

# Admission Policy

## Scope

This policy applies to all applicants and existing students applying to undertake studies at Kaplan Business School ("Kaplan") as well as the staff processing students' admissions.

## Purpose

The purpose of this policy is to ensure that Kaplan has appropriate admission and enrolment criteria and that it recruits students in an ethical and responsible manner, including, but not limited to, ensuring that each prospective student meets the required academic and English language proficiency benchmark.

This policy also ensures that if the application is accepted, Kaplan will enter into a formal written agreement with the student which makes clear all the obligations of Kaplan and the student, including services to be provided, fees payable and information about refunds, complaints and appeals.

## Definitions

**AQF levels** refer to the criteria required to demonstrate the achievement of a qualification as per the Australian Qualifications Framework (AQF). For example, Level 7 = Bachelor Degree, Level 9 = Master Degree.

**Award** courses are the AQF qualifications, specifically diplomas, associate degrees, bachelor degrees, graduate certificates, graduate diplomas or master degrees at Kaplan.

**Computer-based Test of English as a Foreign Language** TOEFL (CB) is a standardised test for measuring English skills of non-native English language speakers. Score scales are used for each skill (listening, reading, writing, and speaking) and each skill has 4 or 5 proficiency levels.

**Confirmation of Enrolment** (CoE) means a document issued by education providers to verify the applicant's enrolment in a specified course.

**Country Education Profiles** (CEP) is an online recognition tool providing guidance on the comparability of overseas qualifications to qualifications on the AQF, lists of recognised institutions and information about education systems for 126 countries.

**International English Language Testing System** (IELTS) is an international standardised test of English language proficiency for non-native English language speakers. Band scales are used for each sub-skill (listening, reading, writing, and speaking), from 0 (did not attempt the test) to 9 (expert user).

**International/Overseas student** means a student on an Australian student visa (if studying in Australia) or a New Zealand student visa (if studying in New Zealand).

**Kaplan Test of English** (KTE) is a cloud-based, adaptive English language assessment system, grounded in evidence-based learning and assessment principles.

**Non-award** courses are the non-AQF qualifications at Kaplan. Examples of non-award courses at Kaplan include English Language Intensive Courses for Overseas Students (ELICOS) courses, Non-award Single Subject Enrolment, Postgraduate Qualifying Program, and Undergraduate Qualifying Program.

**Provider Registration and International Student Management System** (PRISMS) is an Australian Government secure online system that enables providers to issue Confirmations of Enrolment, and that government agencies use to monitor student compliance with visa conditions and educator provider compliance with the Education Services for Overseas Students Act (ESOS Act).

## Policy Principles

All applications for admission to Kaplan's courses are processed in alignment with the following operational principles:

- Admission decisions will be fair, consistent, transparent and as objective as possible.
- Admission decisions are based on demonstrated merit and evidence-based documentation either through prior academic study, or through professional experience.
- Kaplan is committed to providing opportunities for individuals who have experienced educational disadvantages and provides admission pathways to groups who are under-represented in higher education. Kaplan will consider admission decisions based on principles of equivalence where necessary, promoting diversity, equity and inclusion in education.
- Kaplan will review the minimum entry requirements for courses to ensure that students have the academic background and/or professional experience to be reasonably prepared to succeed in their academic studies at Kaplan.
- Entry requirements will be published on Kaplan's website and will be readily accessible by both current and prospective students.
- Kaplan will conduct regular audits of admission decisions to ensure consistency, transparency and fairness in the admission process and that such processes are in keeping with state and national regulatory policies.
- Kaplan will monitor the cohort of students who are admitted through each admission pathway to reasonably manage the academic success of those students.
- Kaplan will regularly review the admission policy and procedures and update as required to ensure compliance with applicable regulation, legislation and best practice.

