

Policy Name	Admission Procedure
Policy Number	G004
Responsible/Approving Officer	Campus Director
Operational Responsibility	Director of Admissions
Purpose	To establish a systematic and transparent process for admitting students to all accredited courses and programs at LCI Melbourne (LCIM).
Scope	This Admission Procedure is applicable to all accredited courses and programs offered by LCI Melbourne (LCIM), encompassing both domestic and international students.
Procedure Statement	<p>LCIM follows a comprehensive Admissions Procedure aligned with our commitment to maintaining fair, equitable, and transparent eligibility criteria for student admission as outlined in our Admission Policy. This procedure adheres to the <i>Higher Education Standards Framework (Thresholds) 2021 (HESF)</i> and <i>Australian Qualifications Framework (AQF)</i> levels, the Education Services for Overseas Student Act 2000 and pathways requirements, ensuring a robust and compliant approach to admissions.</p> <p>Our procedure includes:</p> <ul style="list-style-type: none"> <li>a. <b>Compliance:</b> We adhere to legislative, contractual, and professional registration requirements to uphold the standards set by regulatory bodies.</li> <li>b. <b>Credit Recognition:</b> We recognise credit arrangements, allowing applicants with prior study or experience to seek credit for relevant achievements, ensuring a smooth academic progression.</li> <li>c. <b>Academic Preparedness:</b> We ensure that applicants possess the necessary academic preparation and English Language Proficiency required for successful course progression.</li> </ul> <p>This procedure, in alignment with <i>HESF Domain 1: Student participation and attainment</i>, specifically <b>Standard 1.1 Admissions, 1.2 Credit &amp; Recognition of Prior Learning and 2.2 Diversity and Equity</b>. Additionally, it aligns with <b>Domain 7.2 Information for Prospective and Current Students</b>, ensuring transparency for both prospective and current students.</p> <p>Our commitment to diversity, transparency, and excellence guides every step of the Admissions Procedure, creating a pathway for qualified applicants to thrive in our learning community</p>
Procedure	<p><b>1. Entry Requirements &amp; Selection Criteria:</b></p> <p>LCIM admits students from a range of educational backgrounds, including completion of Year 12, previous higher education (HE) or vocational education study, work, and life experience, and for some courses – admissions consultations, portfolios, or pre-selection tasks may be required.</p>

A prospective student must meet all of the relevant entry requirements for an accredited course at LCIM. This includes both the Minimum Entry Requirements, as well as the specific entry requirements for a chosen course.

LCIM admits students on the basis of their demonstrated capacity to succeed and sets minimum entry requirements for each level of study (e.g. diploma or bachelor degree), including:

- the minimum age requirement (aged 18 and over).
- the minimum English language requirement.
- the minimum academic entry requirements (by level of study/course).

The *entry requirements* for **domestic** applicants are:

- Satisfactory completion of Australian Year 12 or one of the equivalent qualifications as defined under *minimum academic entry requirements*.
- Students residing in Victoria can apply via the Victorian Tertiary Admissions Centre (VTAC) for our February intake. Select LCIM courses have a Guaranteed ATAR. If applicants receive an ATAR equal to or above the Guaranteed ATAR and meet the course entry requirements, they will be guaranteed an offer in the course. For VTAC applicants to receive an offer, the course must be their highest eligible preference.
- Year 12 applicants for our Bachelor of Design Arts, Diploma of Fashion Design and/or Diploma of Graphic Design via VTAC can get automatic entry (bypass the Admissions Consultation additional selection requirement) if they get a pass on one or more of the following Unit 3 & 4 VCE or VCE VET units:
  - Applied Fashion Design & Technology (VCE VET)
  - Art Creative Practice
  - Art Making and Exhibiting
  - Creative and Digital Media (VCE VET)
  - Media
  - Product Design and Technologies
  - Visual Arts (VCE VET)
  - Visual Communication Design

Short courses and microcredentials:

- There are no prerequisites for entry into LCIM's short courses or microcredentials.
- Short courses and microcredentials are only open to Domestic students.
- Students must be 18 years of age or older to partake in a short course or microcredential.

