

ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

Responsible Officer	Executive Dean Academic Affairs
Approved by	Academic Board
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Commenced	20 November 2020
Review by	November 2023
Relevant Legislation	Australian Qualifications Framework (AQF) Education Services for Overseas Students (ESOS) Act 2000 and Regulations 2019 Higher Education Standard Framework (HESF) 2015 Higher Education Support Act (HESA) 2003 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) 2018 National Standards for Foundation Programs Tertiary Education Quality and Standards Agency (TEQSA) ACT 2011
Responsible Division	Academic Affairs

TABLE OF CONTENTS

1. Policy Statement	2
1.1 Authority	2
1.2 Application	2
1.3 Context and Purpose	2
1.4 Scope and Coverage	3
1.5 Special Conditions or Exceptions	3
2 Procedures	3
2.1 Admission Criteria	3
2.1.1 Admission Criteria Undergraduate Programs	3
2.1.2 Admissions Criteria Postgraduate Programs (Graduate Studies)	5
2.1.3 Admissions Criteria Foundation Program	5
2.2 Additional Requirements	5
2.2.1 English Language Proficiency	5
2.2.2 Portfolio, audition and interview requirements	7
2.3 Additional Information	7
2.3.1 Other Admission Options	7
2.3.1.1 Mature-age entry	7
2.3.1.2 Special needs/educationally disadvantaged students	7
2.3.1.3 Aboriginal and Torres Strait Island Applicants	8
2.3.2 Domestic applicants with overseas qualifications	8
2.3.3 Genuine Temporary Entrant (GTE) (International Students)	8

ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

2.4 Application Process	8
3. Accountabilities	9
3.1 Policy Owner	9
3.2 Responsible Officers	9
4. Supporting Information	9
4.1 Supporting Documents	9
4.2 Related Documents	9
4.3 Superseded Documents	9
5. Definitions and Acronyms	9
6. Approval and Review Details	11
7. Flowchart – Showing process and decision points	13

1. Policy Statement

1.1 Authority

The Australian Institute of Music Limited (AIM), known as ‘the Institute’, is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB). The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow ‘best practice’ principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.

Student selection is competitive and based on the principles of academic and performance merit. Selection processes are applied fairly and openly, and recognise that formal qualifications are not the only measure of the capacity to succeed.

The Institute encourages a diverse and representative student population and is committed to non-discrimination when recruiting and selecting, and at all times complies with equal opportunity and anti-discrimination legislation.

1.2 Application

This policy and procedure applies to Quality Assured (QA) delivery of accredited AIM programs offered at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever QA AIM programs are approved for delivery elsewhere in Australia or overseas.

1.3 Context and Purpose

The purpose of this policy and procedure is to:

- Establish clear guidelines and evidence-based admission criteria into the Institute’s courses
- Ensure clear and consistent admission criteria are appropriate to Australian Qualifications Framework (AQF)
- Eliminate unfair or unnecessary barriers for students to access the Institute courses
- Enable flexible qualification pathways
- Provides guidelines for the evaluation of prior learning and experience for entry into the Institute’s courses

ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

1.4 Scope and Coverage

This policy and procedure applies to all prospective domestic and international students for admission into AIM's Foundation Program and Higher Education programs.

This policy and procedure applies to AIM's Foundation Program and Higher Education Programs offered at the Sydney and Melbourne campuses and online.

1.5 Special Conditions or Exceptions

Nil

2 Procedures

2.1 Admission Criteria

2.1.1 Admission Criteria Undergraduate Programs

Entry into AIM's undergraduate programs is a transparent process based on the categories of assessment as outlined below.

a. Applicants with recent secondary education (within the past two years)

To be eligible for admission into an undergraduate degree on the basis of recent secondary education applicants must have

- Satisfactory completed an Australian Senior Secondary Year 12 Certificate (or its overseas equivalent as assessed by DET) in the past 2 years;
- or**
- Satisfactory completed the International Baccalaureate (IB) Diploma qualification in the past 2 years.

Additional ATAR Requirements

Program Name	ATAR Requirements
Bachelor of Entertainment Management	65
Bachelor of Music (Arts Management)	N/A
Bachelor of Music (Audio)	N/A
Bachelor of Music (Classical)	N/A
Bachelor of Music (Composition and Music Production)	N/A
Bachelor of Music (Contemporary)	N/A
Bachelor of Music (Music Theatre)	N/A

Applicants who completed their senior Secondary Year 12 Certificate (or equivalent) more than 2 years ago will be assessed on the basis of work and life experience (refer D below).

