

Admission Policy

Scope

This policy applies to all applicants and existing students applying to undertake studies at Kaplan Business School (“Kaplan”) as well as the staff processing students’ admissions.

Purpose

The purpose of this policy is to ensure that Kaplan has appropriate admission and enrolment criteria and that it recruits students in an ethical and responsible manner, including, but not limited to, ensuring that each prospective student meets the required academic and English language proficiency benchmark.

This policy also ensures that if the application is accepted, Kaplan will enter into a formal written agreement with the student which makes clear all the obligations of Kaplan and the student, including services to be provided, fees payable and information about refunds, complaints and appeals.

Definitions

AQF levels means the criteria required to demonstrate the achievement of a qualification as per the Australian Qualifications Framework (AQF). For example, Level 7 = Bachelor Degree, Level 9 = Masters Degree.

Confirmation of Enrolment (CoE) means a document issued by education providers to verify the applicant’s enrolment in a specified course.

Country Education Profiles (CEP) is an online recognition tool providing guidance on the comparability of overseas qualifications to qualifications on the AQF, lists of recognised institutions and information about education systems for 126 countries.

ELICOS means English Language Intensive Courses for Overseas Students.

IELTS means the International English Language Testing System, an international standardised test of English language proficiency for non-native English language speakers.

International/Overseas student means a student on an Australian student visa.

PRISMS means the Provider Registration International Student Management System (PRISMS) is an Australian Government secure online system that allows providers to issue Confirmations of Enrolment (CoEs), and that government agencies use to monitor student compliance with visa conditions and educator provider compliance with the ESOS Act 2000.

Policy Principles

All applications for admission to Kaplan’s courses are processed in alignment with the following operational principles:

- 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, or through professional experience.
- Kaplan 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. Kaplan will consider admission decisions based on principles of equivalence where necessary, promoting diversity, equity and inclusion in higher education.

- Kaplan will review the minimum entry requirements for courses to ensure that students have the academic background and/or professional experience to be reasonably prepared to succeed in their academic studies at Kaplan.
- Entry requirements will be published on Kaplan's website and will be readily accessible by both current and prospective students.
- Kaplan 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.
- Kaplan will monitor the cohort of students who are admitted through each admission pathway to reasonably manage the academic success of those students.
- Kaplan will review regularly the admission policy and procedures and update as required to ensure compliance with applicable regulation, legislation and best practice.

Course Admission

Kaplan has stringent procedures in place to assess whether a student's qualifications, experience and English language proficiency are appropriate to gain entry to study at Kaplan. Students must be 18 years of age upon course commencement.

Students applying for entry into a course at Kaplan must complete the appropriate application form and will be required to provide the following supporting documentation:

- an Australian photo ID (Australian citizens and permanent residents only)
- a valid passport and visa for the duration of the course (Overseas Student visa holders or any other temporary visa holders)
- proof that they meet relevant English language proficiency requirements
- certified copies of transcripts or testamurs of prior qualifications (documents in a language other than English must be translated by an official translation agency/body/person)
- any additional supporting documentation requested by Kaplan.

Overseas qualifications will be assessed for equivalence in Australia at the time of application using the Country Education Profiles (CEP) online tool as a guide. Australian Qualifications Framework (AQF) qualifications and providers will be verified using one of the Australian government's registers, such as Training.gov.au (TGA) and the Tertiary Education Quality and Standards Agency (TEQSA) National Register.

Incomplete applications for admission to Kaplan, or applications which are not submitted using the approved form (either electronic or hardcopy), may not be assessed or approved by Kaplan.

Meeting the minimum entry requirements under this policy is not a guarantee of admission, and Kaplan reserves the right to decline applications at its own discretion.

More information on admission to courses can be found on Kaplan's website.

English Language Entry Requirements

Students must demonstrate English proficiency through one of the following means:

- successful completion of secondary education (or higher) in a country in which English is the primary language – for example, Australia, Canada, United States, United Kingdom, Republic of Ireland, New Zealand
- successful completion of secondary education at an international high school where English was the primary language of instruction and assessment
- successful completion of secondary education (or higher) for at least the equivalent of two years' full time study, where English was the primary language of instruction and assessment for the course
- successful completion of at least two units at AQF Level 5 or above in Australia no longer than two years prior to the commencement of a Diploma course at Kaplan
- successful completion of at least two units at AQF Level 7 or above in Australia no longer than two years prior to the commencement of a Bachelor degree or postgraduate course at Kaplan
- successful completion of an approved Foundation Studies program, that meets the National Standards for Foundation Programs, with a pass grade in the English component or a score that has been deemed equivalent to IELTS 5.5 for Diploma and IELTS 6.0 for Bachelor
- successful completion of an approved English for Academic Purposes course from Kaplan International Languages or a selected number of ELICOS providers that have been approved for a direct entry agreement with Kaplan (current list available on the Kaplan Business School website)
- successful completion of an approved Australian university's English for Academic Purposes course, or equivalent Academic English tertiary preparation program, that meets the English proficiency entry requirements of that Australian university's undergraduate or postgraduate programs
- an English test score using one of the following English language tests as approved by Kaplan. Proof of English language proficiency, evidenced by one of the tests listed in the table below, must be completed within two years prior to commencement of the course.

