

1. About Academies Australasia Polytechnic

Academies Australasia Polytechnic (AAPoly) offers excellence in teaching. We employ only qualified and experienced teachers which have a passion for what they do. We make every student feel welcome and part of a lively team focused on results. Our main campus is located in Melbourne - one of the world's great cities. It is clean, safe, friendly and culturally diverse. We also have a campus in Sydney.

AAPoly aims to deliver quality programs that provide a first class learning experience. We are part of Academies Australasia Group (www.academies.edu.au), a publicly listed company on the Australian Stock Exchange, with more than 50 years in education.

We are a dual-sector private provider offering Higher Education and Vocational courses to domestic and international students aged 18 years and above. AAPoly is a Federation University Australia Partner Provider delivering a selected range of FedUni's Vocational and Higher Education programs in Business, Commerce and Management at our Melbourne city teaching location. We provide well qualified lecturers with vast amount of professional experience in their respective fields.

Small class sizes at AAPoly mean you will not be lost in a crowd. You will be part of a friendly, supportive study group. Our teachers will be able to provide you with greater support in class.

Melbourne is a vibrant business and finance centre. This means exciting career possibilities are within arm's reach. AAPoly's Melbourne campus is located where trains and trams stop close to its door steps. It takes less than 5 minutes to walk from Southern Cross Train Station and the Bourke Street tram line is located close to AAPoly's Bourke Street building entrance. Our Sydney campus is also conveniently located, less than 10 minutes' walk from the nearest train station.

Our campuses offer modern, contemporary teaching and learning facilities. We have an outdoor shared recreational deck (in Melbourne campus only) with tennis court, BBQ and meal areas. We also provide great indoor study and rest facilities (classrooms, computer labs, sofa lounges and lunch areas) for students. The Library and library services provide extensive support to students.

At the point of writing (August 2017), AAPoly does not have provision for Commonwealth Supported Places, does not participate in FEE-HELP and is not registered for VET Student Loans. We welcome any students who are not reliant upon these Australian Government subsidies to study with us.

Campus locations

Melbourne campus: Level 7, 628 Bourke Street, Melbourne 3000

Sydney campus: Level 6&7, 333 Kent Street, Sydney NSW 2000

Open days and campus visits:

Open days will be published in our website.

For campus visits, please contact Reception 61 3 8610 4100 or enquiries@aapoly.edu.au

Important dates

Orientation and Enrolment dates are published in our website:

<http://www.aapoly.edu.au/enrolment-info>

Contact details

AAPoly Reception
Level 7, 628 Bourke Street,
Melbourne 3000
T +61 3 8610 4100
Email: enquiries@aapoly.edu.au

2. Admission Criteria

Each applicant must meet the minimum entry requirements specified for each course of study. Entry requirements for courses at AAPoly can be found via this link:

<http://www.aapoly.edu.au/aapoly-courses> for international students and via this link:

<http://www.aapoly.edu.au/domesticstudents/domestic-students> for domestic students.

For **Higher Education courses** only, prospective students are assessed as follows:

A. Applicants with Higher Education Study

- a. If the applicant has undertaken higher education in an Australian institution or a course which is equivalent to Australian Quality Framework Level 7 or above and passed at least one subject at AQF 7 level, the applicant would be eligible for admission to AAPoly's undergraduate degree(s).
- b. If the applicant has not successfully completed any units in higher education, the applicant's previous academic history will be taken into consideration including secondary school 's results or previous VET qualifications.

Completed bridging or enabling course

Applicants are eligible for admission if they have satisfactorily completed a Foundation Studies program offered by a university or TAFE.

B. Applicants with Vocational Education and Training (VET) study

Applicants who have successfully completed an Australian nationally recognized Vocational Education and Training course at Diploma or above, are eligible for admission into undergraduate degree courses.

Partially completed VET courses, at Diploma or above, will be considered on a case-by-case basis.

C. Applicants with Recent Secondary Education (within the past two years)

- Successful completion of Victorian Certificate of Education (VCE) or equivalent.
- International Baccalaureate (IB) notional ATAR (provided by the local Tertiary Admissions Centre (TAC) will be considered equivalent to the ATAR.
- Interstate Year 12 applicants – successful completion of VCE equivalent secondary school education and will be considered in the same way as the VCE.

D. Applicants with work and life experience

- Applicants who completed secondary education more than two years ago
These will be assessed according to their Year 12 or equivalent results.
- Applicants without formal tertiary or secondary educational qualifications
These will be assessed on a case-by-case basis. Considerations will be given to:
 - a. Five years or more relevant work experience – with employer references
 - b. Continuous personal development – professional or skills-based training
 - c. Comprehensive curriculum vitae describing work and life experiences, achievements or contributions to community.

E. Credit Transfer

Applicants with previous higher education studies and/or Vocational Education and Training qualifications (in full or partial) may be eligible for credit transfer or recognition of prior learning. Applicants must apply for credit transfer/recognition of prior learning before or concurrent with their course applications.

Download the Credit Transfer Application form from <http://www.aapoly.edu.au/apply>
The information about documentation requirements is on the second page of the form.

