

Admission Requirements Policy and Procedure - OHC

1. Scope

This Policy and Procedure applies to all prospective overseas students applying for the English programs at Oxford House (OHC) and the staff involved in the assessment of the applications.

2. Purpose

This Policy and Procedure is in place to ensure:

- a) OHC provides prospective students with clear and transparent information on the entry requirements to its English programs.
- b) The Entry Placement Test (EPT) is administered and assessed appropriately.
- c) The admission process is consistent, fair and equitable.

3. Diversity and Equity

- 3.1 OHC is committed to diversity and equity in its admissions process and welcomes applications from a variety of potential students regardless of age, sexuality, gender, ethnicity, religion or disability or disadvantage.
- 3.2 OHC endeavours to make the admissions process welcoming, accessible and culturally appropriate for students and potential students from all backgrounds.

4. Special Needs and Reasonable Adjustment

- 4.1 Students are given an opportunity to disclose issues which may affect their studies at admission and at any time during their studies.
- 4.2 Accessible support services are in place for all students including individualised support for students with specific needs. OHC supports students with a disability, while also ensuring that such students experience equal opportunities relative to other Holmes students within the limits of reasonable accommodation.
- 4.3 Students must inform OHC if they have any issues they believe will affect their learning prior to beginning their studies. OHC addresses each request for reasonable adjustment on a case-by-case basis ensuring fairness and equal opportunities are maintained.
- 4.4 Where a physical, learning, psychological or sensory impairment or, a serious medical condition may impair a student's ability to comply with the assessment standard, this information should be disclosed at admission so reasonable adjustments can be considered.
- 4.5 Late disclosure of an impairment affecting on time, on-standard submission of work may seriously affect the student's grade and/or OHC's ability to respond to meet the students' needs or make reasonable adjustment.

5 Admission Requirements

- 5.1. There are no academic entry requirements for the study of General English programs at OHC, however all students are required to sit an EPT on arrival at the campus. The EPT is used to determine the appropriate class and to assess the study needs of the student.
- 5.2. Students wishing to enrol in English for Academic Purposes (EAP), Business English, Exam Preparation (IELTS) or Cambridge Examination (PET, FCE, CAE) will be required to sit an EPT to assess their suitability prior to being accepted into the course. This test can be taken prior to arrival in Australia or on campus.
- 5.3. Level of English required to participate in programs other than General English

Program	Minimum Level Required Prior to Commencement
English for Academic Purposes (EAP)	CEFRB1+ (Level 4) or equivalent
Business English	CEFRB1+ (Level 4) or equivalent
Exam Preparation (IELTS)	CEFRB1+ (Level 4) or equivalent
Cambridge Examinations - PET	CEFRA2+ (Level 3) or equivalent
Cambridge Examinations - FCE	CEFRB1+ (Level 4) or equivalent
Cambridge Examinations - CAE	CEFRB2+ (Level 5) or equivalent

- 5.4. In addition to the specific requirements for each course as determined above overseas students must also meet the following requirements.
- 5.5. The student is bona fide or genuine student who:
 - a) Seeks temporary entry to Australia and will abide by visa conditions
 - b) Is a genuine applicant for entry and stay in Australia as a student
 - c) Is of good character
 - d) Is of sound health
 - e) Has sufficient funds to support themselves and members of their family unit in Australia, for the duration of their course
 - f) Is willing to pay overseas student health cover
- 5.6. Students from some countries may need to undergo a Genuine Temporary Entrant

assessment to determine whether an offer of admission will be made. In reviewing whether a student is a Genuine Temporary Entrant, OHC may consider issues such as the student's study history, financial capacity and the student's choice of programs at OHC.

5.7. If the student has studied in Australia previously they must have:

Proof that they have met the previous course requirements

A satisfactory attendance certificate for the duration of their study

Evidence that all fees were paid for that course

5.8. An offer might be withdrawn if:

An applicant has falsified or failed to disclose information that would, if known, have led to their application for admission or enrolment being rejected

An applicant does not pay relevant application or enrolment fees, or

Availability of spaces in the course or OHC exceeds approved capacity.

