

Policy Owner:	Marketing Manager
Contact Officer:	Marketing Manager
Policy Number:	QMKP 01
Approved by:	Senior Management Group
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Related Forms:	Student Application Form

1. Overview

- 1.1. The purpose of this policy is to guide decision making and admission processing and ensure consistency and fairness in the assessment of students' applications.
- 1.2. This policy has been developed in line with requirements set out in the:
 - Pearson Education Ltd (Pearson Higher Nationals in Business Specification – RQF)

2. Organisational Scope

- 2.1. This Policy applies to all applicants for admission to a course of study at ACBT Pearson Programme.

3. Definitions

- 3.1. **Commencement:** The published date of commencement of tuition with ACBT.
- 3.2. **Course:** A formal programme of education and/or training made up of study components known as units.
- 3.3. **Deferral:** To delay commencement or continuation of course studies normally for a period of one semester.
- 3.4. **English Test:** An approved test of English Language Proficiency as listed in the relevant course entry requirements in the ACBT brochure and/or website. Approved tests may include the IELTS test, PTE (Pearson Test of English), CEFR level B2 (Common European Framework of Reference) or approved equivalents.
- 3.5. **Partner Provider:** For the purpose of this policy, Partner Provider refers to the Australian College of Business and Technology (ACBT).
- 3.6. **Provider:** Pearson Education Ltd
- 3.7. **Tuition/ Course Fees:** Fees Charged upfront for undertaking of the programme.

4. Policy Principles

- 4.1. Admission to Pearson BTEC HND course is offered to applicants who demonstrate that they meet the admission requirements criteria for the course as stated in the Partner Provider's Brochure and website at acbt.lk

5. Policy Content

- 5.1. An application for a place in a Pearson BTEC HND course must be in writing. It may be lodged in hardcopy (using the application form provided by the College) and must provide all information requested on the application.
- 5.2. Admission to Pearson BTEC HND programme is offered to applicants who demonstrate that they meet the admission requirements criteria of the programme.
- 5.3. Admission to Pearson BTEC HND course can also be offered to applicants who may not meet the entry criteria but, because of their age and/or prior experience have an opportunity of success in the chosen course. This decision is made by the Centre Manager in consultation with Pearson BTEC Admission office.
- 5.4. ACBT reserve the right to reject an application for admission on the ground that;
 - Such a decision is considered to be in the best interest of the applicant; or
 - The applicant has previously been excluded from Pearson or another Navitas College for misconduct, breach of visa conditions or Provider's rules.
- 5.5. The Letter of Offer package given to applicants includes the Partner Provider's Enrollment Terms of Offer and the Acceptance of Offer Sections.
- 5.6. A formal Orientation provides a forum to find out more about the College, its programmes and the offer package. An information pack consisting of timetables, study obligations, and the Refund Policy will be provided.
- 5.7. Applicants in receipt of the Partner Provider's Letter of Offer must read the Enrolment Terms of Offer, sign the Acceptance of Offer Sections, meet any conditions and pay fees as indicated on the Offer before Enrolment is confirmed. Where the applicant is sponsored by an approved sponsor, a financial guarantee is acceptable in lieu of fees being paid. The Partner Provider will invoice sponsors on a trimester-by-trimester basis once an enrolled student's timetable is confirmed.
- 5.8. Applications will be assessed against the minimum entry requirements as specified by Pearson BTEC admissions in agreement with the Partner Provider which are published online and in the annual brochure.
- 5.9. Pearson BTEC HND admission requirements will be set by Pearson.
- 5.10. Where the applicant does not meet the entry requirements for the programme they have applied for, the Partner Provider may offer another course appropriate to the applicant's academic credentials and English Competency.
- 5.11. Where an application has been received from a country where the academic entry requirements have not been established, it must be assessed by Pearson in consultation with Partner Provider Centre Manager and the minimum entry requirements should be updated accordingly.
- 5.12. Where an applicant is required to undertake an English Test, the test must be one that is approved for admission into the respective course application and administered by an approved

Agent. The English Test must be conducted according to the rules for test administration. Where it is deemed that a test has not been conducted according to test administration rules, it will be declared invalid and a new, correctly-administered test will be requested.

- 5.13. Applicants must provide certified copies of their academic transcripts.
- 5.14. Applicant who have accepted an offer and paid the course fees may defer their commencement date until a later semester. Where a deferral is approved, any fees paid in advance will be credited to the agreed next study period. In the event of non-commencement, the fees paid in advance will be refunded or forfeited in line with the notice period described in the Refunds Policy.
- 5.15. Applicants with disabilities should indicate on their application their disability status. Such students may be asked to provide further details of their disability in order for the Partner Provider to assess their special study requirements. No policy or practice shall discriminate against persons with disabilities except where, in the opinion of the College Director/Centre Manager, the provision of additional goods, services or facilities would go beyond “reasonable adjustment” and impose an unjustifiable hardship on the College. Refer to *Assessment Guidelines – Equity and Disabilities* at: acbt.lk
- 5.16. Applicants who are sponsored must provide a written statement from their sponsor outlining those fees and other expenses that will be covered by the sponsor. The written statement must clarify payment arrangements and liability where units may have to be repeated. Enrolment confirmation will be provided only when the Partner Provider has received a written financial guarantee from the sponsor. The Partner Provider reserves the right to determine acceptability of a sponsor.
- 5.17. Students should choose a course of study based on their own interests, academic abilities and the quality of the course. Students **should not** make educational choices solely on the basis of hoping to achieve a particular migration outcome, as Australia’s skilled migration program is constantly changing to adapt to Australia's economic needs
- 5.18. Students who provide false information on their application may have their offer or enrolment cancelled without notice.
- 5.19. Pearson will assess all applications which are accompanied by a request for Recognition of Prior Learning (RPL). Originals or certified copies of academic transcripts, all unit outlines and supporting documentation must be provided prior to being sent for External Verification. Confirmation of exemptions will accompany the Letter of Offer Package if submitted with the original application. Refer to the Partner Provider’s Recognition of Prior Learning (RPL) Policy for further information (https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition_of_prior_learning_and_process_policy.pdf).
- 5.20. Admission of underage students must be conducted in line with the Underage Students (Minors) Policy.
- 5.21. Where an application is received from a former Pearson or Partner Provider’s student, Admissions staff will refer to the student’s file and consult the Programme Manager and Finance Department for approval, prior to issuing an Offer.



6. Administrative Procedures

- 6.1. This Policy is available on the acbt website.
- 6.2. This policy will be included in the Admissions training manual and communicated to new staff/ students at induction.