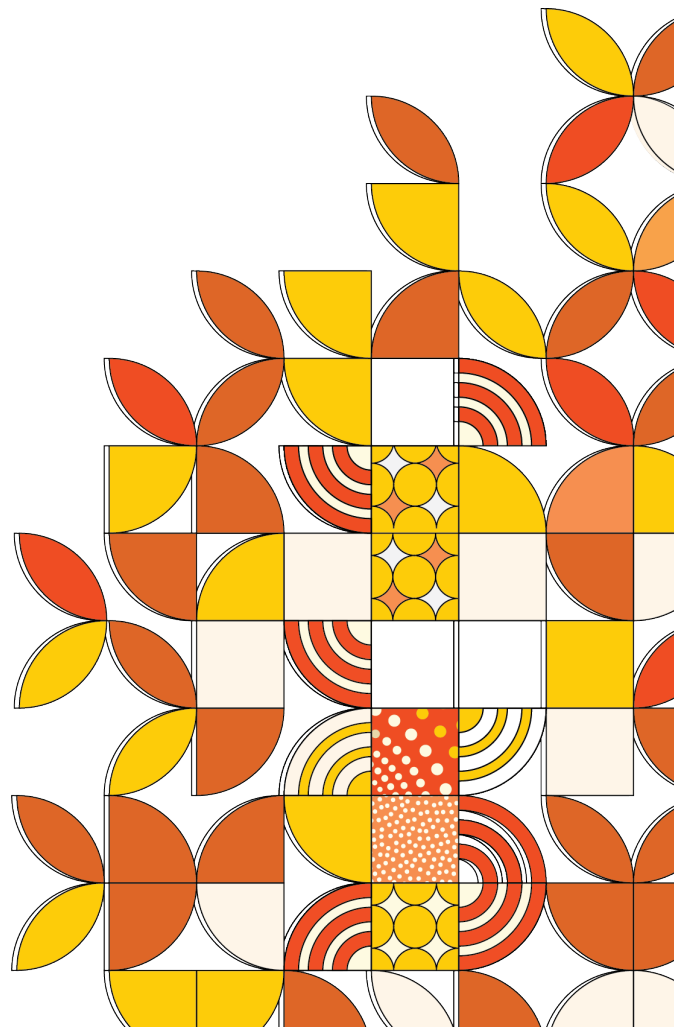


# Admission and Enrolment Policy



## SECTION 1

### Purpose

1. This Policy outlines the entry requirements for both domestic and international student admission and enrolment to the Institute of Health and Management (IHM).

### Scope

2. This policy applies to the following IHM courses only:
  - a) English Language courses and
  - b) Australian Qualifications Framework (AQF) award higher education courses

### Definitions

3. Refer to IHM's Glossary of Terms.

### Suite documents

4. This policy is linked to the following documents:
  - a) Admission and Enrolment Procedure
  - b) See Associated Information listed in the 'Related Internal Documents' in Section 3 below.

## SECTION 2

### Policy

#### 5. Principles and Standards

- 6.1 There are clear responsibilities and accountabilities in admission and enrolment decisions into IHM courses.
- 6.2 The standards set out in this policy and accompanying procedure are consistently applied at IHM.
- 6.3 Entry requirements for IHM courses are clear, transparent and equitable and made available to applicants through course handbooks, course brochures, the IHM website and social media prior to enrolment.
- 6.4 IHM ensures that correct and valid supporting evidence documentation is obtained from applicants prior to admission and appropriately managed.
- 6.5 IHM aims to adhere to all relevant regulatory and legislative requirements relevant to the admission and enrolment of all applicants.
- 6.6 IHM aims to adhere to all relevant regulatory and legislative requirements relevant to the storage, security and privacy of student records.

#### 6. Recognised English Speaking Countries

- 7.1 IHM recognises the English-speaking countries as per Table 1 below.
- 7.2 In these countries, it is assumed that English is the primary language and applicants have attended and satisfactorily completed at least six (6) years of continuous education that is equivalent to secondary education taught and assessed in English (including at least two years between years 7 and 12).

