

STUDENT SELECTION AND ADMISSION PROCEDURE

1. PURPOSE

This document sets out the procedure for admission of prospective students and applicants to CG Spectrum Institute's (**CGSI**) accredited higher education courses. The procedure is in accordance with the Higher Education Standards Framework 2021 (**HES**) and the National Code of Practice for Providers of Education and Training to Overseas Students, 2018 (**National Code**).

2. SCOPE

All direct applications for admission to CGSI's higher education courses will be managed according to the *Student Selection and Admission Policy* and this procedure.

3. DEFINITIONS

Term	Definition
Aboriginal and/or Torres Strait Islander Person (ATSI)	means 'a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander (person) and is accepted as such by the community in which he or she lives'. [S51 (25) of the High Court of Australia (1983)].
Advanced Standing	means a form of credit for any previous learning.
Applicant	means a person who has lodged an application to enrol in a specific course.
Certified documents	for the purposes of this procedure, persons eligible to certify an applicant's documents are: <ul style="list-style-type: none"> • An authorised officer from the institution that originally issued the document; • An Australian overseas diplomatic mission; • An authorised employee of CGSI; and • A public notary or justice of the peace. The authorised officer must sign, date and print his/her name clearly under an official stamp or seal of the authorised officer's organisation.
CoE	means 'Confirmation of Enrolment'.
Credit Transfer	means a process that provides students with agreed and consistent credit outcomes for components of CGSI qualifications based on identified equivalence in content and learning outcomes between matched qualifications to a maximum of 50% of the total credit points required.
Domestic student	means:

	<ul style="list-style-type: none"> • an Australian citizen; • a New Zealand citizen; • A dual citizen of Australia and any other country; • A permanent resident of Australia; or • A resident on a permanent humanitarian visa.
English Language Testing System (IELTS)	means International English Language Testing System or another other system (TOEFL, TOEIC, PTE:A or OPI/OPIc) that has scores that measure writing, reading and speaking etc.
Formal Learning	means learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.
Informal learning	means learning gained through work, social, family, hobby or leisure activities and experiences.
International student	means a student (other than a domestic student) that is admitted from a different country for the specific purpose of following a particular course of study in an accredited institution.
Non-formal learning	means learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.
Terms and conditions of enrolment	means CGSI's written agreement with the applicant in accordance with the requirements of Standards 1.1.2 and 1.1.3 of the Higher Education Standards Framework. This agreement must be signed by the applicant concurrently with or prior to CGSI accepting course fees.
RPL	means an assessment process of a prospective student's prior learning (including formal, informal and non-formal learning) to determine the outcomes of an application for credit.

4. ROLES AND RESPONSIBILITIES

- 4.1. The **Academic Board** is responsible for setting admission standards.
- 4.2. The **Academic Director** and relevant **Course Coordinator** are responsible for:
- assessing all applications for admission; and
 - interviewing applicants from non-standard pathways whenever possible.
- 4.3. The **Academic Director** and relevant **Course Coordinator** have the authority to:
- admit applicants who submit acceptable documentary evidence that they meet CGSI's admission requirements for their chosen course; and

- reject those applicants whose previous academic study clearly does not meet CGSI's admission requirements for their chosen course.

5. PROCEDURE

5.1. Fair and Transparent Procedures

CGSI seeks to provide open, fair, and transparent procedures for all applications consistent with the principles set out in the *Student Selection and Admission Policy*.

Applicants shall be treated fairly, and applications shall be determined based on merit in accordance with CGSI's admission requirements.

All policies, procedures and admission requirements will be published and made publicly available.

5.2. Application Submission

5.1.1. Applicants are to complete the Application Form and email the completed form and supporting documentation to the Campus Manager.

5.1.2. Prospective ATSI students and ATSI applicants are encouraged to contact CGSI to arrange a meeting with the Course Coordinator if in their view a meeting will assist their application process.

5.1.3. Applicants are to provide the necessary certified copies of relevant academic qualifications, professional association membership certificates if required, letters of verification of current counselling and therapy practice and supervision hours only for EFT Courses, and other documentation they consider relevant (such as work history, references, or certificates of attendance for short courses).

5.2. Application Assessment

5.2.1. The Campus Manager will ensure applications received have been submitted on the CGSI Application Form and are complete.

5.2.2. Applicants who have submitted applications with insufficient documentation will be requested to submit the required documentation.

5.2.3. The Course Coordinator will assess all applications against CGSI's admission requirements. This assessment will include attendance at an interview for applicants from non-standard admission pathways.

5.3. Validation of Qualifications

Where there are doubts about an applicant's claimed academic qualifications, the Academic Director will contact the issuing institution for verification.

5.4. Letter of Offer

5.4.1. The Campus Manager will issue Letter of Offer to applicants who meet the admission requirements.

5.4.2. A schedule of fees and payment plan for subjects will be provided with the Letter of Offer and students informed that fees may rise with the CPI based on the September Quarter for the previous 12 months.

5.4.3. Applicants may be eligible for advanced standing through recognition of prior learning (RPL) as outlined in the Advanced Standing and Credit Transfer Policy and related Procedure. If eligible, you are encouraged to apply using the Advanced Standing and Credit Transfer Application Form.

5.6. Acceptance of offer

5.6.1. The applicant signs and returns the Acceptance of Offer form and Terms and Conditions of Enrolment.

5.6.2. The applicant pays the required fees as set out in the Letter of Offer.

5.6.3. The applicant's record is created and admission documentation is stored in the SMS record.

5.6.4. Guidelines are provided to staff in how to use PRISMS

5.6.5. The applicant is sent a Confirmation of Enrolment (CoE).

5.7. Appeals

5.7.1. Prospective students and applicants may appeal against a decision made under this procedure. Appeals must follow the *Grievance Complaints and Appeals Policy and Procedure*.

6. Forms

Application Form

Letter of Offer

Acceptance of Offer Form

Confirmation of Enrolment
 Terms and Conditions of Enrolment
 Advanced Standing and Credit Transfer Application Form
 Formal Complaints and Appeals Lodgement Form

7. Related

Admission Requirements
 Advanced Standing and Credit Transfer Policy
 Advanced Standing and Credit Transfer Procedure
 Code of Conduct
 Grievance Complaints and Appeals Policy
 Grievance Complaints and Appeals Procedure
 Student Selection and Admission Policy

Version Control

Document:	Student Selection and Admission Procedure	
Approved By:	Academic Board	Date: February 2022
Version: V4.2	Replaces Version: V4.1	Next Review: February 2024
Version 4.1	Updating logo, formatting and minor amendments	
Version 4.0	CRICOS minor adjustments 24/06/21	
V3.0, V3.1	Changes as requested	
V2.1	Refinements arising from external review and logo added	