

## STUDENT SELECTION AND ADMISSIONS POLICY

### 1. Purpose and Objectives

- 1.1 The purpose of this policy is to set out the principles that underpin the process used by Le Cordon Bleu Australia (LCBA) to select students and to establish specific criteria for entry into its courses.

### 2. Scope

- 2.1 This policy applies to all LCBA staff, applicants, prospective students, delivery partners and education agencies involved with recruiting and admitting applicants to LCBA programs.

### 3. Legislative Context

- Australian Qualifications Framework (AQF)
- Higher Education Standards Framework 2015
- Standards for Registered Training Organisations (RTOs) 2015
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Commonwealth Disability Discrimination Act 1992

### 4. Policy Statement

- 4.1 LCBA is committed to fair, consistent and transparent admission processes, ensuring students are selected on merit.

### 5. Policy

- 5.1 Admissions and selection process ensure that applicants admitted to LCBA programs are equipped to succeed and that ill-equipped applicants are not knowingly admitted.
- 5.2 LCBA is committed to non-discrimination when recruiting and selecting and at all times complies with equal opportunity and anti-discrimination legislation. LCBA supports fair access to educational opportunities and ensures that all students have the opportunity to achieve according to their own individual potential.
- 5.3 LCBA provides opportunity for applicants to receive recognition for relevant previous learning in the form of academic credit. Applicants should refer to the *Advanced Standing Policy (HE)* or the *Credit Transfer and Recognition of Prior Learning Policy (VET)* for further information.
- 5.4 To be admitted to a LCBA course, applicants must meet the entry requirements set out at Appendix A; including minimum age, academic and English language proficiency requirements.
- 5.5 Exemptions to this Policy and clause 5.4 above must be requested in writing and approved by the Dean (refer clause 10.9).
- 5.6 Exemptions are only approved where equivalence to entry requirements can be objectively determined; and/or where a program of support for, and monitoring of, the applicant's academic progress is agreed to by both LCBA and the applicant.
- 5.7 Grounds for exemption may include membership of an under-represented or disadvantaged group, including Aboriginal and Torres Strait Islander peoples.

## STUDENT SELECTION AND ADMISSIONS POLICY

- 5.8 Where such exemptions relate to the admission of students who will be aged under 18 at the time of commencement, the Dean will report the application outcome to the Academic and Corporate Boards, noting any relevant risks and mitigation strategies.
- 5.9 The minimum age requirement will not be waived for student visa holders.
- 5.10 LCBA may elect to interview applicants as part of the admissions process to ascertain their suitability for their chosen course.
- 5.11 Applicants are encouraged to declare a medical illness, injury, health or psychological condition or disability, including learning difficulty or disability, that may affect their ability to successfully complete their course of study. Applicants may apply for reasonable adjustment to assist them in completing their study.
- 5.12 LCBA reserves the right to review the admission requirements for its courses at any time. Changes to admissions requirements are subject to approval by the Academic Board.
- 5.13 Where there are more applicants than places available, students whose successful applications are received after places are filled will be placed on a wait list and will be admitted in the order that applications were received.
- 5.14 Applicants are responsible for submitting their application on the *approved Application for Admission Form* according to the required procedures, and for checking the terms of their offer prior to accepting.
- 5.15 Documents provided in support of an application, including academic qualifications, must be original or certified copies (including original or certified copies of academic transcripts in the language used by the issuing institution, together with copies of those documents translated into English, where required).
- 5.16 LCBA reserves the right to refuse admission if it believes that the student is unable to meet program requirements or that the support required to ensure student success will cause LCBA and its Delivery Partners unjustifiable hardship.

### Re-admission

- 5.17 A student wishing to re-enter a course after a period of unapproved absence or after a period of exclusion must apply for re-admission and will be required to satisfy the entry requirements in place at the time of the re-admission.
- 5.18 Students who apply to re-enter a course after an academic exclusion period may be required to demonstrate commitment to their course of study, such as by providing evidence of study or work in a relevant industry during their absence.
- 5.19 Depending on the period of absence and changes to program content or structure during this period, students will not necessarily retain credit for all units completed prior to the absence. Students may be required to repeat units previously completed or to undertake additional units in order to satisfy program requirements.

