

## Admissions Policy and Procedure

### (Incorporating English Language Proficiency Requirements)

<b>Responsible Officer</b>	Chief Academic Officer
<b>Approved by</b>	Academic Board
<b>Approved</b>	11 July 2024
<b>Commenced</b>	11 July 2024
<b>Review by</b>	December 2025
<b>Relevant Legislation and Policies</b>	<a href="#"><u>Australian Qualifications Framework (AQF)</u></a> <a href="#"><u>Education Services for Overseas Students (ESOS) Act 2000 and Regulations 2019</u></a> <a href="#"><u>Higher Education Standard Framework (HESF) 2021</u></a> <a href="#"><u>Higher Education Support Act (HESA) 2003</u></a> <a href="#"><u>National Code of Practice for Providers of Education and Training to Overseas Students (The National Code) 2018</u></a> <a href="#"><u>National Standards for Foundation Programs</u></a> <a href="#"><u>Tertiary Education Quality and Standards Agency (TEQSA) ACT 2011</u></a>
<b>Responsible Organisational Unit</b>	Student Recruitment

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## **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.

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. During its recruitment and admission processes, AIM complies with equal opportunity and anti-discrimination legislation at all times.

### **1.2 Application**

This policy and procedure applies to the delivery of accredited AIM programs offered online and at the Sydney and Melbourne campuses. This policy will also apply in the future, wherever accredited AIM programs are approved for delivery.

### **1.3 Context and Purpose**

The purpose of this policy and procedure is to:

- Establish clear guidelines and evidence-based admission criteria for AIM’s programs.
- Ensure clear and consistent admission criteria in line with the Australian Qualifications Framework (AQF)

### **1.4 Scope and Coverage**

This policy and procedure applies to all domestic and international applicants for admission into AIM’s Higher Education programs.

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

## **2. Admission Criteria**

### **2.1 Undergraduate Programs**

#### **Entry requirements for Bachelor of Music degrees**

Applicants are required to attend an interview or audition, or provide a portfolio of items appropriate for the award they are applying for. For details, please refer to Appendix A – Additional Entry Requirements. In addition, applicants to Bachelor of Music should provide a resume outlining any previous musical study, and/or practical music experiences and achievements.

#### **Entry requirements for Bachelor of Arts and Entertainment Management**

Applicants are required to attend an interview and provide a 300-500 word personal statement explaining the applicant’s interest in Entertainment Management and previous experience (if any) in the field. For details, please refer to Appendix A – Additional Entry Requirements.

Entry Requirements for Associate Degrees of Music



Entry requirements for Associate Degrees are identical to their related Bachelor degrees.

Entry Requirements for Diploma of Music and Diploma of Arts and Entertainment Management

Applicants to Diploma of music and Diploma of Arts and Entertainment Management should provide a resume outlining any previous musical study, and/or practical music experiences and achievements. Successful applicants will be offered a place in a Diploma program with an offer to audition or provide a portfolio for entry in AIM's Bachelor program (if desired). AIM reserves the right to exit a student with a Diploma based on their academic performance at the end of Year 1.

### **2.1.1 School leavers**

All applicants for admission into an undergraduate degree course must meet the following entry requirements. Additional English language requirements are required for international students and for those who did not complete their senior secondary schooling in English; see Section 3 below.

Applicants must:

- Have successfully completed an Australian Year 12 qualification (or overseas equivalent as assessed by the Department of Education, including the International Baccalaureate (IB)), in the last 2 years.
- Students who have successfully completed the senior level of the Victorian Certificate of Applied Learning (or equivalent (VCAL/VCE(VM) in the last 2 years; may be eligible for entry into a diploma level course. Students may use the diploma as a pathway into a degree.

Applicants who are 20 years or older are entitled to mature-age consideration as outlined in section 2.3.2.

Alternative entry pathways into undergraduate degrees are outlined in section 2.3.

## **2.2 Alternative Entry Pathways**

### **2.2.1 Applicants with Tertiary Study**

To be eligible for admission into an undergraduate degree based on tertiary studies, applicants need to have:

- Completed at least one term of full-time Higher Education (HE) study (or the part-time equivalent) at AQF level 5 degree or higher (or its overseas equivalent).
- Successfully completed an AQF VET qualification Certificate IV or above (or its overseas equivalent).

Applicants who have not completed one term of tertiary (HE) studies or Certificate IV or above will be assessed on their secondary results (as above). Please note that other selection criteria, including English proficiency, will be considered (see Section 3 below).

### **2.2.2 Mature aged entry**

Applicants who are 20 years or older at the time of intake for the selected study Period are entitled to mature-age consideration. Applicants may obtain entry by meeting the additional entry requirements listed in Appendix A.

