

Admission Requirements Policy

Scope

This policy is applicable to Kaplan Business School Pty Ltd (“the School”).

Course Admission

The School 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 the School.

Students applying for entry into a course at the School must complete the appropriate Application Form and may be required to provide the following supporting documentation:

- proof that they meet relevant English language requirements for admission into a specific course
- certified copies of transcripts/qualifications (transcripts from foreign institutions must be translated and/or evaluated by an approved foreign credential evaluator)
- any additional supporting documentation requested by the School such as resumes.

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

International students 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.

English Language Requirements

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

- An English test score using one of the following English language Tests as approved by the School:
 - International English Language Testing System (IELTS)
 - Pearson Test of English (PTE)
 - Test of English as a Foreign Language (TOEFL)
 - Kaplan International Test of English (KITE)
 - Cambridge English: Advanced from Cambridge ESOL (CAE)
 - Other tests may include: Cambridge English Advanced (CAE); General Certificate of Education (GCE); English for Academic Purposes (EAP); Murdoch Institute of Technology (MIT) English Placement Assessment. Please check the relevant course information to determine which tests are accepted.

Proof of English entry requirements, must be completed no more than two years before commencement of the course.

- Satisfactory completion of an approved English for Academic Purposes course from Kaplan International English or a selected number of ELICOS providers that have signed a direct entry agreement with the School;
- Satisfactory completion of an approved Australian university’s English for Academic Purposes course, or equivalent Academic English tertiary preparation program, that successfully meets the English Proficiency entry requirements of that university’s undergraduate or postgraduate programs, providing those entry requirements are of an equal or higher level than those of the School;
- Proof of completion of secondary education (or higher) in a country in which English is the primary language;

- Proof of completion of secondary education at an international high school where English was the language of primary instruction;
- Successful completion of an approved foundation studies program, with the requisite score in the English component.
- In some cases, students may be required to successfully complete another English language test approved by the School.

Undergraduate Course Entry Requirements

Students must reach the admissions standards set by Academic Board, which are currently:

- The minimum age for entrance into undergraduate courses is 18.
- Entry into undergraduate courses requires successful completion of Year 12 or equivalent schooling such as a Certificate IV or equivalent. Entry into the Bachelor level courses requires an ATAR of 55 or equivalent.
- Mature age entry (over 21 years of age) may be admitted without meeting minimum educational requirements. However, applicants are required to demonstrate capacity to meet course entry requirements. For example, this may necessitate an interview with the School, employer references, evidence of prior training, and/or a portfolio of professional work.
- Applicants may also be allowed direct entry through an approved articulation agreement.

English Language Requirements Undergraduate Courses

Applicants whose secondary school education, undergraduate or postgraduate qualification was not completed in English or whose work in the industry was not carried out in English must demonstrate levels of English proficiency as described below.

Diploma courses

An English test score with minimum requirements as follows:

- Academic IELTS Overall 5.5, no individual band score below 5.0; OR
- KITE score greater than 396 Overall for listening, reading and grammar, and B2 for speaking and writing; OR
- PTE Academic Score of 42; OR
- TOEFL iBT Score of 46; OR
- GCE Ordinary Level; Grade C in English Language or English Literature; OR
- Cambridge English: Advanced from Cambridge ESOL (CAE) Score of 162.

Applicants who have successfully completed at least two university units at Bachelor level or above in Australia within two years prior to the commencement of the program at KBS do not have to prove proficiency in English provided the units were taught and examined in English.

Bachelor degree courses

An English test score with minimum requirements as follows:

- Academic IELTS Overall 6.0, with not less than 6.0 for Speaking and Writing and 5.5 for Listening and Reading; OR
- KITE score greater than 426 Overall for listening, reading and grammar, and B2 for speaking and writing; OR

- PTE Academic Score of 50; OR
- TOEFL iBT Score of 60; OR
- GCE Ordinary Level; Grade C in English Language or English Literature; OR
- GCE Advanced Subsidiary Level; Grade C in English Language or English Literature; OR
- GCE Advanced Level; Grade D in English Language or English Literature; OR
- Cambridge English: Advanced from Cambridge ESOL (CAE) Score of 169.

Note: Proof of English entry requirements, must be completed no more than two years before commencement of the course at KBS.

Students who do not meet one of the above criteria but who reach a level of English language proficiency equivalent to IELTS 5.5 (and qualify for entry with respect to their academic criteria) may be offered a pathway course which includes English for Academic Purposes course prior to commencing their primary course. At the conclusion of the English for Academic Purposes course applicants are expected to demonstrate the required English proficiency for direct admission.

Applicants who have successfully completed at least two university units at Bachelor level or above in Australia within two years prior to the commencement of the program at KBS do not have to prove proficiency in English provided the units were taught and examined in English.

Postgraduate Course Entry Requirements

Students must reach the admissions standards set by Academic Board, outlined below.