## 6. Roles and Responsibilities

Roles	Responsibilities
Admissions staff	Day to day administration of the Policy

## STUDENT SELECTION AND ADMISSIONS POLICY

<b>Roles</b>	<b>Responsibilities</b>
Admissions Manager	Oversee implementation of Policy; make decisions about application of the Policy to individual cases
Registrar	Responsible for effective implementation of the Policy
Quality Standards and Compliance Manager	Ensures the Policy meets regulatory requirements
Head of Sales	Advise prospective students on entry requirements and application process
Dean	Ensure the Policy is sufficiently rigorous, enabling students' effective participation in their course of study  Delegate procedures to suitably qualified people, including portfolio assessments
Academic Board	Approve changes to entry requirements for LCBA courses

### 7. Definitions

'Admission pathway' is any one of the options available to a prospective higher education student that will enable them to meet the entry requirements of their chosen courses.

'Advanced standing' is a form of academic credit for any previous learning including formal, informal and non-formal learning. It is achieved through processes such as Credit Transfer and Recognition of Prior Learning. A student granted Advanced Standing will be exempt from enrolling in part of a course of study.

'Academic Board' is responsible for academic governance of higher education programs accredited under the provider registration of Le Cordon Bleu Australia.

'ATAR' The Australian Tertiary Admission Rank (ATAR) is a ranking from 30 (lowest) to 99.95 (highest) agreed by COAG as a nationally equivalent measure of a person's relative academic ranking within their complete age cohort in the year they graduated from senior secondary school (including those who did not complete Year 12 or completed by were not eligible for an ATAR). The ATAR is derived from the scaled scores achieved for senior secondary school subjects. The specific calculation used is different in each state and territory, but the result is designed to be nationally equivalent. LCBA does not apply adjustments to ATAR rankings (such as those that might be applied at other institutions for elite athlete programs, certain subjects or equity considerations).

'Applicant' is a person who has already lodged an application to study a specific course.

'Credit' is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation or recognition of prior learning (RPL) or advanced standing.

'Exclusion' means the termination by LCBA of a student's enrolment in a course for a specified period.

## STUDENT SELECTION AND ADMISSIONS POLICY

'HE' refers to both Undergraduate and Post-Graduate Programs (Higher Education)

'Letter of Offer' is a formal document issued by the registered provider offering to admit the student to a particular course of the registered provider (offer may be conditional). It is a written agreement between the Provider and student which clearly outlines details of the enrolled program including enrolment details, fee schedules and refund conditions; and information on student obligations, complaint and appeal policies and management of privacy.

'Prospective student' is a person who is thinking about lodging an application to study a particular course but has not yet done so.

'Reasonable adjustment' are adjustments to assessments made so that students with educational disadvantage have the same opportunity to complete assessment tasks as other students, while maintaining the integrity of the unit/s (HE) or unit/s of competency (VET) being assessed.

'VET' refers to both Cuisine and Patisserie Programs (Vocational Education and Training)

### 8. Related Documents

- Advanced Standing Policy (HE)
- Credit Transfer and Recognition of Prior Learning Policy (VET)
- Enrolment Policy

### 9. Implementation

9.1 The Registrar is responsible for ensuring that future major changes to this policy will be accompanied by a completed Implementation Plan, counter signed by the Dean and presented with the policy to the Academic Board.

9.2 The Implementation Plan will include a Communication Strategy that identifies key stakeholders and the requirements for effectively implementing and monitoring this policy.

### 10. Procedure

10.1 Applicants complete an *Application for Admission Form* and submit it to the Admissions Department with all required documents attached.

10.2 The applicant's academic qualifications and/or work experience is assessed by Admissions or Dean (or delegate) as applicable.

10.3 The applicant's official English language level is verified (for example, IELTS).

10.4 Assessment of any associated application for Academic Credit is conducted by Academic Services department.

10.5 Applications presenting qualifications issued by non-Australian institutions are assessed with reference to the Country Education Profiles provided by the Government of Australia.

10.6 If all documentation is complete and entry requirements are satisfied, a Letter of Offer (LOO) is issued.

10.7 To accept the offer, the applicant completes the Acceptance of Offer.

## STUDENT SELECTION AND ADMISSIONS POLICY

- 10.8 When any outstanding conditions are satisfied and LCBA has received tuition fee payment for the amount quoted on the Letter of Offer, a Confirmation of Enrolment is issued by Admissions.

### Exemptions

- 10.9 Applicants requesting an exemption to the application of entry requirements must submit a cover letter addressing it to the Dean of LCBA and include any evidence which is relevant to meeting LCBA program requirements and expectations, such as work experience, other post-school study, aptitude test or letters of recommendation. Applicants may be required to attend an interview.