NSW Year 12

Applicants must have completed the NSW Higher School Certificate in the last 2 years; and completed a minimum of English Standard. Note that any result below a Band 3 in English Standard may require further assessment.

Victorian Year 12

Applicants must have completed an Australian Senior Secondary Year 12 Certificate in the last 2 years; for VCE (Victorian Certificate of Education) Students; Satisfactory completion of the VCE and Units 3 and 4 English. Any of the four VCE English studies - English, English as an Additional Language, Literature or English Language - satisfies the requirement for English; however, Units 3 and 4 must be completed in sequence and in the same calendar year.

ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

VCAL (Victorian **Certificate** of Applied Learning): The completion of Senior VCAL may be recognised for entry into the Diploma of Music providing all other entry requirements are met.

For All Other Australian States and Territories

Applicants must have completed an equivalent Year 12 qualification in the last 2 years including satisfying minimum standard English requirements equivalent to NSW HSC English Standard, or where no English was studied at Year 12, by providing satisfactory evidence of English competency. Evidence of examples include: the completion of a writing task; or submission of a completed assessment tasks from other units at Year 12 level.

b. Applicants with higher education study

To be eligible for admission into an undergraduate degree on the basis of tertiary (HE) studies, applicants need to have completed at least 6 months of full-time study (or the part-time equivalent) at AQF level 5 degree or higher (or its overseas equivalent as assessed by the Department of Education and Training (DET)). If applicants have not completed 6 months, they will be assessed on your secondary results (refer A above). Please note that other selection criteria, including English proficiency and audition will be taken into account (see *Additional Requirements* below).

Applicants may be eligible for credit transfer or recognition of prior learning for their post-secondary studies including completed or partially completed Higher Education awards and completed Vocational Education & Training (VET) qualifications (AQF Diploma and above, or its overseas equivalent as assessed by DET). Specified credit will be granted towards specific units of an AIM undergraduate course on the basis of prior learning in a completed or partially completed HE award or completed VET qualification if it is assessed to be comparable in terms of learning outcomes, volume of learning, content and learning and assessment approaches. Applicants should submit an *Application for Recognition of Prior Learning* together with all required supporting documentary evidence.

c. Applicants with vocational education and training (VET) study

To be eligible for admission into an undergraduate degree on the basis of Vocational Education & Training (VET) study, applicants must have successfully completed an AQF VET qualification (Certificate 4 and above, or its overseas equivalent as assessed by DET). Applicants who have not completed a VET qualification at Certificate 4 or above, you will be assessed on their secondary results (refer A above). Please note that other selection criteria, including English proficiency and audition will be taken into account (see *Additional Requirements* below).

d. Applicants with work and life experience

Applicants who are over the age of 21 will be assessed as Mature-age entry (see below requirements). Applicants who are under 21 but have completed their Australian Senior Secondary Year 12 Certificate (or its overseas equivalent as assessed by DET) will be assessed on the basis of their Year 12 Certificate, their satisfactory audition performance and assessment by the Director of Academic Affairs or nominee of their overall ability to undertake the program of study and to achieve the course outcomes.

For applicants who do not meet the above criteria, admission may be granted by the Director of Academic Affairs or nominee based on a documented assessment of the applicant's overall ability to undertake the program of study and to achieve the course learning outcomes.

ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

2.1.2 Admissions Criteria Postgraduate Programs (Graduate Studies)

Entry into AIM's postgraduate programs is a transparent process based on the categories of assessment as outlined below

a. Applicants with Tertiary Study

To be eligible for admission into the **postgraduate Music** program on the basis of tertiary (HE) studies, you need to have completed (or its overseas equivalent as assessed by DET):

- A Bachelor of Music Degree, or
- Non-music bachelor degree with relevant musical professional practice experience.