The entry requirements for **international** applicants apply into all LCI Melbourne Bachelor degrees and Diplomas, including:

- Satisfactory completion of Australian Year 12 or one of the equivalent qualifications as defined under minimum academic entry requirements.
- Proof of *English Language Proficiency*\* (IELTS overall score of 6.0, with no skills band lower than 5.5 or equivalent like TOEFL, Pearson Test of English or CAE).
- A current Student visa to study in Australia. Australian visas are issued by the Department of Home Affairs.
- Overseas Student Health Cover (OSHC).

In the Australian higher education sector, an '**international**' or 'overseas' student is a person who:

- is not an Australian citizen or permanent resident; and
- is enrolled, or will enrol, in a course of study with a higher education provider; and
- is aged 18 and over.

An '**international**' or 'overseas' student does not include:

- a New Zealand citizen; or
- a person seeking asylum who holds either a: Temporary Protection Visa (TPV), or Safe Haven Enterprise Visa (SHEV) or Bridging Visa E or Humanitarian Stay (Temporary) visa or Temporary Humanitarian Concern Visa.
- a person entitled to stay in Australia, or to enter and stay in Australia without any limitation as to time; or
- a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative.

#### **English Language Proficiency\***

The language of instruction at LCIM is English. Applicants can demonstrate their English Language Proficiency in one of the following ways:

1. Achieve minimum scores on tests of English proficiency as described in the English Language Proficiency table below.
2. International Baccalaureate (IB) English Language A1 or A2 (Higher or Standard level), minimum grade of 5 or better.
3. Proof of undergraduate or higher degree conferral from a recognised postsecondary institution where English is the language of instruction. Successful completion of a minimum of two consecutive full-time academic semesters or quarters of postsecondary course work at an equivalent credential level, with a minimum overall score of 68% for degree and 55% for diploma, at a recognised college or university in which English is the language of instruction. Successful completion is defined as passing all