### 11. Summary of changes since last review

Authored by	Description
Admissions Manager	Major rewrite. <ul style="list-style-type: none"> <li>Update of Entry Requirements to include Undergraduate Certificates and Graduate Certificates.</li> </ul>

## STUDENT SELECTION AND ADMISSIONS POLICY

### Entry Requirements

Applicants can meet entry requirements by providing evidence of meeting:

- minimum age requirement; and
- at least one Academic requirement; and
- at least one English language proficiency requirement.

### Vocational Education and Training

Type of requirement	Admission pathway	Minimum entry requirements
Age	NA	18 years at time of commencement
Academic	Recent secondary education	Successful completion of Australian year 11 secondary school or equivalent
	Work and life experience	Submission of a Portfolio that enables equivalence to entry requirements to be objectively determined and includes: <ul style="list-style-type: none"> <li>▪ Introductory letter, including the reasons for choosing your course and your career aspirations</li> <li>▪ Resume – outlining your work and study experience; and including any professional memberships or community/volunteer work</li> <li>▪ Letters of support from your school, work or professional representative</li> <li>▪ Academic records, including formal (school, TAFE) and non-formal (industry or workplace training).</li> </ul> Applications based on a Portfolio will be assessed by the Dean or delegate
English language proficiency	English test	<ul style="list-style-type: none"> <li>▪ Academic IELTS 5.5 with no band below 5.0;</li> <li>▪ Test of English as a Foreign Language internet-based test (TOEFL iBT) 60+ with no band below 13.</li> <li>▪ Pearson Test of English (PTE) Academic 48+ with no band below 38.</li> </ul>
	Exemption	Applicants are exempt from completing an English test if they meet at least one of the following criteria: <ul style="list-style-type: none"> <li>▪ Citizen of and passport issued by UK, USA, Canada, NZ, Republic of Ireland</li> </ul>

## STUDENT SELECTION AND ADMISSIONS POLICY

Type of requirement	Admission pathway	Minimum entry requirements
		<ul style="list-style-type: none"> <li>▪ Completed (within past 2 years) in Australia in English: requirements for senior secondary certificate of education</li> <li>▪ Completed (within past 2 years) in Australia in English: substantial component (typically 75%) of AQF level 4 or higher qualification on a student visa.</li> <li>▪ Applicant must have completed two (2) years of a course delivered in English, or have completed a recognised Foundation program in English, not more than two (2) years prior to commencing a LCBA course.</li> </ul>

### Higher Education - Undergraduate (Undergraduate Certificate)

Type of Requirement	Entry Pathway	Minimum Entry Requirements
Age	NA	15 years at time of commencement for domestic students 18 years at time of commencement for student visa holders
Academic	NA	NA
English language proficiency	English test	Undergraduate Certificate <ul style="list-style-type: none"> <li>▪ Academic IELTS 6.0 with no band below 5.5</li> <li>▪ Test of English as a Foreign Language internet-based test (TOEFL iBT) 79+ with no band below 17</li> <li>▪ Pearson Test of English (PTE) Academic 56+ with no band below 46</li> </ul>
	Exemption	Applicants are exempt from completing an English test if they meet at least one of the following criteria: <ul style="list-style-type: none"> <li>▪ Citizen of and passport issued by UK, USA, Canada, NZ, Republic of Ireland</li> <li>▪ Completed (within past 2 years) in Australia in English: requirements for senior secondary certificate of education</li> <li>▪ Completed (within past 2 years) in Australia in English: substantial component of AQF level 4 or higher on a student visa</li> </ul>

## STUDENT SELECTION AND ADMISSIONS POLICY

		<ul style="list-style-type: none"> <li>Applicant must have completed two (2) years of a course delivered in English, or have completed a recognised Foundation program in English, not more than two (2) years prior to commencing a LCBA course.</li> </ul>
--	--	--

### Higher Education - Undergraduate (Bachelor)

Type of requirement	Entry pathway	Minimum entry requirements
Age	NA	18 years at time of commencement
Academic	Higher education study	Successful completion of an Australian Higher Education qualification, its country equivalent as assessed by a qualification recognition service;
	Vocational Education and Training	Completion of at least one year of a course at AQF level IV or higher
	Recent secondary education	Successful completion of High School Certificate with ATAR of 60 or higher, or its country equivalent. Students who have successfully completed HSC but do not have an ATAR of 60 or above are eligible for the LCBA Advanced Diploma Pathway.
	Foundation course	Successful completion of a nationally accredited foundation course registered on CRICOS
	Work and life experience	<p>Special Tertiary Admissions Test (STAT): scores of 140 for Written English and 135 for Multiple Choice (whichever is higher of quantitative and verbal);</p> <p>or</p> <p>Submission of a Portfolio that enables equivalence to entry requirements to be objectively determined and includes:</p> <ul style="list-style-type: none"> <li>Introductory letter, including the reasons for choosing your course and your career aspirations</li> <li>Resume – outlining your work and study experience; and including any professional memberships or community/volunteer work</li> <li>Letters of support from your school, work or professional representative</li> </ul>