	Undergraduate - Diploma, Undergraduate Qualifying Program and Postgraduate Qualifying Program	Undergraduate - Bachelor	Postgraduate
Academic IELTS	Overall 5.5, no individual band score under 5.0	Overall 6.0, with not less than 6.0 for Speaking and Writing and 5.5 for Listening and Reading	Overall 6.0, with not less than 6.0 for Speaking and Writing and 5.5 for Listening and Reading
PTE (Pearson Test of English Academic)	Academic Score of 42	Academic Score of 50	Academic Score of 50
TOEFL iBT (Test of English as a Foreign Language)	46	60	60
KITE (Kaplan International Test of English)	Score greater than 396 Overall for listening, reading and grammar, and B2 for speaking and writing	Score greater than 426 Overall for listening, reading and grammar, and B2 for speaking and writing;	Score greater than 426 Overall for listening, reading and grammar, and B2 for speaking and writing;

CAE (Cambridge English: Advanced from Cambridge ESOL)	162	169	169
Cambridge Proficiency	162	169	169
Duolingo	Overall score of 90	Overall score of 100	Overall score of 100
General Certificate of Education (GCE)	GCE Ordinary Level - Grade C in English Language or English Literature	GCE Ordinary Level – Grade C in English Language or English Literature GCE Advanced Subsidiary Level – Grade C in English Language or English Literature GCE Advanced Level – Grade D in English Language or English Literature	GCE Ordinary Level – Grade C in English Language or English Literature GCE Advanced Subsidiary Level – Grade C in English Language or English Literature GCE Advanced Level – Grade D in English Language or English Literature

Pathway Option

Students who do not meet one of the above English language proficiency criteria for undergraduate or postgraduate entry may be offered a pathway which includes completion of an English for Academic Purposes course (or equivalent) that satisfies the entry requirements prior to commencing their primary course with Kaplan. The English for Academic Purposes course must be on the list of approved direct entry ELICOS programs, which is available on Kaplan’s website.

Academic Entry Requirements

Students must achieve the admissions standards set by Kaplan’s Academic Board as outlined below.

Non-Award Pathway Courses

Undergraduate Qualifying Program

- Completion of secondary education up to and including Year 11 (or equivalent)

Postgraduate Qualifying Program

- An Advanced Diploma/Associate degree (or AQF Level 6 equivalent course); OR
- A Diploma (or AQF Level 5 equivalent course) plus evidence of a minimum of two years’ relevant industry experience

Undergraduate Courses

Diploma

- Successful completion of Year 12 or equivalent schooling such as a Certificate IV or equivalent.

Bachelor

- Successful completion of Year 12 or equivalent schooling such as a Certificate IV or equivalent.
- Minimum ATAR of 55 or equivalent.

Postgraduate Courses

Graduate Certificate and Graduate Diploma

- An Advanced Diploma/Associate Degree (or AQF Level 6 equivalent course) plus completion of a Postgraduate Qualifying Program (or equivalent); OR
- A Diploma (or AQF Level 5 equivalent course) plus evidence of a minimum of two years' relevant industry experience plus completion of a Postgraduate Qualifying Program (or equivalent).

Master

- A Bachelor Degree (or AQF Level 7 equivalent course); OR
- An Advanced Diploma/Associate Degree (or AQF Level 6 equivalent course) plus evidence of a minimum of two years' relevant industry experience.

Alternative Admission Pathways

Information on alternative admission pathways can be found on Kaplan's website. The below list outlines some of these pathways. Students should review the relevant course information to determine if these pathways are applicable for entry into their chosen course.

Evidence to undertake study at a higher level: A student who does not meet the minimum academic requirement for entry into a course may be offered entry if they demonstrate relevant and recognised prior learning (refer to [Recognition of Prior Learning Policy](#)).

Mature age entry: Mature age students (21 years of age and over) may be admitted to a course without meeting the academic entry requirements where they can demonstrate the attainment of relevant and recognised prior learning experience.

Approved articulation arrangements: Applicants may be allowed direct entry through an approved articulation agreement. Articulation agreements provide a pathway between a completed qualification at an external institution and a qualification at Kaplan Business School, enabling students to progress via a defined pathway. The agreement may provide credit into a Kaplan Business School qualification or may establish eligibility for admission only. Articulation agreements must be approved by the Academic Dean with reports provided at every meeting of the Academic Board thereafter detailing the performance of the associated students. Any such cohort-related performance issues are addressed with the external institution with immediacy. Exit clauses are activated in the absence of an improvement in performance following the implementation of tailored intervention strategies.

Further details on articulation agreements can be found on Kaplan's website.

Diversity, inclusion and equity pathway: Kaplan recognises that applicants may not meet the minimum entry requirements for a course due to significant educational disadvantages. Kaplan 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.

