

# Admission Policy

## Scope

This policy applies to all prospective students applying to study at Kaplan Business School (Kaplan), current students applying for a course transfer, and staff responsible for processing students' admissions.

## Purpose

The purpose of this policy is to ensure that Kaplan has appropriate and transparent admission and enrolment standards, and that students are recruited in an ethical and responsible manner. This includes confirming that each applicant meets the required academic and English language proficiency standards.

This policy also ensures that, where an offer of admission is made, a formal written agreement is established. The agreement outlines the respective responsibilities of Kaplan and the student, including details of services to be provided, tuition and non-tuition fees, refund provisions, and procedures for complaints and appeals.

## Definitions

<b>AQF levels</b>	means the criteria required to demonstrate the achievement of a qualification as per the Australian Qualifications Framework (AQF). For example, Level 7 = bachelor's degree, Level 9 = master's degree.
<b>Award Course</b>	means courses that are AQF qualifications, specifically diplomas, associate degrees, bachelor's degrees, graduate certificates, graduate diplomas or master's degrees at Kaplan.
<b>Confirmation of Enrolment (CoE)</b>	means a document issued by education providers to verify the applicant's enrolment in a specified course.
<b>Country Education Profiles (CEP)</b>	means the 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 127 countries.
<b>International English Language Testing System (IELTS)</b>	means the international standardised test of English language proficiency designed for speakers of English as a second or additional language. The test assesses four sub-skills (reading, writing, listening, and speaking) using band scales from 0 (did not attempt the test) to 9 (expert user).
<b>Internet-based Test of English as a Foreign Language (TOEFL iBT)</b>	means the standardised test of English language proficiency designed to measure the English skills of speakers of English as a second or additional language. The test assesses four skills (reading, writing, listening, and speaking) using score scales with four or five proficiency levels per skill.
<b>International Student</b>	means a student who is not an Australian citizen, permanent resident of Australia or New Zealand citizen, regardless of visa type. This includes but is not limited to, students holding a student visa, temporary visa, bridging visa, or any other type of visa that permits study in Australia.
<b>Kaplan Test of English (KTE)</b>	means the cloud-based, adaptive English language assessment system, grounded in evidence-based learning and assessment principles.
<b>Non-Award Course</b>	means courses that are non-AQF qualifications at Kaplan. Examples of Non-Award Courses at Kaplan include English for Academic Purposes (EAP) courses, Non-award Single Subject Enrolment, and the Study Abroad Program.
<b>Provider Registration and International Student Management System (PRISMS)</b>	means the Australian Government secure online system that enables providers to issue Confirmations of Enrolment, and that government agencies use to monitor student compliance with visa conditions and educator provider compliance with the Education Services for Overseas Students Act (ESOS Act).

## Policy Principles

KBS applies the following principles to all admission decisions:

- Decisions are fair, consistent, transparent and evidence based.
- Applicants are assessed on demonstrated merit through prior academic study and/or relevant professional experience.
- Admission pathways are available for individuals who have experienced educational disadvantages and under-representation by promoting diversity, equity and inclusion in higher education.
- Minimum entry requirements are reviewed regularly to ensure applicants are academically prepared for study at Kaplan.
- Entry requirements are readily accessible to both prospective and current students and published on KBS's website.
- Regular audits of admission decisions are conducted to ensure consistency with regulatory standards and KBS policies.
- The academic performance of students admitted through alternate pathways is monitored to ensure appropriate support is provided.
- Admission policies and procedures are reviewed regularly to ensure continued alignment with legislative requirements and best practice.

## Course Admission

Kaplan applies robust procedures to assess whether an applicant's qualifications, experience and English language proficiency meet the entry requirements for their chosen course of study.

Applicants must be 18 years of age at the time of course commencement. Students who are at least 15 years of age at the time of course commencement may be accepted into specific courses under formal articulation arrangements with approved Australian secondary schools. Only domestic students (Australian citizens and permanent residents) are eligible for admission under these arrangements. More information about articulation arrangements can be found on the Kaplan website.