	<p>courses for which the student was registered during the two semesters.</p> <ol style="list-style-type: none"> <li>4. Achieve a PASS on GED administered in English.</li> <li>5. 480 score or higher on the Evidence-Based Reading and Writing Section of the SAT.</li> </ol>												
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	<p>Island, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guyana, Kenya, Kiribati, Lesotho, Liberia, Malawi, Mauritius, Namibia, Nigeria, Papua New Guinea, Samoa, St Kitts and Nevis, St Lucia, Sierra Leone, Singapore, Solomon Islands, South Africa, Tanzania, Tonga, Trinidad and Tobago, Uganda, Zambia and Zimbabwe.</p> <p><b>Additional Selection Task</b> For all accredited courses within the field of creative arts education (e.g., Diploma of Graphic Design, Bachelor of Design Arts), applicants are required to participate in an <i>Admission Consultation</i> with an Admissions staff member. During this process, applicants may choose to showcase a portfolio of their creative work. Following the completion of the selection task, students may be requested to provide additional detail to support their application.</p> <p><b>2. Publication of Information for Applicants</b></p> <p>Public disclosure of a range of information is made available to prospective students via marketing materials such as, and limited to the LCIM website, social media, advertisements, course brochures and international sales agents' packs. This includes:</p> <ul style="list-style-type: none"> <li>• application processes</li> <li>• course design and structure</li> <li>• factors considered in selection (e.g., ATAR and other special entry requirements)</li> <li>• obligations and liabilities (e.g., fees, HELP liabilities)</li> <li>• available student support</li> <li>• facilities</li> </ul> <p><b>3. Application and Selection Procedure</b></p> <ul style="list-style-type: none"> <li>• Domestic students may apply via VTAC or directly to LCIM.</li> <li>• International students may apply directly to LCIM and/or with the support of an LCI-affiliated international study agent.</li> <li>• For both domestic and international applicants, selection decisions are made without bias or discrimination. LCIM promotes diversity and considers each applicant based on merit and suitability for the chosen course.</li> <li>• LCIM employs a thorough and consistent selection methodology to ensure fair, timely and transparent selections. Some courses may include a specific selection task, such as an admission consultation, portfolio review or pre-selection task. The nature of the task, if required, will be communicated to applicants in advance. In some instances, prospective students may have to provide supplementary information following the completion of their Admissions consultation to support their application (e.g. previous work).</li> <li>• Applicants have the right to request a review of selection decisions.</li> <li>• Requests for review should be submitted in writing to the Global Admission Team, who will conduct a fair and impartial review</li> </ul>
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	<p>process. If a decision is overturned, the applicant will be notified accordingly.</p> <p><b>4. Offers of Admission</b></p> <p>At LCIM, only specific individuals can decide on a student's admission status. These include:</p> <ul style="list-style-type: none"> <li>▪ An employee or contractor working directly for LCIM.</li> <li>▪ VTAC, a trusted organisation, can also make decisions on behalf of LCIM.</li> </ul> <p>If a student receives an offer, it might come with conditions. These conditions could include providing more evidence that they meet the entry requirements or satisfying other details mentioned in the offer. LCIM might set a deadline for an applicant to accept the offer. If they don't respond within this time, the offer may no longer be valid.</p> <p>If an applicant has been offered a spot and there are changes to the entry requirements between the offer date and the chosen course start date, LCIM will still honour the offer.</p> <p>All offers will include the below details:</p> <ul style="list-style-type: none"> <li>▪ The course offered</li> <li>▪ How they'll attend (full time or part time)</li> <li>▪ The teaching period when the enrolment commences</li> <li>▪ Duration of study</li> <li>▪ Campus location</li> <li>▪ Recognised Prior Learning or credit</li> <li>▪ Any financial or funding details, including any deposits that need to pay</li> </ul> <p>All admission offers are communicated in writing.</p> <p><b>5. Selection Outcome</b></p> <ul style="list-style-type: none"> <li>• Applicants receive notification of their application outcome within five working days of the completion of the selection process, delivered through email.</li> <li>• Successful applicants are issued a Letter of Offer (LOO) and provided with detailed information about their rights and obligations before admission, ensuring clarity before accepting any fees.</li> <li>• In some instances, conditional letter of offers can be provided (for example, for students currently completing Year 12). In these cases, the student is required to submit the documentation to meet their condition before the designated intake dates.</li> </ul> <p><b>6. Acceptance Procedure</b></p> <p>On receipt of an offer of a place on a LCIM course, applicants may accept, defer, or reject the offer. Accepting the offer implies the applicant is willing to begin study at LCIM the next, or their nominated, course commencement date. Deferring an offer implies the applicant wishes to nominate a course commencement date beyond the next course commencement date. LCIM will honour an offer if it is deferred</p>
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for up to one calendar year without requiring a new application, assuming the course is still accepting new students. Rejecting an offer implies the student wishes not to study at LCIM and will have to open a new application if they subsequently wish to study at LCIM.

## 7. Equity & Diversity

LCIM is committed to supporting student diversity and ensuring that people from all backgrounds have an opportunity to access all accredited courses and programs.

### *Process for Special Circumstances or Special Needs:*

**Indicate Special Needs or Circumstances:** Applicants can indicate any special needs or educational disadvantages through the direct application process or VTAC special entry access scheme (SEAS).

**Consideration of Factors:** LCIM will review factors such as personal information or geographic location, financial background, disability or medical condition, and difficult circumstances that may have impacted the applicant's educational performance to meet academic entry requirements. Each circumstance is reviewed on a case-by-case basis.