Qualifications achieved more than 5 years prior to the application for credit transfer will normally not be considered.

3. Additional Information

Aboriginal and Torres Strait Islander People

Admission options for Aboriginal and Torres Strait Islander People are similar to any other applicants. However, they should be made aware of any course specific requirements (not entry requirements) that may not be aligned with their cultural practices.

Domestic applicants with overseas qualifications

Overseas qualifications will be assessed for equivalence to Australian standards. When determined to be equivalent to Australian standards, the qualifications will be assessed according to course-specific entry requirements.

English Language proficiency

- Applicants who have successfully completed tertiary or secondary studies from a country where English is the medium of instruction, would have met English Language proficiency admission requirement.
- International English Language Tests

For undergraduate courses:

IELTS (Academic) overall score of 6.0 (with no band less than 5.5)
PTE (Academic) overall score of 50 (with no score less than 42)
TOFEL and Cambridge equivalent scores are also considered.

4. How to Apply

- a. Apply direct to AAPoly. (VTAC is not applicable).
- b. Each application form must be accompanied by
 - Certified copies of academic documents (e.g. transcript, certificates)
 - Evidence of English language proficiency (if applicable)
 - Employment related documents e.g. CV, employer reference letters
 - Any relevant professional/personal development evidence or certificates
 - Study rights (for international students)
 - Any credit transfer or recognition of prior learning application, accompanied by certified copies of supporting certificates and/or evidence as specified in the Credit Transfer Application Form.

Completed application form and supporting documentation must be sent

Via Email

To Applications@aapoly.edu.au

Or

By Post or in Person to

Reception,
Level 7, 628 Bourke Street, Melbourne, 3000
Business hours: 9 am to 5 pm (Monday to Friday)

5. Enrolment

- a. If all your documents are in order, the application processing time should not be more than five working days. We will contact you if there are missing documents. Closer to semester commencement, application processing might take a little longer.
- b. If everything about your application is in order, we will send you a Letter of Offer describing the course, course start and end dates, total course fees and other essential information for course commencement.
- c. Please read the Letter of Offer carefully. The second part of the Letter of Offer is the Student Agreement section.
- d. If you had applied for credit transfer, please make sure that your credit transfer application has been processed and your course duration has been adjusted accordingly.

- e. To accept the offer, please return a signed copy – either in person, by post or by email to Applications@aapoly.edu.au
- f. If you want to defer your course commencement, please send an email to Applications@aapoly.edu.au to inform them of your decision. There is further documentation required for a deferral. Please make sure that you inform us before course commencement. You can defer your course for a maximum of 12 months (as a domestic student).
- g. Fees and charges related to your course are documented in your Letter of Offer. At any time, you can access general fees information via this link: <http://www.aapoly.edu.au/aapoly-courses>
- h. If you need more information about the Offer or about the Enrolment, please email us via Applications@aapoly.edu.au or drop in and see us.

6. Student and campus services

Prospective students are welcome to browse through our website for more information about AAPoly and the support services offered to students.

Download a copy of the Student Handbook which provides information for pre-arrival preparation and a range of services available in Australia to support students.

7. Student Profile

AAPoly has only one higher education degree – the Bachelor of Tourism and Hospitality Management. The Student Profile below reflects enrolments for this course only.

The Bachelor of Tourism and Hospitality Management Student Profile

Applicant background	Semester One 2017 intake	
	Number of students	Percentage of all students
(A) Past higher education study (includes a bridging or enabling course)	L/N	N/P
(B) Past vocational education and training (VET) study	L/N	N/P
© Recent secondary education: <ul style="list-style-type: none"> Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points) Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR) Admitted on the basis of other criteria only and ATAR was not a factor (e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement) 	L/N	N/P
(D) Work and life experience (Admitted on the basis of previous achievement other than the above)	L/N	N/P
International students	94	100%
All students	94	100%

Notes:

L/N – Low numbers; the number of students is less than 5.

N/A – Data not available for this item.

N/P – Not published: the number is hidden to prevent calculation of numbers in cells with less than 5 students.

More information about the course and course specific entry requirements, please use this link: <http://www.aapoly.edu.au/aapoly-courses>

AAPoly does not apply the ATAR in the assessment of entry requirements. Therefore the ATAR Profile for the Bachelor of Tourism and Hospitality Management is “Not Applicable”.

8. Where to get further information

You can find out more about Australian tertiary education by accessing the website of Tertiary Education Quality Standards Agency (TEQSA) and about higher education providers via TEQSA's National Register, using this link: <http://www.teqsa.gov.au/national-register>

AAPoly participates in the Quality Indicators Learning and Teaching (QILT) <https://www.qilt.edu.au/> since July 2017.

You can access AAPoly's Complaints and Appeals Procedure via this link: <http://www.aapoly.edu.au/gcprocedure>

We welcome any feedback and comments via enquiries@aapoly.edu.au.

If you would like to send a specific comment to the CEO, please send your comment to suggestionstotheCEO@aapoly.edu.au

----- End of Document -----