To be eligible for admission into the **postgraduates Arts and Entertainment Management** program on the basis of tertiary (HE) studies, applicants must have completed (or its overseas equivalent as assessed by DET):

- A Bachelor of Arts and Entertainment Management (or equivalent), or
- A bachelor degree in a related field, with 1 year relevant work experience:

b. Applicants with work and life experience

Applicants without tertiary qualifications may be granted admission to the postgraduate program by the Executive Dean of Academic Affairs or nominee on the basis of extensive relevant work experience and demonstrated potential to undertake the program of study and to achieve course learning outcome.

All applicants must meet the additional requirements outline in 2.2. These include English language proficiency, submission of a portfolio, and participation in an audition process and interview (which can be online).

Applicants may be eligible for credit transfer or recognition of prior learning for their tertiary studies including completed or partially completed Higher Education awards. Specified credit will be granted towards specific units of an AIM postgraduate course on the basis of prior learning in a completed or partially completed HE course if it is assessed to be comparable in terms of learning outcomes, volume of learning, content and learning and assessment approaches. Applicants should submit an *Application for Recognition of Prior Learning* together with all required supporting documentary evidence.

2.1.3 Admissions Criteria Foundation Program

Entry into AIM's Foundation Program is based upon achievement of a satisfactory level of secondary Year 11 schooling (or its overseas equivalent as assessed by DET), audition/interview (where relevant) and a minimum of 5.5 IELTS (overall) (International students).

To be eligible for entry, students must be at least 17 years of age at the time they commence the Foundation Program.

2.2 Additional Requirements

2.2.1 English Language Proficiency

All students must be sufficiently competent in the English language to participate effectively in the course of study. Specified English language entry requirements must be met by all students prior to admission. Applicants will be deemed to have sufficient English proficiency if they:

ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

- Were born in one of the following countries and have completed secondary studies or at least one undergraduate or vocational qualification in one of those countries and the language in which the qualification was undertaken was English
- or**
- Were not born in one of the following countries but have completed senior secondary study or at least one year of full-time undergraduate study in one of these countries and the language in which the qualification was undertaken was English.
 - American Samoa
 - Australia
 - Botswana
 - Canada
 - Fiji
 - Ghana
 - Guyana
 - Ireland
 - Kenya
 - Lesotho
 - Liberia
 - New Zealand
 - Nigeria
 - Papua New Guinea
 - Singapore
 - Solomon Islands
 - South Africa
 - Tonga
 - Trinidad and Tobago
 - United Kingdom (including Northern Ireland)
 - USA
 - Zambia
 - Zimbabwe
 - Have successfully completed one year of full-time (or part-time equivalent) post-secondary study at an Australian University or other higher education provider with English as the medium of instruction and assessment. Any other information and evidence concerning English capability will also be considered.

All other applicants must have documented evidence of English language proficiency as follows:

	IELTS	TOEFL Min	PTE Min
Foundation Program	5.5	46-59	43 – 50
• Reading	5.0	4	35
• Listening	5.0	4	35
• Writing	5.0	14	35
• Speaking	5.0	14	35
Undergraduate Programs	6	60-78	50-57
• Reading	5.5	8	42

ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

	IELTS	TOEFL Min	PTE Min
• Listening	5.5	7	42
• Writing	5.5	18	42
• Speaking	5.5	16	42
Postgraduate Programs	6.5	79-93	58-64
• Reading	6	13	50
• Listening	6	12	50
• Writing	6	21	50
• Speaking	6	18	50

International students must meet the English language requirements based on their citizenship as advised by the Department of Home Affairs for visa purposes. For more details please refer to the [Department of Home Affairs](#) website.

2.2.2 Portfolio, audition and interview requirements

Applicants to Arts and Entertainment Management degrees are required to submit a portfolio of no more than 1,000 words that covers their relevant music, entertainment and business experience.

Applicants to music degree are required to either attend a live audition or provide a portfolio of two musical items appropriate for the award for which they are applying. This may include the following forms of evidence:

- A recorded visual or audio performance
- A recorded original composition
- A PDF score of an original composition or arrangement
- A handwritten score of an original composition or arrangement
- An audio mix of a musical work

In addition, applicants may be required to attend an interview, either online or on campus

2.3 Additional Information

2.3.1 Other Admission Options

2.3.1.1 Mature-age entry

Applicants who are over 21 at the time of application are entitled to mature-age consideration. Applicants may obtain entry by meeting the undergraduate or postgraduate requirements (as above); or performing a satisfactory level in audition. For applicants who do not meet the above criteria, admission may be granted by the Director of Academic Affairs or nominee based on a documented assessment of the applicant's overall ability to undertake the program of study and to achieve the course learning outcomes.