### **2.2.3 Educationally disadvantaged students**

AIM may give special consideration for admission to courses to applicants who have suffered an educational disadvantage. In particular, applicants with 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 Chief Academic Officer or nominee. Application will be assessed on prior academic achievements, musical ability, relevant work experience, and a personal interview with the Chief Academic Officer or their nominee.

### **2.2.4 Aboriginal and Torres Strait Island Applicants**

Prospective students of Aboriginal or Torres Strait Islander descent may apply for special consideration for admission to the Institute. Application for special consideration should be made in writing to the Chief Academic Officer or nominee. Applications will be assessed on prior academic achievements, musical ability, relevant work experience, and a personal interview with the Chief Academic Officer or their nominee. Aboriginal or Torres Strait Islander applicants who do not request special consideration will be subject to the Institute's standard entry requirements.

## **2.3 Postgraduate Programs**

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

### 2.3.1 Applicants with Tertiary Study

To be eligible for admission into the postgraduate **Music** program on the basis of tertiary (Higher Education) studies, applicants need to have completed a Bachelor Degree (or its overseas equivalent) and have relevant musical professional practice experience.

To be eligible for admission into the postgraduate Arts and Entertainment Management program on the basis of tertiary (Higher Education) studies, applicants must have completed a Bachelor degree (or its overseas equivalent).

### 2.3.2 Applicants with work and life experience

Applicants without tertiary qualification may be granted admission to the postgraduate program by the Chief Academic Officer 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 English language proficiency, requirements (see appendix B) of a portfolio, and participate in an audition processes 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 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.

## 3. English Language Proficiency for International Students

All students must be sufficiently competent in the English language to participate effectively in the course of study. All students must meet specified English language entry requirements prior to admission.

### 3.1 Applicants will be deemed to have sufficient English proficiency if they:

- 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	New Zealand
Australia	Nigeria
Botswana	Papua New Guinea
Canada	Singapore
Fiji	Solomon Islands
Ghana	South Africa
Guyana	Tonga
Ireland	Trinidad and Tobago
Kenya	United Kingdom (including Northern Ireland)
Lesotho	USA
Liberia	Zambia

- 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.

**3.2** All other applicants must have documented evidence of English language proficiency to meet the requirements listed below:

### Undergraduate Programs including Diploma and Associate Degrees

- IELTS Academic: overall band score of 6.0 or better with no band below 5.5; *or*
- an equivalent qualification as outlined in Appendix B - IELTS equivalence.

## Postgraduate Programs

- IELTS Academic: overall band score of 6.5 or better with no band below 6.0; or
- an equivalent qualification as outlined in Appendix B - IELTS equivalence.

International students must also meet any English language requirements advised by the Department of Home Affairs for visa purposes. For more details, please refer to the [Department of Home Affairs](#) website.

## 4. Additional Information

### 4.1 Genuine Student (GS) requirement (International Students)

The Genuine Student (GS) requirements apply to all international students applying for a student visa. International students may be required to provide the following information to the Department of Home Affairs when applying for a visa. AIM may request that the student supplies AIM with the same information, to indicate that their intention for a temporary stay in Australia is genuine. This can include:

- Genuine Student form:
  - Details of your current circumstances, including ties to family, community, employment, and economic circumstances.
  - Why you chose your course and why you chose Australia, and AIM, as your study destination.
  - How you will benefit from studying your chosen course.
  - Details of your study history in Australia (if any).
  - If you are holding a visa other than a Student visa, you will need to give your reasons for applying for a Student visa.
  - Any other relevant information that you'd like to provide.
- Previous Study in Australia
  - If you have been enrolled in any study in Australia (including incomplete studies), you must supply AIM with all relevant documentation. This may include:
    - Confirmation of Enrolment (CoE) for each course enrolled in;
    - Academic transcripts and certificates for studies completed or partially completed;
    - Previous or current Student visa (including any visa refusals)
    - Previous or current Overseas Student Health Cover (OSHC)
- Evidence of Financial Capacity:
  - Payslips/Income statements
  - Bank statements/Business Registration statements (if under company a/c)
  - Financial sponsorship letter

Proof of relationship to the financial sponsor e.g. birth certificate/household registration certificate, relationship certificate. Applicants should refer to their Letter of Offer for all applicable conditions of entry.

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

### 4.2 Recognition of prior learning

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) qualification (AQF Diploma and above). Refer to AIM's *Recognition of Prior Learning Policy and Procedure* for details.

## 5. Application Process

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

- Complete the Application for Admission
- Submit application with relevant certified documents: To be considered officially certified copies, all documents must be certified (see link provided in the offer letter for more details) by an authorised agent.
  - Birth certificate (domestic applicants)
  - Australian Citizenship Certificate or Permanent Resident Visa, if applicable (domestic applicants)
  - Passport (domestic and international applicants)
  - Academic records (if in a foreign language, must be translated by an accredited translator)
  - Proof of English language proficiency

- Genuine Student requirements (international applicants)
- Unique Student Identifier Submit a portfolio that covers all relevant music, entertainment, and business experience (if applicable).