**Table 1:** Recognised English-Speaking Countries

• American Samoa	• Australia*	• Bahamas	• Barbados
• Belize	• Botswana	• Canada*	• Fiji
• Gibraltar	• Ghana	• Guyana	• Jamaica
• Kenya	• Lesotho	• Liberia	• New Zealand*
• Nigeria	• Papua New Guinea	• Singapore	• Solomon Islands
• South Africa*	• The Gambia	• Tonga	• Trinidad and Tobago
• United Kingdom (incl Northern Ireland) and Republic of Ireland*			• United States of America*
• Zambia	• Zimbabwe		

\* Countries recognised for Bachelor of Nursing.

## Entry Requirements

### 8 IHM Course Entry Requirements

8.1 Entry requirements into IHM courses are as follows in Table 2:

**Table 2:** IHM Course Entry Requirements (for current and planned courses)

IHM Course	Course Entry Requirements	English Language Requirement
<b>Bachelor of Nursing (BoN)</b>	<ul style="list-style-type: none"> <li>An ATAR score of 50. This includes the satisfactory completion of VCE and Units 3 and 4 with a minimum study score of 25 in any English (except EAL) or 30 in English as Alternate Language (EAL) or equivalent, OR</li> <li>An equivalent, such as an interstate or international Year 12 qualification, OR</li> <li>Full/partial completion of an approved tertiary qualification (including Certificates, Diplomas, Advanced Diplomas, Associate Degrees and Bachelor's degrees).</li> </ul>	<ul style="list-style-type: none"> <li>An IELTS overall of at least 7.0 with no bands less than 7.0, or equivalent scores in OET/PTE/Other recognised English examination</li> </ul>
<b>Graduate Certificate in Advanced Nursing (GCAN)</b>	<ul style="list-style-type: none"> <li>Have completed and Bachelor of Nursing degree or an equivalent qualification.</li> <li>Be an AHPRA registered nurse, OR</li> <li>Be a registered nurse with the Nurses' Board/Council from the country of origin or place of residence, or where the qualification was obtained</li> </ul>	<ul style="list-style-type: none"> <li>an IELTS overall of at least 6.5 with no band less than 6, or equivalent scores in OET/PTE/other recognised English examination; <b>or</b></li> <li>direct entry through a pass in English for Academic Purpose (EAP) course with the minimum score of 70%.</li> </ul>
<b>Master of Nursing (MoN)</b>	<ul style="list-style-type: none"> <li>Have completed and Bachelor of Nursing degree or an equivalent qualification.</li> <li>Be an AHPRA registered nurse, OR</li> <li>Be a registered nurse with the Nurses' Board/Council from the country of origin or place of residence</li> </ul>	<ul style="list-style-type: none"> <li>an IELTS overall of at least 6.5 with no band less than 6, or equivalent scores in OET/PTE/other recognised English examination; <b>or</b></li> <li>direct entry through a pass in English for Academic Purpose (EAP) course with the minimum score of 70%.</li> </ul>
<b>Graduate Diploma in Nursing (GDN)</b>		<ul style="list-style-type: none"> <li>an IELTS level of at least overall 6.5 or equivalent scores in OET/PTE/other recognised English examination; <b>or</b></li> <li>direct entry through a pass in English for Academic Purpose (EAP) course with the minimum score of 70%.</li> </ul>
<b>Graduate Certificate in Nursing (GCN)</b>		<ul style="list-style-type: none"> <li>an IELTS level of at least overall 6.5 or equivalent scores in OET/PTE/other recognised English examination; <b>or</b></li> <li>direct entry through a pass in English for Academic Purpose (EAP) course with the minimum score of 70%.</li> </ul>