**Provide Supporting Evidence:** Applicants are required to provide appropriate evidence to support their request for consideration under these circumstances.

**Additional Selection Task:** If consideration is granted based on the provided evidence, applicants may be required to complete an additional selection task to meet the minimum academic entry requirements. Where an ATAR is required for entry, student's successful under this category will receive an offer if they attain an ATAR score within ten points of the lowest selection rank.

LCIM aligns its equitable access schemes with the Disability Discrimination Act 1992 (DDA), ensuring fair opportunities for entry into tertiary education for underrepresented groups.

### *Application Process for Aboriginal and Torres Strait Islander Applicants:*

**Identify as Aboriginal or Torres Strait Islander:** During the direct application process or VTAC special entry access scheme, applicants can self-identify their Aboriginal or Torres Strait Islander descent.

**Consideration for Entry Requirements:** This identification may be taken into account when assessing minimum academic entry requirements.

**Additional Selection Task:** An additional selection task may be required for applicants identifying as Aboriginal or Torres Strait Islander as part of the application process to meet the minimum academic entry

	<p>requirements. Where an ATAR is required for entry, student's successful under this category will receive an offer if they attain an ATAR score within ten points of the lowest selection rank.</p> <p><b>Access to Indigenous Scholarship and Support:</b> Successful applicants will be eligible for the Indigenous Scholarship. For further assistance or support in completing their application, applicants are encouraged to contact LCIM's Admissions team.</p> <p><b>8. Credit &amp; Recognition of Prior Learning (RPL)</b></p> <p>LCIM adheres to HESF <i>Domain 1.2 on Credit and Recognition of Prior Learning</i>, implementing the LCIM Academic Credit and RPL Policy and Procedure for fair and transparent assessment. Applicants with prior study or work/life experience can seek recognition through RPL or credit. Credit may be granted for previous studies at any institution globally, including LCIM. Overseas studies are compared to Australian qualifications for eligibility. Additionally, credit for prior experience is considered for skills gained through employment, professional development, short courses, on-the-job training, or life experience. If a student believes they are entitled to RPL credit, they may make a claim to the Admissions team, providing evidence for the claim. The Admissions team will provide this claim and associated evidence to Heads of Faculty, the A to assess the validity of the claim and either grant or reject the claim. Evidence supporting a RPL claim could include:</p> <ul style="list-style-type: none"> <li>▪ evidence of completion of courses at LCIM or other institutions,</li> <li>▪ relevant course outlines and learning outcomes</li> <li>▪ letters of recommendation from relevant academics and professionals, or</li> <li>▪ substantive evidence of professional achievement (this list is not exclusive).</li> </ul> <p>The Admission Team will aim to respond to students' RPL claims with a clear accept or decline decision within 2 weeks of receipt of the claim and supporting evidence.</p> <p>The student may seek an appeal of a decline RPL claim. An appeal should be supported with evidence similar to the evidence required for the initial RPL request. The appeal will be managed by the Director of Studies in collaboration with relevant academic staff. The appeal review will be completed and an outcome communicated to the student within 2 weeks of receipt of the appeal and its supporting evidence. The outcome of the appeal will be regarded as final.</p>	
<b>Definitions</b>	<i>Admission</i>	<p>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>