Once the application has been received and is complete, it will be assessed. The applicant will be contacted within an outcome within 14 days. If successful, the applicant will be issued a *Letter of Offer*.

## 6. Accountabilities

### 6.1 Policy Owner

- Chief Academic Officer:** Policy owner

### 6.2 Responsible Officers

- 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.
- Quality and Compliance Officer** to ensure the Admissions policy meets regulatory requirements and monitor the policy's implementation.
- Head of Marketing and Recruitment** to ensure that prospective students are advised on Admissions, English language proficiency requirements and evidence requirements and responsible for the day-to-day administration of the policy, in consultation with the Admissions Officer and Head of Student Experience and Success.

## 7. Supporting Information

### 7.1 Supporting Documents

- Appendix A – Additional Entry Requirements
- Appendix B – IELTS equivalence

### 7.2 Related Documents

- Letter of Offer template
- Recognition of Prior Learning (RPL) Policy and Procedure

## 8. Definitions and Acronyms

Term/Acronym	Definition
<b>AIM referred to as the 'Institute'</b>	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C
<b>Applicant</b>	A person who has already lodged an application to study a specific course.
<b>Australian Qualifications Framework (AQF)</b>	<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"> <li>● AQF Levels Criteria and AQF Qualification Type Descriptors</li> <li>● AQF Qualifications Issuance Policy</li> <li>● AQF Qualifications Pathways Policy</li> <li>● AQF Qualifications Register Policy</li> <li>● AQF Qualification Type Addition and Removal Policy.</li> </ul> <p>More information on the AQF is available on from the AQF website.</p>
<b>Credit transfer</b>	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).

<b>English Language Proficiency</b>	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.
<b>Prospective Student</b>	A person who is thinking about lodging an application to study a particular course but has not yet done so.
<b>Prospective Student – Domestic</b>	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)

## 9. Revision History

Version	Date Approved	Approved by	Review History	New Review Date
2.0	07 June 2018 21 June 2018	Academic Board Board of Directors	Updated: <ul style="list-style-type: none"> <li>Terminology in line with <i>Admissions Transparency Phase 2</i> requirements</li> <li>Responsibilities</li> <li>Deleted reference to ‘pre-semester proposal’</li> </ul>	June 2019
2.1			Updated: <ul style="list-style-type: none"> <li>Undergraduate program applicants with HE Studies to ‘AQF level 5 degree’</li> <li>Responsibilities</li> <li>Included Admission Requirements for the MAEM</li> </ul>	
2.2	19 September 2018 27 September 2018	Academic Board (chair) Board of Directors	<ul style="list-style-type: none"> <li>Under ‘Admissions Criteria UG’ moved ‘Applicants with recent secondary education (within the past two years)’ to ‘A’</li> <li>MAEM section, is now broken down into Master entry and Graduate Certificate entry, with consistent wording for relevant experience</li> </ul>	June 2019
3.0	25 February 2019 07 March 2019	Academic Board Board of Directors	<ul style="list-style-type: none"> <li>Included information on Foundation Program</li> <li>Deleted information on AIM Senior Secondary College</li> </ul>	March 2022
3.1			<ul style="list-style-type: none"> <li>Updates as per Academic Board recommendations</li> </ul>	
3.2	06 June 2019 20 June 2019	Academic Board Board of Directors	<ul style="list-style-type: none"> <li>Year 12 English requirements</li> <li>Application Process</li> <li>Responsibilities</li> </ul>	March 2022
3.3	22 October 2019 05 December 2019	Academic Board (via MoCR) Board of Directors	<ul style="list-style-type: none"> <li>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</li> </ul>	March 2022