The following categories may be considered by Kaplan when granting special consideration for admission:

- Aboriginal and Torres Strait Islander peoples
- individuals with disabilities
- areas of study where specific genders have been traditionally underrepresented
- individuals from a non-English speaking background
- individuals who are the first in their family to attend a higher education institution
- individuals from lower socio-economic backgrounds
- individuals from remote, rural or isolated areas
- any other groups of prospective students who may have experienced educational disadvantage.

To apply for special consideration for admission, applicants will need to submit a written statement explaining the disadvantages they have experienced and how these have impacted their educational performance. The statement will need to be accompanied by supporting evidence, such as a statutory declaration from an individual who is not a direct relative of the applicant or medical documentation, where applicable. Any applications for special consideration which are not accompanied by supporting documentation may not be assessed by Kaplan.

Assessment of Genuine Temporary Entrant (GTE) Status

Kaplan follows clear processes for assessing the eligibility of international applicants. Depending on their country of origin, some prospective students applying for an Overseas Student visa will be required to provide additional documentary evidence to Kaplan to help ascertain GTE status in relation to whether or not they are a genuine temporary entrant.

Further information can be found on the Department of Home Affairs website.

Offer of Enrolment

Instructions will be provided during the application process on how an applicant may formally accept an offer of enrolment to Kaplan. Any offers made to an applicant are conditional on the applicant meeting the individual course entry requirements as published on Kaplan's website.

All applicants who apply for admission to Kaplan will be sent an email notifying them of the outcome of their application. Applicants who are unsuccessful will be provided with reasons for the decision. Each applicant who satisfies the admission criteria will, in this email, be offered a place via a Written Agreement, known also as an Offer of Admission.

The Offer of Admission is a binding contract outlining rights and responsibilities of both Kaplan and the student. This includes information on what happens in the event a course is not delivered by Kaplan; the process through which refunds of course fees are determined; the procedure to follow when submitting grievances, complaints and appeals; and other information of relevance to the student's success.

The agreement to accept the offer must be signed and submitted to Kaplan before the enrolment can be confirmed. For applicants under the age of 18 years, a parent or legal guardian must also sign the Offer of Admission.

The Offer of Admission must be signed by the applicant prior to or at the same time course fees are paid. Kaplan will not accept any payment prior to having received a signed agreement and all required documentation.

For applicants applying for an Overseas Student Visa, once Kaplan receives a signed acceptance of the Offer of Admission, evidence of any conditions provided, and payment of course fees, a Confirmation of Enrolment (CoE) is created in PRISMS (the reporting system for the Department of Education, Skills and Employment). The CoE is then issued to the student for visa application purposes.

International applicants who are made an Offer of Admission based on their international student status may not change that status upon gaining residency until the following trimester of study.

More information regarding offers of enrolment can be found on Kaplan's website.

Complaints and Appeals

Any complaints or appeals regarding decisions made according to this policy should be arranged in accordance with Kaplan's [Grievances, Complaints and Appeals Handling Policy](#).

Relevant Legislation and Policies

As a registered higher education provider, Kaplan Business School operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with such laws.

Below, please find the most relevant legislation which apply to this policy:

- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
- Higher Education Standards Framework 2015
- The Education Services for Overseas Students Act (ESOS Act)
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Regulations 2019
- Australian Qualifications Framework
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Privacy Act 1988

Other policies and guidelines associated with this policy, to be found currently on Kaplan's website:

- Diversity, Inclusion and Equity Policy
- Grievances, Complaints and Appeals Handling Policy
- Privacy Policy
- Reasonable Adjustment Guidelines
- Recognition of Prior Learning Policy
- Refund Policy

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer	Academic Dean			
Review Date	December 2023			
Approved by				
KBS Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
6.5	Academic Quality and Governance Team	<ul style="list-style-type: none"> Clarification regarding IELTS requirements for Diploma students to align with KBS practice. IELTS entry requirements amended from the general training version (for migration) to the English for Academic Purposes version. 	5.12.2017	20.12.2017
6.6	Legal and Compliance Team	<ul style="list-style-type: none"> Alignment with Admission Transparency requirements, including removal of reference to bonus points. 	6.6.2018	08.08.2018
6.7	Kaplan Australia Quality, Regulations and Standards	<ul style="list-style-type: none"> Updates to English requirements for undergraduate and postgraduate courses to include foundation studies, GCE and tertiary studies Remove Advanced Diploma/Associate Degree (or equivalent) as a possible entry requirement for the Master of Business Administration. 	05.05.2019	09.06.2019
7.0	Kaplan Australia Quality, Regulations and Standards	<ul style="list-style-type: none"> Revised wording and formatting to improve clarity of English entry requirements Updated postgrad course entry requirements Added Postgraduate Qualifying Program information 	16.09.2020	23.09.2020
8.0	Kaplan Australia Quality, Regulations and Standards	<ul style="list-style-type: none"> Updated template to include purpose, definitions, principles, complaints and appeals, and relevant legislation Added information on Undergraduate Qualifying Program, GTE, Offer of Enrolment and Alternative Pathways Minor wording and formatting changes 	2.12.2020	9.12.2020