## Course Admission

Kaplan has stringent procedures to assess whether a student's qualifications, experience and English language proficiency are appropriate to gain entry to study at Kaplan. Students must be 18 years of age upon course commencement with the exception of any articulation arrangements between Kaplan and approved secondary schools to accept students 15 years of age and older for enrolment in specific courses. More information about articulation arrangements can be found on the Kaplan website.

Students applying for entry into a course at Kaplan must complete the appropriate application form and will be required to provide the following supporting documentation:

- an Australian photo ID (Australian citizens and permanent residents only)
- a valid passport and visa for the duration of the course (Overseas Student visa holders or any other temporary visa holders)
- proof that they meet relevant English language proficiency requirements
- certified copies of transcripts or testamurs of prior qualifications (documents in a language other than English must be translated by an official translation agency/body/person)
- any additional supporting documentation requested by Kaplan

Overseas qualifications will be assessed for equivalence in Australia at the time of application using available equivalency platforms and tools as a guide. The AQF qualifications and providers will be verified using one of the Australian government's registers, such as Training.gov.au (TGA) and the Tertiary Education Quality and Standards Agency (TEQSA) National Register.

Incomplete applications for admission to Kaplan, or applications which are not submitted using the approved form, may not be assessed or approved by Kaplan.

Meeting the minimum entry requirements under this policy does not guarantee admission, and Kaplan reserves the right to decline applications at its own discretion.

More information on admission to courses can be found on Kaplan's website.

## **Academic Entry Requirements**

Students must demonstrate the admissions standards set by Kaplan's Academic Board as outlined below.

### **Award Courses**

#### **Diploma**

- Successful completion of Year 12 or equivalent schooling such as a Certificate IV or equivalent.
- Successful completion of required units of study under an approved articulation arrangement between Kaplan and a third party.

#### **Bachelor**

- Successful completion of Year 12 or equivalent schooling, such as a Certificate IV or equivalent.
- Minimum Australian Tertiary Admission Rank (ATAR) of 55 or equivalent.

#### **Graduate Certificate, Graduate Diploma and Master**

- A Bachelor Degree (or AQF Level 7 equivalent course); OR
- An Advanced Diploma/Associate Degree (or AQF Level 6 equivalent course) plus evidence of a minimum of two years' relevant industry experience; OR
- A Postgraduate Qualifying Program (or equivalent).

### **Non-Award Pathway Courses and Programs**

#### **ELICOS Courses**

Students are required to complete both the pre-arrival and on-arrival placement tests. These tests use the online adaptive KTE Test and are followed by an interview with staff or a speaking test, if needed. This is to determine their entry level of English in accordance with Table 1 for the purpose of placement into an appropriate class.

In the event a student's on-arrival placement test does not allow for placement into an appropriate level class, KBS will assist the student with finding a suitable course at an alternative provider in the same city. The student is responsible for all tuition and non-tuition fees associated with the additional course and must pay them directly to the alternative provider. All conditional enrolments will be maintained, and upon successful completion of the additional course, the student will commence study at KBS.

**Table 1: Entry Levels – ELICOS courses**

(i) Entry Levels				
Courses	KTE	IELTS	PTE	TOEFL (CB)
English for Academic Purposes 1 (Intermediate)	B1 (350)	5.0	36	35
English for Academic Purposes 2 (Upper Intermediate)	B2 (400)	5.5	42	46

### Undergraduate Qualifying Program

- Completion of secondary education up to and including Year 11 (or equivalent).

### Postgraduate Qualifying Program

- An Advanced Diploma/Associate degree (or AQF Level 6 equivalent course); OR
- A Diploma (or AQF Level 5 equivalent course) plus evidence of a minimum of two years' relevant industry experience.

## English Language Entry Requirements

### Award Courses

Students must demonstrate English proficiency through one of the following means:

- an English test score using one of the following English language tests as approved by Kaplan. Proof of English language proficiency, evidenced by one of the tests listed in Table 2 below, must be completed within two years prior to commencement of the course.

