



## Admissions Policy

Policy Area: Governance

Approval: Chairperson, Board of Directors

Signature:

Date:

### 1. OVERVIEW

The purpose of the *Admissions Policy* is to define and explain the conditions for admission to accredited Sheridan higher education courses. The policy has been developed in accordance with the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* and with the *Higher Education Standards Framework 2015*. A copy of this policy is made available on the Sheridan website.

### 2. RESPONSIBILITY AND ACCOUNTABILITY

Initial approval of policy and later amendments:	Board of Directors
Amendment of procedures consistent with the policy:	Director of Student Services
Distribution of policy:	Executive Principal
Implementation of policy:	Executive Principal, Director of Student Services, Registrar
Monitoring and compliance of policy:	Academic Council, Executive Principal, Registrar, Director of Student Services
Evaluation and recommendations for amendments:	Academic Council, Executive Principal, Registrar, Director of Student Services

### 3. GENERAL

- 3.1. In accord with the Sheridan Vision and Mission, all applications are assessed on the basis of academic suitability, irrespective of an applicant's faith position. Sheridan will endeavour to make admission accessible to a diversity of students who show potential for successful tertiary study. Special consideration will be made in the case of situations of previous disadvantage and of present disability.
- 3.2. Sheridan is committed to providing opportunities to prospective students from a wide range of backgrounds and learning experiences, including students who have completed standard Year 12 secondary studies, students with VET qualifications, people with experience in the workplace, and motivated persons with other life experiences.
- 3.3. Sheridan will provide the website link for the *Admissions Policy* to students, parents or guardians.
- 3.4. Where there are particular conditions of enrolment that may not apply to courses generally, such as health requirements for students undertaking clinical work and requirements for

security checks, Sheridan will provide the website link for these conditions to students, parents or guardians.

- 3.5. Sheridan admission procedures are overseen by the Academic Council to ensure there is fairness, consistency and transparency, along with appropriate timeliness, for the implementation of this policy. The office of the Director of Student Services submits reports to the Academic Council and the Board of Directors.
- 3.6. All applicants are subject to meeting entry requirements and successful completion of the application process.

#### 4. REQUIREMENTS FOR ENTRY

- 4.1. The Board of Directors shall determine the academic requirements, including any specific requirements for designated courses, in consultation with the Academic Council.
- 4.2. The Board of Directors shall determine any quotas that may be applied.

#### 5. GENERAL MINIMUM REQUIREMENTS:

##### 5.1. All Courses

- 5.1.1. In addition to the minimum course requirements listed in Sections 5.2-5.6 below:
  - Course-specific entry requirements, as outlined in the relevant course guide, shall apply for each course.
  - The separate *Admissions Policy: English Language Proficiency* shall apply for all courses.

##### 5.2. Undergraduate Courses: Recent Secondary Education Applicants

- 5.2.1. Open to persons who are 16 years of age or over who have either:
  - Completed the WACE and achieved the published ATAR entry score (or its equivalent as determined by the Academic Council) for the course, or
  - Completed the WACE and a university preparation course authorised by an Australian university, or
  - Completion of a recognized university foundations course, or
  - Completed a VET Certificate IV in a relevant discipline, or
  - Completed an International Baccalaureate (Applicants should contact Sheridan's Registrar for information regarding what score is required for entry into their chosen course), or
  - Completed secondary school offshore and met the minimum academic entry score upon completion of their study (with evidence to Sheridan's Registrar for review), or

- Provided a portfolio (applicants are asked to contact the Sheridan Registrar for information regarding portfolio entry).

### 5.3. Undergraduate Courses: Work Life Experience or Vocational Education and Training Study Applicants

- 5.3.1. Sheridan welcomes applications from persons of at least 17 years of age who do not qualify for admission on the basis of formal educational attainment. Sheridan recognises that preparation for higher education is not restricted to formal educational attainment and that valuable intellectual and skills development can be gained through wide ranging experiences and informal study.
- 5.3.2. Students may be considered for alternative entry based on an assessment of a portfolio demonstrating employment experience, personal competencies, and other qualifications. Each student's situation will be considered on its merits on the basis of evidence of achievement and of their interest in and capacity to work in the field of study being considered for admissions (applicants are asked to contact the Sheridan Registrar for information regarding entry).
- 5.3.3. Other recognised methods for non-school leaver entry include:
- Completing a VET Certificate IV or higher in a relevant discipline
  - Completing two or more units of tertiary study which are completed as a separate enrolment
  - Achieving a score of 140 or higher in the Written English and 140 in the Multiple Choice STAT test.
- 5.3.4. To be considered for alternative entry, students must be 17 years of age by 1 January (for February entry) or by 1 June (for July entry) in the year of commencement of the course.