To apply for admission, students must complete and submit the appropriate application form along with the following supporting documentation:

- A valid Australian photo ID (Australian citizens and permanent residents only)
- A current passport and visa (Overseas Student visa holders or any other temporary visa holders)
- Evidence of English language proficiency
- Certified copies of academic transcripts or testamurs from 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 Australian equivalence at the time of application, using recognised equivalency tools and platforms. KBS will verify AQF-level qualifications and institutions through official government registers, such as Training.gov.au (TGA) and the Tertiary Education Quality and Standards Agency (TEQSA) National Register.

Applications that are incomplete or submitted using an incorrect form may not be processed or approved.

Meeting the minimum entry requirements does not guarantee admission. and Kaplan reserves the right to decline applications at its discretion.

Additional information about the admissions process and entry requirements is published on Kaplan's website.

## Academic Entry Requirements

All applicants must meet the academic entry standards approved by Kaplan's Academic Board. These vary depending on the level of the qualification.

### Diploma

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

### Bachelor

- Successful completion of Year 12 (Minimum Australian Tertiary Admission Rank (ATAR) of 55) or equivalent schooling such as Certificate IV.

### Graduate Certificate and Graduate Diploma

- A Diploma (or AQF Level 5 equivalent course); plus, evidence of a minimum of two years' relevant industry experience; OR
- An Advanced Diploma or Associate Degree (or AQF Level 6 equivalent course) plus appropriate industry experience as determined by the Academic Dean.

### Master

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

## English Language Entry Requirements

Students must meet the English Language entry requirement shown in Table 1 for entry into a KBS course.

**Table 1: English Language Entry Requirements**

	English for Academic Purposes 1 (EAP1)	English for Academic Purposes 2 (EAP2)	Diploma	Bachelor	Graduate Certificate, Graduate Diploma, Master
<b>Academic IELTS, including One Skill Retake</b>	Overall, 5.0 (with a minimum 5.0 in Writing)	Overall, 5.5 (with a minimum 5.0 in Writing)	Overall, 5.5 (with a minimum 5.0 in Writing)	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
<b>PTE (Pearson Test of English Academic)</b>	Academic Score of 41	Academic Score of 46	Academic Score of 46	Academic Score of 50	Academic Score of 50
<b>TOEFL iBT (Test of English as a Foreign Language)</b>	35	46	46	64	64
<b>KTE (Kaplan Test of English)</b>	Score greater than <b>350</b> Overall for listening, reading and grammar, and <b>B1</b> for speaking and writing	Score greater than <b>395</b> Overall for listening, reading and grammar, and <b>B1+</b> for writing and <b>B1</b> for speaking	Score greater than <b>395</b> Overall for listening, reading and grammar, and <b>B1+</b> for writing and <b>B1</b> for speaking	Score greater than <b>426</b> Overall for listening, reading and grammar, and <b>B2</b> for speaking and writing	Score greater than <b>426</b> Overall for listening, reading and grammar, and <b>B2</b> for speaking and writing
<b>CAE (Cambridge C1 Advanced Test)</b>	154	162	162	169	169
<b>OET (Occupational English Test)</b>	A score of at least B for each test component	A score of at least B for each test component	A score of at least B for each test component	A score of at least B for each test component	A score of at least B for each test component
<b>Duolingo English Test</b>	Overall score of 90	Overall score of 100	Overall score of 100	Overall score of 110	Overall score of 110
<b>General Certificate of Education (GCE)</b>	Not applicable	Not applicable	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	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

## Non-Award Courses

All English for Academic Purposes (EAP) students are required to complete an on-arrival English placement test in their first week of study. The tests use Kaplan's adaptive KTE platform and may include an interview or a speaking test, where needed. The purpose of this assessment is to place students into the appropriate class level in line with **Table 1**.

