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# Admission Requirements

## 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 Enrolment Form and may be required to provide the following supporting additional documentation:

- proof that they meet relevant English language requirements for admission into a specific course
- verified 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 NOOSR website. 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 enrolment based on their international student status may not change that status upon gaining residency until the following trimester of study.

## English Language Requirements

International students must demonstrate English proficiency through one of the following means.

- An English test score using one of the following three 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)
  - Other tests may include: Cambridge English Advanced (CAE); general Certificate of Education (GCE); English for Academic Purposes (EAP); MIT English Placement Assessment. Please check the relevant course information to determine which tests are accepted.
- Satisfactory completion of a NEAS-approved English for Academic Purposes course; or
- Satisfactorily passing a Higher Education Academic Entry Test; or
- Proof of completion of secondary education (or higher) in a country in which English is the primary language; or
- Proof of completion of secondary education at an international high school where English was the language of primary instruction.
- In some cases students may be required to successfully complete another English language test approved by the School.

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## 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 17 years of age. In some cases the School may offer undergraduate preparation courses that have a minimum age of 16.
- 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 requirements, normally, through an interview with the School.
- 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 of Commerce / Diploma of Business

An English test score with minimum requirements as follows:

- IELTS Overall 5.5, no individual band score below 5.0, OR
- KITE score greater than 396, OR
- PTE Academic Score of 42–49, OR
- TOEFL (Computer) — 195, TOEFL (Internet) — 70.

#### Bachelor degrees

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, OR
- PTE Academic Score of 50 - 57, OR
- TOEFL (Computer) - 213, TOEFL (paper) – 550, TOEFL (Internet) – 79-80 or equivalent.

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 intensive English prior to commencing their primary course. At the conclusion of the intensive English language course applicants are expected to demonstrate the required English proficiency for direct admission.

## Postgraduate Course Entry Requirements

### Academic Entry Requirements

Postgraduate course	Academic Requirements
<b>Graduate Certificate in Accounting</b>	<p>An Australian Bachelor degree (or equivalent)</p> <p><b>OR</b></p> <p>A Diploma (or equivalent) plus evidence of a minimum of two years relevant industry experience</p> <p><b>OR</b></p> <p>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.</p>
<b>Graduate Certificate in Business Administration</b>	<p>An Australian Bachelor degree (or equivalent)</p> <p><b>OR</b></p> <p>A Diploma (or equivalent) plus evidence of a minimum of two years relevant industry experience</p> <p><b>OR</b></p> <p>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.</p>
<b>Graduate Diploma in Business Administration</b>	<p>An Australian Bachelor degree (or equivalent)</p> <p><b>OR</b></p> <p>Advanced Diploma/Associate Degree (or equivalent) plus evidence of a minimum of two years relevant industry experience</p>
<b>Master of Professional Accounting</b>	<p>An Australian Bachelor degree (or equivalent)</p> <p><b>OR</b></p> <p>Advanced Diploma/Associate Degree (or equivalent) plus evidence of a minimum of two years relevant industry experience</p>
<b>Master of Accounting</b>	<p>An Australian Bachelor degree (or equivalent)</p> <p><b>OR</b></p> <p>Advanced Diploma/Associate Degree (or equivalent)</p>
<b>Master of Business Administration</b>	<p>An Australian Bachelor degree or (equivalent)</p> <p><b>OR</b></p> <p>Advanced Diploma/Associate Degree (or equivalent) plus evidence of a minimum of two years relevant industry experience</p>

### 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, OR
- PTE Academic Score of 50 - 57, OR
- TOEFL (Computer) - 213, TOEFL (paper) – 550, TOEFL (Internet) – 79-80 or equivalent.

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 intensive English prior to commencing their course. At the conclusion of the intensive English language course applicants are expected to demonstrate the required English proficiency for direct admission.

## Alternative Entry Pathways

Information on alternative entry 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 bonus point schemes. These include but are not limited to the following schemes:
  - a. **Low SES bonus points:**
    - Five bonus 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 bonus 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 bonus points.
  - b. **Achievement bonus points:**
    - Students will be eligible to receive three achievement bonus 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 bonus points will be given for a C grade (C-, C or C+), four bonus points for a B grade (B-, B or B+), and five bonus points for an A grade (A-, A or A+).
  - c. **Mathematics and Languages Bonus Points Scheme:**
    - The Bonus Points Scheme offers up to five bonus points each for Specialist Mathematics and/or a language other than English LOTE subject, depending on performance.
    - Three bonus points will be given for a C grade (C-, C or C+), four bonus points for a B grade (B-, B or B+), and five bonus 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 bonus points.

### Version Control and accountable officers

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

<b>Policy Category</b>	Academic			
<b>Responsible Officer</b>	Vice President, Academic			
<b>Implementation Officer</b>	Academic Dean			
<b>Review Date</b>	December 2019			
<b>Approved by</b>				
Vice President, Academic under a standing delegation from Academic Board				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved:</b>	<b>Effective Date:</b>
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