### 5.4. Undergraduate Courses: Home School Applicants

- 5.4.1. Sheridan welcomes applications from graduates of home school. Home school graduates will need to have either:
- Completed a VET Certificate IV or higher in a relevant discipline, or
  - Achieved a score of 140 or higher in the Written English and 140 in the Multiple Choice STAT test (students will be required to contact Sheridan's Registrar to receive permission to sit the STAT test if they are not yet 19 years of age), or
  - Provided a portfolio (applicants are asked to contact the Sheridan Registrar for information regarding portfolio entry).

### 5.5. Postgraduate Courses: Higher Education Study Applicants

Open to persons who have:

- 5.5.1. graduated with a Bachelor degree or equivalent qualification from an Australian university or other approved higher education provider with a credit average, and

- 5.5.2. provided satisfactory evidence demonstrating the equivalent of at least three years' relevant full-time professional experience.

Applicants who do not meet the graduate experience requirement outlined in 5.5.2 above may, at the discretion of the Dean, be permitted to enrol in postgraduate courses "nested" within a Masters course (for example – a Graduate Certificate or Graduate Diploma). However, on completion of their "nested" course they will not be permitted to articulate into the Masters course until the experience requirements listed in 5.5.2 and any other course-specific entry requirements are met.

#### 5.6. Postgraduate Courses: Work Life Experience Applicants

Open to persons who have:

- 5.6.1. graduated with a higher education diploma from an Australian provider or other approved education provider with a credit average (or equivalent), and
- 5.6.2. provided satisfactory evidence demonstrating the equivalent of at least five years' relevant work experience and are assessed by the Dean as being able to successfully complete the program and make a positive contribution to the learning environment.

Applicants who do not have a credit average must submit a 1000 word statement demonstrating their suitability for the program to be reviewed by the Academic English Lecturer and the Dean.

## 4. PROCEDURES

- 4.1. The Registrar shall oversee the admissions process, ensuring appropriate forms, procedures and timetable for processing.
- 4.2. The Registrar shall refer all admissions decisions to the Director of Student Services.
- 4.3. When annual enrolments at Sheridan reach a level at which the Executive Principal determines that 4.2 is no longer sustainable, the Registrar shall make admissions decisions relating to 5.1, and shall begin referring to the Head of the relevant department decisions relating to admissions on the basis of 5.3.3 and 5.4. Decisions relating to admissions based on 5.2 will still require approval of the Director of Student Services or their appointed delegate.
- 4.4. The Registrar shall report to the Executive Principal details of student admissions according to the various criteria.

## 5. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

**Document Title:** Admissions Policy

**Original Source Documents:**

**Associated Internal Documents:** Admissions Policy – English Language Proficiency  
Credit Transfer and RPL Policy

**Associated External Documents:**

**Authorised Officer:** Chairperson, Board of Directors

**Approved by:** Board of Directors

**Date of Approval:** 9 June 2021

**Assigned Review Period:** 3 years

**Date of Next Review:** June 2024

Version Number	Version Date	Authorised Officer	Amendment Details
0.01	15 May 2012	N/A	Draft prepared for Vose College and Sheridan College
0.02	05 Feb 2013	N/A	Revised for Sheridan College Board of Directors
1.00	02 Mar 2013	Chairperson, Board of Directors	Submitted to TEQSA for Sheridan College HEP registration: Attachment 6.3d Admissions Policy
1.01	09 May 2014	Chairperson, Board of Directors	Section 3.2 "Entry to Graduate Awards" revised for Sheridan College to comply with TEQSA requirements.
1.02	20 May 2014	Chairperson, Board of Directors	Section 3.3 added.
1.03	14 Nov 2014	Chairperson, Board of Directors	Section 3.1.1 Change of dates to 2015-2016
1.04	16 Dec 2014	Chairperson, Board of Directors	Change to version control box
1.05	1 Jun 2017	Chairperson, Board of Directors	Sections 1.3, 1.4, 1.5 added to ensure compliance with 2015 Threshold Standards
2.01	3 Jun 2021	Chairperson, Board of Directors	Substantially revised and renumbered following review by Admissions Committee
2.02	10 Nov 2021	Chairperson, Board of Directors	Revisions following review by Director of Student Services