If the placement test does not support placement into a suitable level, KBS will assist the student in finding a suitable course at an alternative provider within the same city. Students are responsible for formalising their enrolment and paying all associated tuition and non-tuition fees directly to the alternative provider. Conditional enrolments will be maintained, and students may commence their studies at KBS upon successful completion of the external course.

## Award Courses

For admission to an Award Course, students must demonstrate English proficiency through one of the tests listed in **Table 1**. Test results must have been obtained within two years of the course commencement date.

Students who defer their course commencement must provide updated English language proficiency evidence if their original test results are no longer valid within two years of the new start date. Where evidence has expired, students will be required to meet current English language requirements before enrolment can be confirmed.

Alternatively, English proficiency may be demonstrated through successful completion of one of the following:

- A Senior Secondary Certificate of Education completed in Australia, or
- A substantial component of an AQF Level 5 qualification or higher, completed in Australia while holding a student visa, or
- A partial component of an AQF Level 7 qualification or higher, completed in Australia while holding a student visa, or
- An [approved Foundation Studies program](#) completed in Australia, or
- an approved English for Academic Purposes course or equivalent from KBS or a [direct entry partner](#), or
- A minimum of 5 years of study in English at the Australian Year 7 equivalent or above in one of the following countries:
  - Australia
  - Canada
  - New Zealand
  - South Africa
  - the Republic of Ireland
  - the United Kingdom
  - the United States of America

The language of instruction must have been English, and evidence of study must be no more than two years old at the proposed course commencement date.

In addition, offshore applicants from certain countries must meet the English entry requirements outlined in the Kaplan's Genuine Student (GS) requirement process.

Kaplan reserves the right to require international students enrolled in Award Courses to sit an on-arrival English placement test using the KTE platform, if there are concerns about the validity of submitted results. If the required level is not demonstrated, the student may be directed to enrol in an EAP course or equivalent, as per **Table 1**.

Applicants who do not meet the minimum English proficiency requirements for direct entry into an Award Course may be offered a packaged pathway which includes successful completion of an EAP course (or equivalent) prior to commencing their primary Award Course with Kaplan.

## Alternative Admission Pathways

KBS provides several alternative admission pathways for applicants who do not meet standard academic entry requirements. Further information about these options is available on the KBS website. Applicants should review the relevant course information to determine eligibility.

<b>Recognition of Prior Learning (RPL)</b>	Applicants who do not meet the standard academic requirements for entry into a course may be considered for admission based on relevant and recognised prior learning. Refer to <a href="#">Recognition of Prior Learning Policy</a> for more information.
<b>Mature Age Entry</b>	Applicants aged 21 years or older may be admitted to a course without meeting the academic requirements, provided they can demonstrate the attainment of relevant and recognised prior learning through work or other experience.
<b>Approved Articulation Arrangements</b>	<p>KBS maintains formal articulation agreements with external institutions, allowing direct entry for students who have completed a recognised qualification.</p> <ul style="list-style-type: none"> <li>• Articulation arrangements may grant course credit or establish eligibility for admission only.</li> <li>• Agreements must be approved by the Academic Dean and are subject to ongoing reporting to the Academic Board.</li> <li>• KBS monitors the academic performance of students admitted via articulation arrangements. Where cohort performance issues arise, intervention strategies are implemented, and agreements may be discontinued if performance does not improve.</li> </ul> <p>Further details are available on the KBS website.</p>
<b>Diversity, Inclusion and Equity Pathway</b>	<p>KBS recognises that some applicants may be disadvantaged due to cultural, socio-economic, health or personal circumstances. In such cases, special consideration and provisional entry may be granted.</p> <p>Applicants may be eligible if they identify with one or more of the following categories:</p> <ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander peoples</li> <li>• People with disabilities</li> <li>• Genders underrepresented in specific fields of study.</li> <li>• People from non-English speaking backgrounds</li> <li>• First in family to attend a higher education institution.</li> <li>• Individuals from low socio-economic backgrounds</li> <li>• Individuals from rural, remote, or isolated areas</li> <li>• Other circumstances involving educational disadvantage.</li> </ul> <p>To apply, applicants must submit a written statement outlining the disadvantage experienced and its impact on their education. Supporting evidence must also be provided, such as a statutory declaration (from an individual who is not a relative) or medical documentation, where applicable. Applications without supporting documentation may not be assessed.</p>

