



Policy Name	Admission Policy
Policy Number	G004
Approval Authority	Board of Directors
Responsible Officer	Campus Director
Operational Responsibility	Admissions Director
Purpose	This policy outlines the principles and commitments that guide the admission of students to LCI Melbourne. It ensures that admission practices are fair, transparent, and aligned with the institution's strategic goals and regulatory obligations.
Scope	This policy applies to all prospective students applying for admission to LCI Melbourne's accredited programs, including domestic and international applicants across all modes of study.
Policy Statement	LCIM is committed to maintaining fair, equitable, and transparent eligibility criteria for the admission and selection of students into its courses. Our Admission Policy aligns with the <i>Higher Education Standards Framework (Thresholds) 2021 (HESF)</i> , specifically Standard 1.1 Admission , Australian Qualifications Framework (AQF) levels, the Education Services for Overseas Students Act 2000 and pathways requirements. We adhere to: <ol style="list-style-type: none">Compliance: legislative, contractual, and professional registration requirements,Credit Recognition: recognising credit arrangements, andAcademic Progression: ensuring that applicants possess the requisite academic preparation and proficiency in English necessary for successful academic course progression.
Policy	Principles: <ol style="list-style-type: none">LCIM will set fair, equitable and transparent eligibility criteria for the admission and selection of students into courses which:<ul style="list-style-type: none">Ensure that applicants have the required academic preparation to progress in their course, inclusive of those listed under the minimum academic entry requirements within the Admissions Procedure.Ensures meets English Language Proficiency requirements to progress in their course as outlined in the Admissions Procedure.Recognises prior study or employment as a contributing factor for course credits and duration as outlined in the Academic Credit and RPL Policy and ProcedureEnsures that the student is aged 18 and over to undertake a course, in line with the Child Safety Policy and Procedure.LCIM is dedicated to promoting equity and diversity by ensuring inclusive access to all accredited courses and programs, supporting individuals from diverse backgrounds, and fostering an environment where all students have the opportunity to succeed. Access schemes that support these underrepresented groups are outlined within the Admissions procedure.

	<p>3. LCIM is committed to aligning applicant achievements with course requirements in the best interests of the applicant and their capacity.</p> <p>4. All applicants who meet the eligibility criteria for entry, as detailed within the Admissions Procedure, may be offered a place in a course, however, eligibility for admission does not guarantee an offer into a course.</p> <p>5. LCI Melbourne details an applicant's rights and obligations before accepting and enrolling, or declining an offer.</p> <p>6. Appropriate review and appeal provisions regarding selection are available to students in instances where their application to LCI Melbourne is denied.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Minimum academic entry requirements are recommended by the Director of Admissions, endorsed by the Academic Board and approved by the Board of Directors. 2. Public disclosure of information including course design, selection factors (e.g., ATAR, special entry), obligations and liabilities (e.g., fees, HELP), and available support services is made accessible via marketing materials such as the LCIM website, social media, brochures, and international sales agents' packs. This information is maintained and kept up to date by the LCI Melbourne Marketing and Admissions team. <p>Compliance:</p> <ol style="list-style-type: none"> 1. All staff responsible for administering admission activities for or on behalf of LCI Melbourne must adhere to this policy and its associated procedures. 2. All staff responsible for administering agree to align with the Relevant Legislation and Guidelines outlined within this policy.
Definitions	<p><i>Admission</i> The process by which an applicant is offered (or denied) a place in a program or course, comprising application, assessment of the application, offer, and acceptance of the offer.</p>
	<p><i>English language entry requirements</i> A requirement that an applicant must evidence a minimum level of English language proficiency, which is outlined in the Admission Procedure.</p>
	<p><i>Entry</i> An outcome of selection, where an applicant is offered a place in an accredited course and or program.</p>
	<p><i>Entry requirement</i> A requirement an applicant must meet to gain entry.</p>
	<p><i>Offer</i> The offer to an applicant of a place in an accredited course.</p>
	<p><i>Selection</i> Process of assessing applicants and deciding which will be offered a place in an accredited course, and which will be denied a place.</p>
Relevant Legislation and Guidelines	<ul style="list-style-type: none"> • TEQSA Guidance Note on Admissions transparency • Higher Education Standards Framework (Threshold Standards) 2021 • 2021 Higher Education Support Act (2003) • Australian Qualifications Framework • Commonwealth Register of International Courses for Overseas Students (CRICOS) • Education Services for Overseas Students Act 2000 • National Code of Practice for Providers of Education and Training to Overseas Students 2018

	<ul style="list-style-type: none"> • Disability Discrimination Act 1992 • Study Assist Australia • UN Declaration on the Rights of Indigenous Peoples 		
Key Related Documents	<ul style="list-style-type: none"> ▪ G004 Admission Procedure ▪ A014 Academic Credit and RPL Policy and Procedure ▪ TBC Child Safety Policy ▪ TBC Child Safety Procedure 		
Date Approved	27 August 2025		
Date of Commencement	20 August 2025		
Date for Review	M1 2027		
Documents superseded by this Policy	Admissions 2024		
Amendment History	Policy last updated October 2024		
Signed and dated for LCIM	Prof. Warren Bebbington	Minutes M4 2024 29 October 2024	29 October 2024

INFORMATION FOR PUBLISHING ON POLICY REGISTER				
Policy/Policy Category	Governance			
Responsible Officer	Dean			
Stakeholders	Board of Directors Academic Board Executive Management Academic Staff Administrative Staff			
Review Date	M4 2027			
Approved by Board of Directors	M3 2025			
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Dean	New policy and procedure	M1 2020	M1 2020
2.0	Dean	Update to procedure	October 2024	October 2024
3.0	Dean	Update to procedure	7 February 2024	7 February 2024
4.0	Admissions Director	Update to Policy	30 July 2024	29 October 2024
5.0	Admissions Director	Policy and Procedure Review	27 August 2025	27 August 2025