**Table 2: English Language Entry Requirements: Award Courses**

	Undergraduate - Diploma, Undergraduate Qualifying Program and Postgraduate Qualifying Program	Undergraduate - Bachelor	Postgraduate
<b>Academic IELTS</b>	Overall 6.0	Overall 6.0, with not less than 6.0 for Speaking and Writing and 5.5 for Listening and Reading	Overall 6.0, with not less than 6.0 for Speaking and Writing and 5.5 for Listening and Reading
<b>PTE (Pearson Test of English Academic)</b>	Academic Score of 50	Academic Score of 50	Academic Score of 50
<b>TOEFL iBT (Test of English as a Foreign Language)</b>	64	64	64
<b>KTE (Kaplan Test of English)</b>	Score greater than <b>426</b> Overall for listening, reading and grammar, and <b>B2</b> for speaking and writing	Score greater than <b>426</b> Overall for listening, reading and grammar, and <b>B2</b> for speaking and writing	Score greater than <b>426</b> Overall for listening, reading and grammar, and <b>B2</b> for speaking and writing
<b>CAE (Cambridge English: Advanced from Cambridge ESOL)</b>	169	169	169
<b>Cambridge Proficiency</b>	169	169	169
<b>Duolingo English Test</b>	Overall score of 100	Overall score of 100	Overall score of 100

<b>General Certificate of Education (GCE)</b>	GCE Ordinary Level – Grade C in English Language or English Literature	GCE Ordinary Level – Grade C in English Language or English Literature	GCE Ordinary Level – Grade C in English Language or English Literature
	GCE Advanced Subsidiary Level – Grade C in English Language or English Literature	GCE Advanced Subsidiary Level – Grade C in English Language or English Literature	GCE Advanced Subsidiary Level – Grade C in English Language or English Literature
	GCE Advanced Level – Grade D in English Language or English Literature	GCE Advanced Level – Grade D in English Language or English Literature	GCE Advanced Level – Grade D in English Language or English Literature

- successful completion of Senior Secondary study in an [approved country or International High School](#)
- successful completion of at least two units at AQF Level 5 or equivalent or higher in an [approved country](#)
- successful completion of AQF Level 4 or equivalent or higher in an approved country
- successful completion of an [approved Foundation Studies](#) program in Australia
- successful completion of an [approved English for Academic Purposes course](#) or equivalent from Kaplan International Languages or a selected number of ELICOS providers that have been approved for a direct entry agreement with Kaplan

The language in which the qualification or study is undertaken must be English. Evidence of the above must be no more than five years before the proposed date of commencement of the course at Kaplan.

Offshore applications from specific countries will be required to meet the English entry requirements specified in Kaplan's Genuine Student (GS) requirement process.

Kaplan reserves the right to require international students enrolled in Award courses to undertake an on-arrival English placement test via KTE if their demonstrated English proficiency does not match the results used to gain admission. If the required level is not demonstrated, the student may be required to enrol in an ELICOS course or alternative in accordance with Table 1.

### **Non-Award Pathway Courses and Programs**

Students who do not meet one of the above English language proficiency criteria for undergraduate or postgraduate entry may be offered a pathway which includes completion of an English for Academic Purposes course (or equivalent) that satisfies the entry requirements prior to commencing their primary award course with Kaplan. The English for Academic Purposes course must be on the list of approved direct entry ELICOS courses, which is available on Kaplan's website.

## **Alternative Admission Pathways**

Information on alternative admission pathways can be found on Kaplan's website. The list below outlines some of these pathways. Students should review the relevant course information to determine if these pathways are applicable for entry into their chosen course.

***Evidence to undertake study at a higher level:*** A student who does not meet the minimum academic requirement for entry into a course may be offered entry if they demonstrate relevant and recognised prior learning (refer to [Recognition of Prior Learning Policy](#)).

