success through:

- Appropriate, relevant work experience and/or
- Formal, informal, or non-formal study, completed or partially completed and/or
- Special Tertiary Admission Test (STAT) with minimum scores of 140 Written English and 135 Multiple Choice (higher of Quantitative and Verbal). Attainment of 140 Written English will satisfy Greystone Institute's English competency requirement.

Special Consideration

Greystone acknowledges that some applicants may not meet the minimum admission requirements due to educational disadvantages. Greystone will consider granting special consideration and provisional entry to applicants who have suffered adversity or disadvantage due to cultural, socio-economic, health, or other associated factors. Greystone may consider the following categories when granting special consideration for admission:

- Aboriginal and Torres Strait Islander peoples
- Individuals with disabilities
- Any other groups of prospective students who may have experienced educational disadvantage.

Applicants wishing to apply for admission with special consideration must submit a written statement explaining the disadvantages they have experienced and how these have impacted their educational performance. Relevant supporting evidence must be provided.

Applicants who do not meet the standard entry criteria may be granted admission by the Academic Dean if the assessment confirms the applicant's ability to undertake the program and to meet the program learning outcomes.

English Language Requirements

Applicants must demonstrate English proficiency by meeting at minimum one of the following English test scores. The English test must have been completed no more than two years prior to the intended start date.

- IELTS Academic: Overall 6.0, with no band less than 5.5
- ILSC PROLA Test: Overall I4 (Intermediate 4)

- PTE: Overall 46 with no band less than 42
- Cambridge English B2 First: Overall Grade B (173) with no band less than 165
- Duolingo English test: Overall score 105
- TOEFL iBT: Score of 64

Greystone Institute reserves the right to waive the English language requirement if the prospective student has successfully completed one of the following:

- an AQF level 4 program or higher at an Australian RTO or Higher Education provider
- one year of higher education study in Australia
- a Foundation Studies program in Australia
- Senior secondary study undertaken in English from the following countries: Australia, American Samoa, Botswana, Canada (excluding Quebec), Fiji, Ghana, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Samoa, Singapore, Solomon Islands, South Africa, Tonga, Trinidad and Tobago, United Kingdom, United States of America, Zambia, Zimbabwe
- an English for Academic Purposes program at ILSC or other recognised ELICOS provider.

In all instances, Greystone Institute reserves the right to ask a prospective student to provide an English language test result.

International applicants who meet admission requirements are also required to meet any criteria imposed under Australian Commonwealth or State legislation or regulation.

Admission to Greystone Institute will be either:

- by a direct application to Greystone Institute; or
- indirectly via an authorised agent.

Late applications are accepted subject to approval by the Academic Dean only if the late commencement would not jeopardise the likelihood of the student completing the program within the expected duration. Greystone Institute reserves the right to regulate the admission of applicants to all programs and may decline admission despite qualification in special cases.

Procedures

Applying for Admission

Information about intakes, start dates, and application deadlines are published on Greystone Institute's website. Applications must be made using the prescribed application

form, and accompanied by the required supporting documents, which may include but are not limited to:

- Academic transcripts and testamurs/completion certificates.
- Proof of English language proficiency.
- Official translations for documents not issued in English.
- Documents required for a credit for Prior Learning application.
- Other documents as requested by Greystone Institute.

Assessment of Applications for Admission

Applications for admission are assessed by the Admissions team who will consider if the entry requirements for the course are met, including English language proficiency, as well as any supporting evidence provided with the application. Greystone Institute reserves the right to verify an applicant's academic credentials by contacting the issuing institution.

Offers for Admission

Following assessment of the application for admission, and subject to meeting the entry requirements, applicants deemed eligible for entry will be issued with a written offer for admission. An applicant yet to meet specific requirements, such as submitting further documentation, may be issued a conditional offer. This will allow enrolment only if the conditions are met before a prescribed date. If conditions have not been met by this date, the applicant may re-apply for admission in a future study period. Applicants will receive a full Letter of Offer and Written Agreement when the assessment outcome determines that no further information is required, and the admission requirements have been met.

Upon receipt of the offer, the applicants must confirm their acceptance by signing the written agreement and returning the required documentation to Greystone Institute within the timeframe specified in the offer. This must include proof of payment of fees as specified in the offer. Details on how to accept the offer and make the payment will be included in the Letter of Offer and Written Agreement. International students must return the signed Acceptance of Offer and Written Agreement and make payment before a Confirmation of Enrolment (CoE) can be issued.

Unsuccessful applicants will be informed of the outcome in writing, including why their admission application was rejected.

Information for Selection

All staff involved in the Admissions process must apply program admission requirements equally. Prospective students should be aware that providing incomplete or inaccurate information may affect an application negatively. Greystone Institute reserves the right to cancel admissions if fraudulent or incomplete information is found to have been provided.

Deferment

Applicants can defer enrollment up to 12 months from the time of the acceptance of offer with a further one (1) year deferment permitted on a case-by-case basis. Deferral terms and conditions are communicated by the Academic Dean.

Expiration of Offers

Greystone Institute reserves the right to set expiry dates on offers. Expiry dates for offers are either:

- explicitly stated on the offer letter for programs; or
- applied if a student has not accepted and enrolled by week one (1) of the study period; or
- applied if a student has not deferred by the census date for each study period.

Data Collection

In accordance with the *Greystone Institute Continuous Improvement Policy and Procedures*, Greystone Institute collects data during the Admissions process and subsequent student enrolment. This data is used to monitor and undertake longitudinal analysis of identified student cohorts across a range of variables including, but not limited to, student experience, participation, progress, and completion. The findings from this analysis may inform admissions policies and enhance teaching, learning and support strategies for these cohorts. Additionally, this data collection enables Greystone to anticipate and respond to the unique needs of student cohorts as they emerge. Furthermore, insights related to specific cohorts may highlight areas for improvement that benefit the entire student body, such as implementing enhancements to teaching and learning and support strategies.

Data shall be collected with the permission of students. Students shall be informed of their rights to privacy and how their data may be used.



Appeals

Appeals against an unsuccessful application for admission will be considered in accordance with the *Greystone Institute Student Complaints and Appeals Policy and Procedures*.

Review

This policy undergoes review every 5 years or as deemed necessary by the Academic Board.

Appendix

Admissions Flowchart (following page)



Greystone Institute Admissions Flowchart