IHM Course	Course Entry Requirements	English Language Requirement
<b>Bachelor of Social Work (BSW)</b>	Have completed: <ul style="list-style-type: none"> <li>an Australian Senior Secondary Certificate (VCE) or equivalent, or an overseas equivalent, OR</li> <li>a Foundation course, or equivalent, OR</li> <li>a Cert IV in Community Services or Tertiary Preparation (or equivalent), OR</li> <li>an Australian Advanced Diploma or Diploma (or equivalent), OR</li> <li>Full/partial completion of an Australian Higher Education award (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>An IELTS overall of at least 7.0 with no band less than 7.0, or equivalent scores in PTE/other recognised English examination;</li> </ul>
<b>Master of Social Work (Qualifying) (MSW(Q))</b>	<ul style="list-style-type: none"> <li>Have completed a relevant three-year AQF level 7 bachelor's degree (or equivalent) that contains at least one-year of full-time studies in the social and behavioural sciences</li> </ul>	<ul style="list-style-type: none"> <li>An IELTS overall of at least 7.0 with no bands less than 7.0, or equivalent scores in PTE/Other recognised English examination</li> </ul>
<b>Master of Public Health (MPH)</b>	<ul style="list-style-type: none"> <li>Have completed an Australian Bachelor's degree in any discipline, or a recognised international equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>an IELTS overall of at least 6.5 with no band less than 6, or equivalent scores in OET/PTE/other recognised English examination; <b>or</b></li> <li>direct entry through a pass in English for Academic Purpose (EAP) course with the minimum score of 70%.</li> </ul>
<b>General English (GE)</b>	<ul style="list-style-type: none"> <li>Aged 18 years or over at the time of commencement</li> <li>At an Elementary (CEFR level A2) level or above based on an online placement test result</li> </ul>	
<b>English for Academic Purposes (EAP)</b>	<ul style="list-style-type: none"> <li>Aged 18 years or over at the time of commencement</li> <li>Demonstration of current English proficiency through the provision of test results which requires minimum IELTS overall 6 (or equivalent) at time of application and/or be asked to complete an internal placement test.</li> </ul>	

## 9 English Language Proficiency Requirements for entry into IHM higher education courses

9.1 IHM accepts English-language proficiency tests and scores (as per Table 3 below), provided they were completed no more than two (2) years before the intended course start date.

9.2 Applicants must provide suitably certified copies of official certificates and academic transcripts as evidence.

**Table 3:** IELTS and Equivalent English Language Proficiency Test Scores for IHM higher education courses

English Language Test					
IELTS Academic version	PTE Academic	OET Nursing courses only (from a single test sitting)	TOEFL iBT Including TOEFL iBT Home Edition	ITEP Academic Plus Applicable only to online delivery mode	EAP, or IHM EAP Direct Entry Test Score (online delivery only)
Overall 6.5 with no bands less than 6.0	Overall 58.5 with no band less than 51.6	Minimum C+ in each component	79 (Listening 19, Speaking 19, Reading 18, Writing 22)	3.9	Minimum score of 70%
Overall 7.0 with no bands less than 7.0	Overall 65.0 with no band less than 65.0	Minimum B in each component	94 (Listening 24, Speaking 23, Reading 24, Writing 27)	Not applicable	Not applicable
<b>Note:</b> TOEFL iBT is no longer accepted from 26 July 2023. If test undertaken prior to 26 July 2023, it will be accepted, only if completed no more than 2 years prior.					

9.3 Where applicants do not meet the English language requirements of an IHM course, IHM will offer English language program opportunities to support applicants in their academic endeavours. The courses offered must take into consideration their current level of English and their target higher education course, as per Table 4 (as a guideline).

**Table 4 – Recommended IHM English Language Programs for entry into IHM higher education courses**

EL Proficiency Test Scores			Recommended IHM EL Program			
Source: <a href="https://www.kanan.co/blog/pte-to-ielts-score-conversion/">https://www.kanan.co/blog/pte-to-ielts-score-conversion/</a>			Components required to achieve IELTS overall 6.5 or equivalent			Required to reach Overall IELTS 7.0
IELTS Overall	PTE-A Overall	OET (Nursing only)	General English - Intermediate (12 weeks)	General English - Upper Intermediate (12 weeks)	EAP1 (12 weeks)	EAP2 (12 weeks)
<5.0	<40.8	Overall D	✓	✓	✓	✓
5.0	40.8	Overall C		✓	✓	✓
5.5	45.4	Overall C		✓	✓	✓
6.0	51.6	Overall C			✓	✓
6.5	58.5	Overall C+				✓
7.0	65.0	Overall B	n/a	n/a	n/a	n/a

## 10 Entry into IHM English Language courses

10.1 IHM will direct applicants into the appropriate English language course based on individual applicant's needs.

10.2 Where required, an IHM placement test will be conducted to identify a baseline English language level to facilitate selection of the most suitable English language course option for an applicant.