***Mature age entry:*** Mature age students (21 years of age and over) may be admitted to a course without meeting the academic entry requirements where they can demonstrate the attainment of relevant and recognised prior learning experience.

**Approved articulation arrangements:** Applicants may be allowed direct entry through an approved articulation agreement. Articulation agreements provide a pathway between a completed qualification at an external institution and a qualification at Kaplan, enabling students to progress via a defined pathway. The agreement may provide credit into a Kaplan qualification or may establish eligibility for admission only. Articulation agreements must be approved by the Academic Dean with reports provided at every meeting of the Academic Board thereafter detailing the performance of the associated students. Any such cohort-related performance issues are addressed with the external institution with immediacy. Exit clauses are activated in the absence of an improvement in performance following the implementation of tailored intervention strategies. Further details on articulation agreements can be found on Kaplan's website.

**Diversity, inclusion and equity pathway:** Kaplan recognises that applicants may not meet the minimum entry requirements for a course due to significant educational disadvantages. Kaplan will consider granting special consideration and provisional entry to applicants who have suffered adversity or disadvantage due to cultural, socio-economic, health or other associated factors.

The following categories may be considered by Kaplan when granting special consideration for admission:

- Aboriginal and Torres Strait Islander peoples
- individuals with disabilities
- areas of study where specific genders have been traditionally underrepresented
- individuals from a non-English speaking background
- individuals who are the first in their family to attend a higher education institution
- individuals from lower socio-economic backgrounds
- individuals from remote, rural or isolated areas
- any other groups of prospective students who may have experienced educational disadvantage

To apply for special consideration for admission, applicants will need to submit a written statement explaining the disadvantages they have experienced and how these have impacted their educational performance. The statement will need to be accompanied by supporting evidence, such as a statutory declaration from an individual who is not a direct relative of the applicant or medical documentation, where applicable. Any applications for special consideration which are not accompanied by supporting documentation may not be assessed by Kaplan.

## Assessment of the Genuine Student (GS) requirement

Kaplan follows clear processes for assessing the eligibility of international applicants. All prospective students applying to study at Kaplan on an overseas student visa will be required to demonstrate they meet the GS requirement as defined by the Department of Home Affairs. In some cases, the applicant will be required to provide additional documentary evidence to Kaplan to address the GS requirement.

Further information about the GS requirement can be found on the Department of Home Affairs website.

## Offer of Enrolment

Instructions will be provided during the application process on how an applicant may formally accept an offer of enrolment to Kaplan. Any offers made to an applicant are conditional on the applicant meeting the individual course entry requirements as published on Kaplan's website.

All applicants who apply for admission to Kaplan will be sent an email notifying them of the outcome of their application. Applicants who are unsuccessful will be provided with reasons for the decision. Each applicant who satisfies the admission criteria will, in this email, be offered a place via a Written Agreement, known also as an Offer of Admission.

The Offer of Admission is a binding contract outlining rights and responsibilities of both Kaplan and the student. This includes information on what happens in the event a course is not delivered by Kaplan; the process through which refunds of course fees are determined; the procedure to follow when submitting grievances, complaints and appeals; and other information of relevance to the student's success.

The agreement to accept the offer must be signed and submitted to Kaplan before the enrolment can be confirmed. For applicants under the age of 18 years, a parent or legal guardian must also sign the Offer of Admission.

The Offer of Admission must be signed by the applicant prior to or at the same time course fees are paid. Kaplan will not accept any payment prior to having received a signed agreement and all required documentation.

For applicants applying for an Overseas Student Visa, once Kaplan receives a signed acceptance of the Offer of Admission, evidence of any conditions provided, and payment of course fees, a CoE is created in PRISMS (the reporting system for the Department of Education, Skills and Employment). The CoE is then issued to the student for visa application purposes.

International applicants who are made an Offer of Admission based on their international student status may not change that status upon gaining residency until the following trimester of study.