## Assessment of the Genuine Student (GS) requirement

All international applicants must demonstrate they meet the Genuine Student (GS) requirement as defined by the Department of Home Affairs. Kaplan follows a transparent and documented process when assessing this criterion.

In some cases, additional documentary evidence may be required to support the student's application.

Further information is available on the Department of Home Affairs website.

## Offer of Admission

All applicants will be notified of the outcome of their application by email. Applicants who meet the entry criteria will receive a formal Written Agreement, known also as an Offer of Admission, which sets out the conditions of enrolment.

The Offer of Admission is a binding agreement between Kaplan and the student. It outlines the rights and responsibilities of both parties and includes key information such as:

- Services to be provided.
- Fees payable
- Refund provisions
- Complaints and appeals procedures.
- Contingencies if a course is not delivered.

Applicants will receive instructions during the admissions process outlining how to formally accept an Offer of Enrolment. All offers are conditional on the applicant meeting the published entry requirements for their chosen course, as listed on the KBS website.

Applicants must accept the Offer of Enrolment in the student management system and pay their course fees before enrolment can be confirmed. Payment of course fees prior to this will not be accepted. Applicants under the age of 18 must also have the agreement signed by a parent or legal guardian.

Once Kaplan receives confirmation that an Offer of Admission has been accepted, and all required course fees have been paid, a Confirmation of Enrolment (CoE) will be generated in PRISMS for International Students applying for an overseas student visa. The CoE is required to apply for an Australian student visa.

International applicants who receive an Offer of Admission based on their student status must maintain that status for at least one trimester before transitioning to a different visa category.

Further details are available on the Kaplan's website.

## Complaints and Appeals

Any complaints or appeals regarding decisions made under this policy must be submitted in accordance with the [Grievances, Complaints and Appeals Handling Policy](#).

## Relevant Legislation

As a registered education provider, Kaplan operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with the legislative instruments referenced below:

- Australian Qualifications Framework
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Education Services for Overseas Students Act 2000 (ESOS Act)
- Education Services for Overseas Students Regulations 2019
- Higher Education Standards Framework (Threshold Standards) 2021
- Migration (English Language Tests and Evidence Exemptions for Subclass 500 (Student) Visa) Instrument (LIN 24/082) Specification 2024
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Privacy Act 1988
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

## Related Policies

This policy should be read in conjunction with the following documents:

- 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 Responsible Officer and Implementation Officer(s) to ensure compliance with this policy.

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Responsible Officer		Vice President, Academic		
Implementation Officer(s)		Academic Dean		
Review Date		June 2027		
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Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
8.11	Quality, Regulations and Standards Team	Updated to incorporate <i>Migration (English Language Tests and Evidence Exemptions for Subclass 500 (Student Visa) Amendment (LIN24/082) Specification 2024</i> changes. Diploma of Business and Diploma of IT are approved eligible pathway programs.	10.01.2025	10.01.2025
9.0	Quality, Regulations and Standards Team	Removal of Postgraduate Qualifying Program (PQP). Minor wording and formatting changes.	19.03.2025	20.03.2025
10.0	Quality, Regulations and Standards Team	Consolidation of all English Language Entry Requirements into one table. Added Academic IELTS One Skill Retake to Table 1. Updated English test entry score to align with LIN 24/082. Formalised monitoring of alternative admission pathway students. Wording and formatting changes.	18.06.2025	25.06.2025