

Records Management Policy

Accountability	Academic Dean
Operational Responsibility	Faculty
Date of Approval	Dec 2017
Next Review	Q3 2019
Approval Authority	T&LSPC Academic Board

Context

LCI Melbourne is committed to excellence in academic standards as well as equity objectives for a diverse and representative student population. Core to LCI Melbourne's philosophy is that all students with the capacity to succeed in tertiary study should have the opportunity to do so, regardless of social or educational disadvantage.

LCI Melbourne's Admissions Policy reflects these aims. Student selection is competitive and based on the principles of academic merit and access and equity. Selection processes are applied fairly and openly, and recognise that formal qualifications are not the only measure of the capacity to succeed.

Definitions

Award course: a course leading to an accredited qualification

Undergraduate courses: higher education qualifications at AQF levels 5-7.

Domestic applicant: a prospective student who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).

International applicant: a prospective student applying to study in Australia, who is not a domestic applicant, and who may be granted a student visa as defined by the ESOS Regulations 2001.

Learning outcomes: are the expression of the set of knowledge, skills, and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

- Formal learning: is the learning that takes place through a structured course of learning that leads to the full or partial achievement of an officially accredited qualification.
- Informal learning: is learning gained through relevant work or life experience, self-tuition and social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organized or externally structured in terms of objectives, time or learning support.
- Non-formal learning: refers to learning that takes place through a structured course of learning but does not lead to an officially accredited qualification, for example work-based courses and non-accredited professional development courses.

Scope

This policy applies to all domestic and international applicants for admission to LCI Melbourne's vocational and higher education courses.

Principles

Selection and admission to courses at LCI Melbourne are based on processes that:

- are fair, equitable and transparent
- are merit based
- identify students with capacity to succeed in tertiary study
- encourage diverse and representative access and take into account possible educational or social disadvantage, and
- recognise formal, non-formal and informal prior learning.

Entry requirements for undergraduate courses

To be eligible for admission, undergraduate applicants must satisfy the minimum entry requirements and any course requirements or prerequisites. All entry and course requirements apply consistently across different campus locations and/or modes of study.

Undergraduate entry requirements are contained within LCI Melbourne's published Entry Requirements. This is reviewed on an annual basis to ensure that they remain consistent with the objectives of LCI Melbourne, and include, but are not limited to:

Academic Entry

- Year 12 Australian Secondary Education qualification with an ATAR of 60 or equivalent (domestic or international students). Australian Year 12 students may apply to LCI Melbourne with their predicted ATAR to receive a conditional offer; or also submit a portfolio and attend an interview to guarantee entry regardless of the final ATAR result; or
- A recognised Diploma, Associate Degree or Bachelor Degree qualification in a field related to the design arts (obtained in Australia or internationally).

Creative Entry

- Having prior industry/work experience, and/or completed units of a degree, associate degree or diploma from an accredited institution, plus successful entrance interview and folio presentation; OR
- Submission of a design portfolio (6-10 pieces of original creative work), plus successful entrance interview; OR
- Participation in a pre-selection kit (when no design portfolio exists), plus a successful entrance interview.

Additionally for International Applicants

- Equivalent IELTS 6.0 (Academic) with no skills band less than 5.5

LCI Melbourne's admissions team act on behalf of the academic team with delegated authority to assess applicants against the stated entry criteria and any applicable course requirements or prerequisites. Their scope of delegated authority is limited to applications that meet all the required entry criteria. Where an applicant does not meet all the entry criteria, they will be referred to the Academic Dean (or delegate) for assessment. Decisions in relation to admissions will be based on a documented assessment of the applicant's overall ability to undertake the course and achieve the course learning outcomes.

Applicants under the age of 18

LCI Melbourne is committed to the personal safety and social wellbeing of all students. LCI Melbourne has particular obligations relating to students who are under 18 years of age at the time of admission.

Where the course permits students under the age of 18 years, applicants under the age of 18 must have their parent or legal guardian agree to LCI Melbourne's terms and conditions of enrolment.

International applicants under the age of 18

International applicants (on a student visa) that are under the age of 18 years, unless the applicant decides to live in on campus accommodation, must also complete and return the Accommodation and Welfare Plans form and make additional arrangements for guardianship and accommodation that satisfy the Department of Immigration and Border Protection (DIBP) Migration Regulations.

Applicants with a disability or medical condition

Applicants requiring accommodation of a disability or temporary medical condition will be assessed on a case by case basis.

Complaints and Appeals

If an applicant's admission to LCI Melbourne or to their preferred course has been rejected, they can lodge a request to have the decision reviewed by lodging a formal complaint in accordance with the Student Non Academic Complaints Policy.

Further Information

- Department of Immigration and Border Protection requirements for International Students under 18 years of age, and Migration Regulations 1994 (Public Interest Criterion 4012A)
- Education Services for Overseas Students (ESOS) Regulations 2001
- Higher Education Support Act 2003, 19-35, and associated Administration Guidelines Higher Education Standards Framework (Threshold Standards) 2015 – Part A, Standard 1.1
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code 2007) - Standard 2.2

Accountable Officers

The accountable officers for the implementation and relevant training of this policy are listed below.

Policy Category		Operational		
Responsible Officer		LCI President		
Review Date		Q3 2019		
Approved by				
Campus Management Committee on behalf of the Board of Directors				
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Academic Dean	New policy	Dec.2017	Jan 2018