More information regarding offers of enrolment can be found on Kaplan's website.

## Complaints and Appeals

Any complaints or appeals regarding decisions made according to this policy should be arranged in accordance with Kaplan's [Grievances, Complaints and Appeals Handling Policy](#).

## Relevant Legislation

As a registered education provider, Kaplan operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with such laws. Below lists the most relevant legislation that apply to this policy:

- Australian Qualifications Framework
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Education Services for Overseas Students Act (ESOS Act)
- Education Services for Overseas Students Regulations 2019
- Higher Education Standards Framework (Threshold Standards) 2021
- Migration (English Language Tests and Evidence Exemptions for Subclass 500 (Student) Visa) Instrument (LIN 24/022) 2024
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Privacy Act 1988
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

## Related Policies

This policy should be read in conjunction with the following:

- Diversity, Inclusion and Equity Policy
- Grievances, Complaints and Appeals Handling Policy
- Privacy Policy
- Reasonable Adjustment Guidelines
- Recognition of Prior Learning Policy
- Refund Policy



## Version Control and Accountable Officers

It is the joint responsibility of the Responsible Officer and Implementation Officer(s) to ensure compliance with this policy.

Policy Category		Academic		
Responsible Officer		Vice President, Academic		
Implementation Officer(s)		Academic Dean		
Review Date		October 2025		
Approved by				
The Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
8.0	Kaplan Australia Quality, Regulations and Standards	<ul style="list-style-type: none"><li>Updated template to include purpose, definitions, principles, complaints and appeals, and relevant legislation.</li><li>Added information on Undergraduate Qualifying Program, GTE, Offer of Enrolment and Alternative Pathways.</li><li>Minor wording and formatting changes.</li></ul>	2.12.2020	9.12.2020
8.1	Kaplan Australia Quality, Regulations and Standards	<ul style="list-style-type: none"><li>English entry requirements wording simplified as increased information is provided directly on KBS website.</li></ul>	17.03.2021	16.04.2021
8.2	Quality, Regulations and Standards	<ul style="list-style-type: none"><li>Minor wording and formatting changes.</li><li>Incorporation of ELICOS provisions</li><li>Minimum age and academic entry requirements amended to include articulation agreements</li></ul>	01.12.2022	08.12.2022
8.3	Kaplan Business School	<ul style="list-style-type: none"><li>Provision for ELICOS students to be placed with alternative course if level unavailable.</li><li>Provision for KBS Award students to undertake an on-arrival English placement test via KITE if deemed necessary.</li></ul>	20.09.2023	27.09.2023
8.4	Quality, Regulations and Standards Team	<ul style="list-style-type: none"><li>Updated to reflect test name change from Kaplan International Tools for English (KITE) to Kaplan Test of English (KTE).</li><li>Updated relevant legislation.</li></ul>	22.02.2024	15.03.2024
8.5	Quality, Regulations and Standards Team	<ul style="list-style-type: none"><li>Updated to include successful completion the Postgraduate Qualifying Program (PQP) as meeting the academic entry requirement for a Master degree.</li></ul>	21.03.2024	25.03.2024
8.6	Quality, Regulations and Standards Team	<ul style="list-style-type: none"><li>Updated to increase minimum IELTS score for Diplomas and Pathways programs to IELTS 6.0 or equivalent.</li><li>Removal of General English from offerings.</li></ul>	21.03.2024	25.03.2024



8.7		<ul style="list-style-type: none"> <li>Changed Genuine Temporary Entrant (GTE) to Genuine Student (GS) requirement.</li> </ul>	22.04.2024	22.04.2024
8.8	Quality, Regulations and Standards Team	<ul style="list-style-type: none"> <li>Updated to incorporate the Migration (English Language Tests and Evidence Exemptions for Subclass 500 (Student) Visa) Instrument (LIN 24/022) 2024 requirements.</li> </ul>	23.04.2024	23.04.2024