5.9. Students and potential students who are dissatisfied with any aspect of the admission process as it relates to their application, including admission decisions, are entitled to make a complaint in accordance with OHC's Complaints and Appeals Policy and Procedures. If still not satisfied with the outcome of the complaint students and potential students may lodge an appeal in accordance with OHC Complaints and Appeals Policy and Procedures.

6. Procedure Principles

6.1. Students applying for entry into an English program must complete the Application Form and submit the completed form to OHC with the supporting documents of English proficiency if required as in 5.2 above and Genuine Temporary Entrant.

6.2. At the enrolment, new students will complete an invigilated EPT comprising of multiple-choice grammar and vocabulary questions and have a face to face interview with either a member of academic staff or a trained member of student services staff. The interview schedule is derived from the British Council/Equals Core Curriculum Inventory and the CEFR (The Common European Framework of Reference for Languages). In cases of doubt, an opinion is sought from academic management as to the most appropriate placement. Additionally, students wishing to join courses preparing for an examination complete a piece of writing and have an interview with an academic manager.

6.3. The EPT questions and marking are regularly validated and moderated by the Programme Manager in consultation with class teachers to ensure its validity, fairness and reliability.

6.4. For ELICOS students on a Holmes pathway, in addition to successful completion of their course, students are also required to demonstrate their readiness for higher education through the Entry Placement Test (EPT).

The EPT questions and marking are regularly validated and moderated by the Academic Manager in consultation with class teachers to ensure its validity, fairness and reliability.

7. Admission Procedures

7.1. To be considered for admission, applicants must be eligible for admission as defined in the entry requirements listed above and have lodged a complete application for admission to OHC (refer to Application checklist below).

7.2. Upon receiving a completed application form, OHC will process the application.

7.3. If the applicant is under 18 at the time of application, then this policy should be read in conjunction with Management of U18 International Students Policy and Procedures. OHC does not accept students under the age of 16 years for English courses. OHC does not accept students under the age of 13 years for High School Preparation courses.

7.4. An offer will be issued to the applicant or their representative if the applicant meets the relevant course Entry Requirements and, if an overseas student, is considered to be a Genuine Temporary Entrant.

7.5. If an applicant does not fulfil the entry requirements of a course, the applicant or their representative will be notified that their application is declined with a reason for the decision provided.

7.6. In some instances, OHC will offer an applicant a conditional offer of admission. Conditional offers are issued subject to the applicant meeting specified requirements for entry.

7.7. Circumstances in which a conditional offer is made are listed below:

An onshore applicant is unable to provide evidence of current/previous study

In this instance, the applicant may be asked to:

- a) Produce an Academic Transcript or Statement of Results of current or previous study for further consideration.
- b) Produce a deferral approval letter from their current education provider along with deferred COE if possible.

An International Applicant who has not completed 6 months of the Principal course at another provider prior to seeking admission in an OHC course

The student must have been released by their previous provider (on PRISMS) for a

full offer to be given.

The Applicant does not fulfil the entry requirements to be eligible for direct admission into an OHC program.

- 7.8. Where a student does not meet the entry requirements of a higher level specialised course such as IELTS, the student may be offered a General English course in order to achieve the requisite English level.

8. Application checklist

A complete Admission Application must include:

- 8.1 Signed Application Form, and in the case of an under 18 student, an application form signed by a parent or authorised guardian and a completed Care Provider Selection Form.
- 8.2 Copy of passport.
- 8.3 Copy of current, valid Visa (if an onshore applicant).
- 8.4 Evidence of meeting English Language Requirements if necessary as per 5.2 above.
- 8.5 COE from current or previous provider (student visa holders only).
- 8.6 Evidence of Release or equivalent from principal course if required (student visa holders only).
- 8.7 Any evidence of prior study in Australia including the latest qualification studied – e.g. the provision of latest academic transcript. Attendance records if required.