Version	Date Approved	Approved by	Review History	New Review Date
3.4	24 April 2020 14 May 2020	Academic Board Board of Directors	<ul style="list-style-type: none"> <li>• Included information for audition requirements for all music programs</li> <li>• Included further information under all other states &amp; territories.</li> <li>• Reformatted onto new template.</li> <li>• Responsible Officers updated to reflect current positions</li> </ul>	March 2022
3.5	20 November 2020 04 December 2020	Academic Board Board of Directors	<ul style="list-style-type: none"> <li>• Minor changes to template</li> <li>• Amendment to the Admissions Criteria Postgraduate Programs (Graduate Studies)</li> <li>• Amendment to the admission audition/interview requirements</li> </ul>	March 2022
3.6	18 March 2022	Academic Board	<ul style="list-style-type: none"> <li>• Consistent ATAR requirements added for Undergraduate applications.</li> <li>• Addition of Foundation Program and IELTS Equivalence table</li> <li>• Clarity provided regarding alternate entry pathways.</li> <li>• Enhanced procedural clarity</li> <li>• Minor administrative amendments to reflect institutional and legislative currency, e.g., updates to list of related legislation (titles and weblinks)</li> <li>• Minor template changes</li> </ul>	December 2025
3.7	07 December 2022	Academic Board Chair	<ul style="list-style-type: none"> <li>• Minor amends to Diploma Entry Requirements (2.2.4) to enhance clarity.</li> <li>• Amended ATAR requirements (2.2.1)</li> <li>• Addition of Appendix A – Additional Entry Requirements (Bachelor and Associate Degree programs)</li> </ul>	December 2025
3.8	11 July 2024	Academic Board	<ul style="list-style-type: none"> <li>• Amendment to 2. Admissions Criteria</li> <li>• Amendment to 4.1 Genuine Student (GS) requirement (international students)</li> <li>• Minor amendment to 5. Application Process</li> <li>• Updated legislative and institutional compliance</li> <li>• Amendment to Appendix A; Additional Entry Requirements (Bachelor and Associate Degree Programs)</li> <li>• Amendment to Appendix B – IELTS equivalence</li> </ul>	December 2025



## Appendix A: Additional Entry Requirements (Bachelor and Associate Degree Programs)

Applicants for Bachelor of Arts and Entertainment Management are required to attend an interview and provide a 300-500 word personal statement explaining the applicant's interest in Entertainment Management and previous experience (if any) in the field.

Applicants for Bachelor of Music (**Composition**) and Associate Degree are required to attend an interview and should prepare two contrasting items. At least one should be an original composition score, recorded composition or arrangement, or original audio mix of a musical work, including a credit list (for example: composer, lyricist, arranger, producer, musicians, engineer).

Applicants for Bachelor of Music (**Musicology**) and Associate Degree are required to attend an interview and should submit a 300-500 word personal statement explaining the applicant's interest in musicology and previous experience (if any) in the field.

Applicants for Bachelor of Music (**Performance**) and Associate Degree are required to attend an interview/audition and should prepare two contrasting live or recorded music performances.

Applicants for Bachelor of Music (**Creative Technology**) and Associate Degree are required to attend an interview and should prepare two contrasting items. At least one should be an original composition score, recorded composition or arrangement, or original audio mix of a musical work.

Applicants for Bachelor of Music Theatre are required to attend an interview/audition should prepare two (2) contrasting items for a live audition that demonstrate their ability to sing, dance and act.

Applicants for Master of Arts and Entertainment Management are required to provide evidence of completion of a Bachelor degree, attend an interview and provide a 300-500 word personal statement explaining the applicant’s interest in Entertainment Management and previous experience (if any) in the field.

Applicants for Master of Music are required to provide evidence of completion of a Bachelor degree and attend an interview/audition and prepare a portfolio of work containing two contrasting pieces (digital or live) in their field of interest.

#### Appendix B - IELTS equivalence

	<b>Undergraduate</b>	<b>Postgraduate</b>
<b>IELTS</b>	6.0 overall with no band less than 5.5	6.5 overall with no band less than 6
<b>PTE</b>	50-57 with no band less than 42	58 -64 with no band less than 50
<b>TOEFL</b>	60 – 78 with a minimum of: <ul style="list-style-type: none"> <li>• 8 in reading,</li> <li>• 7 in listening</li> <li>• 18 in writing and</li> <li>• 16 in speaking</li> </ul>	79-93 with a minimum of: <ul style="list-style-type: none"> <li>• 13 in reading,</li> <li>• 12 in listening</li> <li>• 21 in writing and</li> <li>• 18 in speaking</li> </ul>
<b>Duo Lingo</b>	105-115 with no band less than 95-100	120-125 with no band less than – 105-115
<b>GCE O Levels</b>	Grade C in GCE O Level English	n/a
<b>GCE A Levels</b>	C in GCE A-Level/AS-Level in English Language or English Language & Literature	n/a
<b>Hong Kong Diploma of Secondary Education</b>	Level 4 in the English core component of the Hong Kong Diploma of Secondary Education.	n/a
<b>Indian Standard XII English</b>	65% or above in the English component of the CBSE or ISC Indian Standard XII examinations.	n/a
<b>BC English</b>	English 12 with 50% pass or higher	English 12 with 67% pass or higher
<b>Cambridge C1 Advanced Test</b>	169	179
<b>IB English</b>	<ul style="list-style-type: none"> <li>• 5 in English A at Higher or Standard Level or</li> <li>• 6 in English B at Higher Level or</li> <li>• 6 in English B at Standard Level.</li> </ul>	
<b>Maple Leaf World Schools Program</b>	<ul style="list-style-type: none"> <li>• Above 50 in English 12</li> </ul>	n/a

English language evidence must be completed within two years of the application to AIM.