Graduate Certificate

- An Australian Bachelor degree (or equivalent); OR
- A Diploma (or equivalent) plus evidence of a minimum of two years relevant industry experience; OR
- Mature age students (21 years of age and over) may be admitted to the course without meeting the formal academic requirements if they have relevant and recognised prior learning, e.g. work experience.

Graduate Diploma

- An Australian Bachelor degree (or equivalent); OR
- Advanced Diploma/Associate Degree (or equivalent) plus evidence of a minimum of two years relevant industry experience

Master of Business Administration & Master of Professional Accounting

- An Australian Bachelor degree (or equivalent).

Master of Accounting

- An Australian Bachelor degree (or equivalent); OR
- Advanced Diploma/Associate Degree (or equivalent)

English Language Requirements Postgraduate Courses

Applicants whose secondary school education, undergraduate or postgraduate qualification was not completed in English or whose work in the industry was not carried out in English must demonstrate levels of English proficiency as described below. An English test score with minimum requirements as follows:

- Academic IELTS Overall 6.0, with not less than 6.0 for Speaking and Writing and 5.5 for Listening and Reading; OR
- KITE score greater than 426 Overall for listening, reading and grammar, and B2 for speaking and writing; OR
- PTE Academic Score of 50; OR
- TOEFL iBT Score of 60; OR
- Cambridge English: Advanced from Cambridge ESOL (CAE) Score of 169.

Note: Proof of English entry requirements must be completed no more than two years before commencement of the course at KBS.

Students who do not meet one of the above criteria but who reach a level of English language proficiency equivalent to IELTS 5.5 (and qualify for entry with respect to their academic criteria) will be offered a pathway course which includes English for Academic Purposes course prior to commencing their course. At the conclusion of English for Academic Purposes course applicants are expected to demonstrate the required English proficiency for direct admission.

Applicants who have successfully completed at least two university units at Postgraduate level or above in Australia within two years prior to the commencement of the course at KBS do not have to prove proficiency in English provided the units were taught and examined in English.

Alternative Admission Pathways

Information on alternative admission pathways can be found on the School'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.

1. **Evidence to undertake study at higher level:** A student who does not meet the minimum education 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](#)).
2. **Mature age entry:** Mature age students (21 years of age and over) may be admitted to a course without meeting academic entry requirements where they can demonstrate the attainment of relevant and recognised prior learning experience.
3. **School leavers:** For school leavers entering undergraduate courses the School offers a number of point schemes. These include but are not limited to the following schemes:
 - a. **Low SES adjustment factors:**
 - Five points are awarded to students who attend a school included in the [Australian Government National Partnership for Low Socio-economic Status School Communities Program Schools](#).
 - Students from rural and remote areas are also eligible for five points.
 - Students on a School Card (or state equivalent), Youth Allowance and/or Health Care Card or Low Income Health Care Card and who do not attend a recognised low SES, can apply for five points.
 - b. **Achievement adjustment factors:**
 - Students will be eligible to receive three achievement points (up to a maximum of five) if they score a C- or better in Year 12 (or its' equivalent)* subjects that are relevant to the course the student is applying for.
 - Three points will be given for a C grade (C-, C or C+), four points for a B grade (B-, B or B+), and five points for an A grade (A-, A or A+).
 - c. **Mathematics and Languages adjustment factors:**

- The Points Scheme offers up to five points each for Specialist Mathematics and/or a language other than English LOTE subject, depending on performance.
- Three points will be given for a C grade (C-, C or C+), four points for a B grade (B-, B or B+), and five points for an A grade (A-, A or A+).

* Applicants with International Baccalaureate (IB) or other Year 12 equivalent qualifications are eligible to apply for points.

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 2020			
Approved by				
KBS Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
6.0	Quality and Standards Group.	Removed the 6.5 IELTS entry requirement for online post graduate students and adopted the entry requirement of IELTS 6.0 with not less than 6.0 for writing and speaking and not less than 5.5 for listening and reading.	18.06.2015	30.06.2015
6.1	Academic Quality and Governance Team	Reviewed policy for currency and introduced version control table and an Implementation Officer.	25.05.2016	16.06.2016
6.2	Academic Quality and Governance Team	Minor and consequential updates made to policy to align with Recognition or Prior Learning Policy. Use of language referring to courses made consistent throughout policy and redundant information regarding Headstart Program deleted.	31.08.2016	14.09.2016
6.3	Academic Quality and Governance Team	KITE score requirements updated.	1.12.2016	15.12.2016
6.4	Academic Quality and Governance Team	<ul style="list-style-type: none"> • English language requirements and alternatives to IELTS updated to align with DIBP benchmarking and industry standards. • Minimum age for entrance into KBS programs updated to 18. 	06.09.2017	02.10.2017
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	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. 		
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