## SECTION 3

### Associated Information

<b>Related Internal Documents</b>	Admission and Enrolment Procedure Access and Equity Policy Course Handbooks Credit and Prior Learning Policy and Procedure Domestic Student Handbook International Student Handbook Marketing of Courses to Overseas and Offshore Students Policy and Procedure Records Management Policy and Procedure Student Complaints and Appeal Policy and Procedure
<b>Related Legislation, Standards and Codes</b>	<a href="#">Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</a> <a href="#">Higher Education Support Act 2003 and Guidelines</a> <a href="#">Australian Qualifications Framework (AQF)</a> <a href="#">Education Services for Overseas Student (ESOS) Act 2000 and National Code 2018</a> <a href="#">ELICOS Standards 2018</a> <a href="#">Department of Home Affairs - Student Visa requirements</a>

	Privacy legislation: <a href="https://www.oaic.gov.au/privacy/the-privacy-act/">https://www.oaic.gov.au/privacy/the-privacy-act/</a> HESF (2021): <a href="#">Higher Education Standard Framework Domain 1: Student participation and attainment</a> TEQSA <a href="#">Admissions transparency</a> TEQSA (2020). <a href="#">Communication on English waivers</a>
<b>Date Approved</b>	18/08/2023
<b>Date Endorsed</b>	23/08/2023
<b>Date of Effect</b>	19/08/2023
<b>Date of Next Review</b>	01/07/2026
<b>Approval Authority</b>	Academic Board endorsed by Board of Directors
<b>Responsibility for implementation</b>	Director of Operations
<b>Responsible Department</b>	Operations (or Admissions)
<b>Document Custodian</b>	Learning and Teaching Committee
<b>IHM Doc ID</b>	IHM-AEP1-5.0

## Change History

Version Control		Version 5
Change Summary	Date	Short description of change, incl version number, changes, who considered, approved etc
	26/07/2021 Version 4	<ul style="list-style-type: none"> <li>• Waiver of English language entry requirement is added (section in the Procedure)</li> <li>• Evidence of relevant professional registration is added (section in the Procedure)</li> <li>• Responding to COVID-19 situation and border closure (relevant sections in the Procedure)</li> <li>• Version 3 was approved by Academic Board in February 2021</li> <li>• Date of next review is changed to July 2024</li> </ul>
	15/11/2021 Version 4.1	<ul style="list-style-type: none"> <li>• IHM EAP Direct Entry Test requirement to the Procedure (Section 16e, p. 12)</li> <li>• A table outlining the English language requirements Table is added to the Procedure (Section 18, p 13)</li> <li>• Version 4.1 is endorsed by Academic Board on December 2021</li> </ul>
	03/08/2023 Version 4.2	<ul style="list-style-type: none"> <li>• Separation of Policy from Procedure</li> <li>• Rename from Student Selection and Admission to Student Selection, Admission and Enrolment.</li> <li>• Minor updates to ensure consistency with updated procedure</li> </ul>
	09/11/2023 Version 5.0	<ul style="list-style-type: none"> <li>• Responsibility changed from Registrar to Director Operations</li> <li>• Slight change to title</li> <li>• Scope extended to include ELICOS courses</li> <li>• Definitions removed as now refer to IHM Glossary</li> <li>• Relocation of list of recognised English-speaking countries from the procedure</li> <li>• Relocation of approved Course and English Entry Requirements from Procedure</li> <li>• Inclusion of English Language courses</li> <li>• General formatting, editing, and grammatical check</li> </ul>