2.3.1.2 Special needs/educationally disadvantaged students

AIM may give special consideration for admission to programs to applicants who have suffered educational disadvantage. In particular, applicants with physical disabilities, from geographically isolated areas or economically disadvantaged backgrounds may apply for special consideration. Application for special consideration should be made in writing to the Director of Academic Affairs. Applications will be assessed on prior academic achievements, any relevant work experience and a personal interview with the Director of Academic Affairs or their nominee. English language proficiency requirements apply to all applicants.

ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

2.3.1.3 Aboriginal and Torres Strait Island Applicants

Prospective students of Aboriginal or Torres Strait Island (ATSI) descent may apply for special consideration for admission to the Institute. Application for special consideration should be made in writing to the Director of Academic Affairs. Applications will be assessed on prior academic achievements, any relevant work experience and a personal interview with the Director of Academic Affairs or their nominee. ATSI applicants who do not request special consideration will be subject to the Institute's standard

2.3.2 Domestic applicants with overseas qualifications

Overseas qualifications will be assessed for equivalency by the DET.

2.3.3 Genuine Temporary Entrant (GTE) (International Students)

The GTE requirements applies to all international students applying for a student visa. International students may be required to provide the following information to indicate that their intention for a temporary stay in Australia is genuine.

- Statement of Purposes (SOP):
 - Curriculum Vitae (details education backgrounds and employment history (if applicable))
 - why the student chose to study a particular course at AIM?
 - How the course(s) will add value to student's future employment?
 - Future career plan after completing studying at AIM?
- Financial Requirements:
 - Payslips/Income statements (only if applicable)
 - Bank statements/ Business Registration statements (if under company a/c) - Bank Statement with minimum amount of AUD\$45,000/ Evidence of personal annual income of at least AUD\$60,000
 - Financial sponsorship letter
 - Proof of relationship to the Financial sponsor (when applicable/e.g. Birth Certificate/Household registration Certificate)

A GTE interview will be conducted if required

For more details please refer to the [Department of Home Affairs](#) website and [Document Checklist Tool](#)

2.4 Application Process

To apply for admission to an AIM program, the applicant must:

- Complete the Application for Admission
- Submit application with relevant certified documents:
 - Birth certificate
 - Passport (international applicants)
 - Academic records (if in a foreign language, must be translated by an accredited translator)
 - Proof of English language proficiency (international applicants)
 - GTE requirements (international applicants)
- Submit portfolio that covers all relevant music, entertainment and business experience (if applicable).

ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

Once the application has been received, it will be accessed for completeness. If complete, the applicant will be contacted with details of audition times. Following successful audition, the applicant will be issued with a *Letter of Offer* and *Course Enrolment Form*.

In instances where students do not meet the above criteria, the Recruitment team will submit an application on behalf of the applicant to the DAA making a case for admission. This will include supporting documentation.

3. Accountabilities

3.1 Policy Owner

- a. **Executive Dean Academic Affairs:** Policy owner

3.2 Responsible Officers

- a. **Head of Learning and Teaching** to ensure the policy provides suitable rigour to ensure students' effective participation in their course of study; may approve applicants who do not meet the standard entry criteria
- b. **Quality and Compliance Manager** to ensure the Admissions policy meets regulatory requirements and to monitor the implementation of the policy.
- c. **Head of Pathways and Engagement** to ensure that prospective students are advised on Admissions, English language proficiency requirements and evidence requirements.
- d. **Recruitment Team:** responsible for making a case for admission to the DAA for applicants who do not meet the Admission criteria
- e. **Academic Administration Manager** responsible for the day to day administration of the policy, in consultation with the Admissions Officer and Head of Student Recruitment.

4. Supporting Information

4.1 Supporting Documents

- *Application of Admission*
- *AIM Audition/Interview Requirements*

4.2 Related Documents

- *Course Enrolment Form*
- *Letter of Offer*
- [Recognition of Prior Learning Policy and Procedure](#)

4.3 Superseded Documents

- Nil

5. Definitions and Acronyms

TERM/ACRONYM	DEFINITION
AIM referred to as the 'Institute'	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C.
Applicant	A person who has already lodged an application to study a specific course.

ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

TERM/ACRONYM	DEFINITION
Australian Qualifications Framework (AQF)	<p>Australia’s national policy for regulated qualifications. The AQF encompasses higher education, vocational education and training and school education. It provides for national recognition and a consistent understanding of what defines each qualification type.</p> <p>The Qualification Standards enshrined in the TEQSA Act strongly reflect the AQF which requires awards issued to be quality assured, protected against fraudulent use and to serve as pathways for further learning. The Qualification Standards incorporate by reference the following AQF policy documents:</p> <ul style="list-style-type: none"> • AQF Levels Criteria and AQF Qualification Type Descriptors • AQF Qualifications Issuance Policy • AQF Qualifications Pathways Policy • AQF Qualifications Register Policy • AQF Qualification Type Addition and Removal Policy. <p>More information on the AQF is available on from the AQF website, or the TEQSA Australian Qualifications Framework page.</p>
Credit transfer	A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (Australian Qualifications Framework definition).
English Language Proficiency	The ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their course of study.
Foundation Program	Nationally recognised course that equips students with the skills and capabilities to seek entry into a higher education program. They provide an academic entry pathway to first year undergraduate study or its equivalent.
Prospective Student	A person who is thinking about lodging an application to study a particular course but has not yet done so.
Prospective Student – Domestic	A person thinking about applying to study who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa (holders of all categories or permanent resident visas including Humanitarian Visas)
Prospective Student – International	A person thinking about applying to study in Australia, who is not a domestic person and who may be granted a student visa as defined by the ESOS Regulations 2001
Postgraduate Program	Higher education qualifications at AQF levels 8-10
Recognition of Prior Learning (RPL)	A process used to assess an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit that may be granted towards completion of a qualification.

ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

TERM/ACRONYM	DEFINITION
Undergraduate program	Vocational and higher education qualifications at AQF levels 1-7

6. Approval and Review Details

Version	Date Approved by Leadership Group	Date Approval Academic Board	Date Approved by Board of Directors	Amendment Details
2.0	04/06/2018	07/06/2018	21/06/2018	Updated: <ul style="list-style-type: none"> Terminology in line with <i>Admissions Transparency Phase 2</i> requirements Responsibilities Deleted reference to 'pre-semester proposal'
2.1				Updated: <ul style="list-style-type: none"> Undergraduate program applicants with HE Studies to 'AQF level 5 degree' Responsibilities Included Admission Requirements for the MAEM
2.2		19/09/2018 (AB Chair)	27/09/2018	<ul style="list-style-type: none"> Under 'Admissions Criteria UG' moved 'Applicants with recent secondary education (within the past two years)' to 'A' MAEM section, is now broken down into Master entry and Graduate Certificate entry, with consistent wording for relevant experience
3.0		25/02/2019	07/03/2019	<ul style="list-style-type: none"> Included information on Foundation Program Deleted information on AIM Senior Secondary College
3.1				<ul style="list-style-type: none"> Updates as per Academic Board recommendations
3.2		06/06/2019	20/06/2019	Updated <ul style="list-style-type: none"> Year 12 English requirements

ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

Version	Date Approved by Leadership Group	Date Approval Academic Board	Date Approved by Board of Directors	Amendment Details
				<ul style="list-style-type: none"> Application Process Responsibilities
3.3	01/11/2019	22/10/2019 (Via MoCR)	05/12/2019	<ul style="list-style-type: none"> Updated entry requirements for the <i>Bachelor of Entertainment Management</i> for applicants with a recent secondary education(within the past two years) to minimum ATAR 65, with no portfolio or interview required Deleted reference to <i>Bachelor of Performance</i> and <i>Diploma of Music</i>
3.4	17/04/2020	24/04/2020	14/05/2020	Updated: <ul style="list-style-type: none"> Included information for audition requirements for all music programs Included further information under all other states & territories. Reformatted onto new template Responsible Officers updated to reflect current positions
3.5	N/A	20/11/2020	04/12/2020	Updated: <ul style="list-style-type: none"> Minor changes to template Amendment to the Admissions Criteria Postgraduate Programs (Graduate Studies) Amendment to the admission audition/interview requirements

ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

7. Flowchart – Showing process and decision points