	<i>Age requirement for entry</i>	A minimum age below which an applicant may not be offered a place.
	<i>English language entry requirements</i>	A requirement that an applicant must evidence a minimum level of English language proficiency.
	<i>Entry</i>	An outcome of selection, where an applicant is offered a place in an accredited course and or program.
	<i>Entry requirement</i>	A requirement an applicant must meet to gain entry.
	<i>Victorian Senior Secondary Qualification</i>	Victorian Certificate of Education (VCE) with or without a Vocational Major.
	<i>Australian Year 12 (other states)</i>	The Australian Senior Certificate of Education for the State.
	<i>New Zealand Level 3</i>	The National Certificate of Educational Achievement.
	<i>International Baccalaureate Diploma</i>	The International Baccalaureate Diploma.
	<i>Australian higher education studies</i>	Satisfactory completion, on an award or non-award basis at any university (including Open Universities Australia), of at least two units (subjects) at undergraduate level equivalent in volume of learning to at least 20 LCIM credit points.
	<i>International tertiary studies</i>	Satisfactory completion of study equivalent to at least six months full time in a course assessed as equivalent to an AQF qualification of at least level 5.
	<i>Australian vocational education studies</i>	Satisfactory completion of an AQF accredited award at Certificate IV or above.
	<i>International secondary schooling</i>	A qualification recognised by LCIM as detailed under the Country or region equivalence webpage for recognised qualifications that are frequently presented by applicants.
	<i>Applicants with special considerations, who have faced special circumstances or who identify</i>	Students who provide evidence of factors outlined in Section 7 of the Procedure may have this considered in meeting the minimum academic entry requirements.

		<i>as Aboriginal or Torres Strait Islander</i>			
		<i>Mature Age</i>	Students are considered mature age if they are 21 (for higher education) years of age or older on 1 January of the year they start their LCIM course. This classification includes individuals opting for higher education later in life, who may not have completed Year 12 or took time off after high school, recognising case equivalency for minimum academic entry requirements.		
	<i>Offer</i>	The offer to an applicant of a place in an accredited course.			
	<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.			
	<i>Selection task</i>	A course entry requirement whereby applicants are required to complete a specific task(s) such as undergo an admissions consultation, submit a folio of creative work, complete a pre-selection task, etc. Selection tasks are designed to assess an applicant's capacity to succeed in their chosen course and reflect LCIM's commitment to equity and diversity.			
<b>Relevant Legislation and Guidelines</b>	<ul style="list-style-type: none"> <li>▪ <a href="#">TEQSA Guidance Note on Admissions transparency</a></li> <li>▪ <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a></li> <li>▪ <a href="#">2021 Higher Education Support Act (2003)</a></li> <li>▪ <a href="#">Australian Qualifications Framework</a></li> <li>▪ <a href="#">Commonwealth Register of International Courses for Overseas Students (CRICOS)</a></li> <li>▪ <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a></li> <li>▪ <a href="#">Disability Discrimination Act 1992</a></li> <li>▪ <a href="#">Study Assist Australia</a></li> <li>▪ <a href="#">UN Declaration on the Rights of Indigenous Peoples</a></li> <li>▪ <a href="#">Cambridge English Qualifications: Comparing scores to IELTS</a></li> <li>▪ <a href="#">Investigating the Relationship Between PTE-Academic and IELTS Academic</a></li> <li>▪ <a href="#">Aligning scores of language proficiency tests: A score concordance study between IELTS Academic and TOEFL iBT</a></li> </ul>				
<b>Key Related Documents</b>	<ul style="list-style-type: none"> <li>▪ G004 Admission Policy</li> <li>▪ G018 Access and Equity Policy and Procedure</li> <li>▪ A014 Academic Credit and RPL Policy and Procedure</li> </ul>				
<b>Date Approved</b>	20 August 2025				
<b>Date of Commencement</b>	27 August 2025				
<b>Date for Review</b>	M2 2027				

<b>Documents superseded by this Policy</b>	Admissions 2020
<b>Amendment History</b>	Policy updated July 2024
<b>INFORMATION FOR PUBLISHING ON POLICY REGISTER</b>	
Policy/Policy Category	Governance
Responsible/ Approving Officer	Dean
Stakeholders	Board of Directors Academic Board Executive Management Academic Staff Administrative Staff

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 2023	October 2023
3.0	Dean	Update to procedure	7 February 2024	7 February 2024
4.0	Admissions Director	Update to Procedure	30 July 2024	29 October 2024
5.0	Admissions Director	Update to Procedure	27 August 2025	27 August 2025