## STUDENT SELECTION AND ADMISSIONS POLICY

Type of requirement	Entry pathway	Minimum entry requirements
		<ul style="list-style-type: none"> <li>Academic records, including formal (school, TAFE) and non-formal (industry or workplace training). Applications based on a Portfolio will be assessed by the Dean or delegate</li> </ul>
	LCBA Advanced Diploma Pathway	Students who have successfully completed HSC but do not have an ATAR of 60 or above may be admitted to the Advanced Diploma level of a LCBA Bachelor degree. Upon successful completion of the higher education Advanced Diploma, students are eligible to continue to the Bachelor level of the relevant qualification. Advanced standing will be applied for the completed units of the nested Advanced Diploma, enabling students to be eligible to receive the Bachelor qualification.
English language proficiency	English test	<ul style="list-style-type: none"> <li>Academic IELTS 6.0 with no band below 5.5;</li> <li>Test of English as a Foreign Language internet-based test (TOEFL iBT) 79+ with no band below 17.</li> <li>Pearson Test of English (PTE) Academic 56+ with no band below 46.</li> </ul>
	Exemption	<p>Applicants are exempt from completing an English test if they meet at least one of the following criteria:</p> <ul style="list-style-type: none"> <li>Citizen of and passport issued by UK, USA, Canada, NZ, Republic of Ireland</li> <li>Completed (within past 2 years) in Australia in English: requirements for senior secondary certificate of education</li> <li>Completed (within past 2 years) in Australia in English: substantial component of AQF level 4 or higher on a student visa</li> <li>Applicant must have completed two (2) years of a course delivered in English, or have completed a recognised Foundation program in English, not more than two (2) years prior to commencing a LCBA course.</li> </ul>

## STUDENT SELECTION AND ADMISSIONS POLICY

### Higher Education - Postgraduate (Graduate Certificate, Graduate Diploma and Master)

Type of requirement	Entry pathway	Minimum entry requirements
Age	NA	18 years at time of commencement
Academic	Higher education study	Successful completion of an Australian Higher Education qualification at AQF level 7 or higher or its country equivalent as assessed by a qualification recognition service;
	Work and life experience	<p>Three years' work experience at supervisory or management level; or Submission of a Portfolio that enables equivalence to entry requirements to be objectively determined and includes:</p> <ul style="list-style-type: none"> <li>▪ Introductory letter, including the reasons for choosing your course and your career aspirations</li> <li>▪ Resume – outlining your work and study experience; and including any professional memberships or community/volunteer work</li> <li>▪ Letters of support from your school, work or professional representative</li> <li>▪ Academic records, including formal (school, TAFE) and non-formal (industry or workplace training).</li> </ul> <p>Applications based on a Portfolio will be assessed by the Dean or delegate</p>
English language proficiency	English test	<ul style="list-style-type: none"> <li>▪ Academic IELTS 6.5 with no band below 6.0;</li> <li>▪ Test of English as a Foreign Language internet-based test (TOEFL iBT) 94+ with no band below 19.</li> <li>▪ Pearson Test of English (PTE) Academic 64+ with no band below 54.</li> </ul>
	Exemption	<p>Applicants are exempt from completing an English test if they meet at least one of the following criteria:</p> <ul style="list-style-type: none"> <li>▪ Citizen of and passport issued by UK, USA, Canada, NZ, Republic of Ireland</li> <li>▪ Completed (within past 2 years) in Australia in English: requirements for senior secondary certificate of education</li> <li>▪ Completed (within past 2 years) in Australia in English: substantial component of AQF level 4 or higher on a student visa</li> </ul>

## STUDENT SELECTION AND ADMISSIONS POLICY

Type of requirement	Entry pathway	Minimum entry requirements
		<ul style="list-style-type: none"> <li>▪ Applicant must have completed two (2) years of a course delivered in English, or have completed a recognised Foundation program in English, not more than two (2) years prior to commencing a LCBA course.</li> </ul>