ENTRY REQUIREMENTS PROCEDURE

1. Overview
Sydney Institute of Traditional Chinese Medicine ("SITCM") upholds the principle that all applicants seeking to enrol are treated fairly and equitably. To ensure this SITCM will have open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. Students will be selected on merit based on the published criteria. SITCM will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

Entry criteria and application procedures are published in SITCM’s VET Student Prospectus and on SITCM’s website for the information of persons seeking to enrol with SITCM.

The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students upon enrolment.

Persons seeking to enrol are required to satisfy the admission requirements, meet additional selection criteria and be selected in competition with other eligible applicants.

2. Admission requirements
To be considered for admission into VET courses, applicants must provide evidence that they meet the following requirements:

2.1 General requirements for all applicants
Applicants must:

- Be 18 years of age or over at the time that they commence the course for which they have applied; and
- Demonstrate successful completion of the NSW HSC or an equivalent secondary qualification either interstate or overseas.
  - Mature age applicants 21 years or over who do not meet the above requirements may gain entry to a course by providing evidence of a history of work experience or study which shows an aptitude to submit themselves to regimented study patterns.

2.2 English language requirements for international applicants
International applicants need to demonstrate English language proficiency by providing evidence of one of the following:

- Achieve an overall IELTS (International English Language Testing System) score of 5.5 within the last two years; or
- Successful completion of an ELICOS (English Language Intensive Courses for Overseas Students) program that allows the student to meet the above requirement prior to undertaking the course.
3. **Additional selection criteria (course specific)**

In addition to the admission requirements stipulated above, certain courses may specify additional requirements which applicants are required to meet in order to demonstrate their capacity for success in the course. These may include, but are not limited to:

- Specific studies (prerequisites);
- Attendance at interviews;
- Presentation of folios; and/or
- Submission of supplementary information forms.

Additional requirements shall be published in SITCM’s Prospectus and on SITCM’s website for the information of persons seeking to enrol with SITCM.

4. **Applications**

Applications for admission to a course shall be made on the prescribed form and lodged in the manner prescribed on the form.

5. **Assessment of applications and verification of evidence**

All applications will be assessed by the Registrar.

Applicants who apply to undertake a course of study at SITCM must submit documentary evidence that demonstrates they meet the published entry requirements (including English proficiency requirements) of their chosen course. An original or JP certified copy of documentation must be provided and sighted by the Registrar.

Qualifications submitted in a language other than English must be accompanied by a certified official translation.

Where there is any doubt about the authenticity of any documentation provided, the Registrar may correspond with the issuer of the document and make relevant enquiries.

All applications and their assessment will be validated by the VET Coordinator.
5.1 Procedures for assessing an applicant’s qualifications, experience and English language proficiency

**Administration Office**
Completed student application form and documentation are received

Includes:
- Completed student application form
- Original or certified copies of evidence to demonstrate applicant meets entry requirements
- Certified evidence of date of birth
- Copy of passport details (for international students)
- Copy of English language test/evidence English language proficiency

**Registrar**
Initial assessment

- Create application file
- Check documentation is complete
- Request any documentation outstanding from applicant

When application is deemed complete ...
- Assess application against entry requirements
- Assess English proficiency (if applicable)
- Check student is 18 years or older
- Refer application to VET Coordinator in the case of certain admissions categories
- Verify documentation where appropriate
- If required, arrange interview/audition

**VET Coordinator (or nominated representative)**
Special assessment/validation

- Assessment under special category required?
- Assessment by Admissions Officer validated
- Application approved
- Application not approved

**Registrar**
Advise outcome of application

Application successful:
- Make written offer of place in the course
- Send Enrolment Package to applicant
- Finalise documentation

Application unsuccessful:
- Advise applicant of outcome of application and right to appeal decision
6. **Offers**

Based on the documentation provided and subject to the application meeting the published entrance criteria, a written offer of a place in the course will be made to the applicant. Offers will be made to successful applicants in the order that applications are received up to the maximum number of places available in the course.

Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published regulations of SITCM.

7. **Cancellation of enrolment**

A student’s enrolment may be cancelled if statements made by the student in their admission application are shown to be false.

A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.

8. **Appeals**

An applicant may appeal against a decision to refuse admission to a course. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the CEO within ten working days of the applicant receiving written notification of the decision to refuse their application. The CEO will normally respond in writing to the appeal within twenty working days and may confirm or vary the decision. All decisions made by the CEO will be reviewed by the Executive Management Group.

If an applicant remains dissatisfied with the outcome of their appeal against a decision to refuse admission to a course they may utilise SITCM’s grievance handling procedures, which enables prospective students to lodge grievances of a non-academic nature.

9. **Version control**

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