

Academies Australasia Polytechnic

Admission information for Bachelor of Business (Leadership and Management)

1. About Academies Australasia Polytechnic and the Bachelor of Business (Leadership and Management)

Academies Australasia Polytechnic (AAPoly) offers excellence in teaching. We employ only qualified and experienced teachers who have professional experience in their respective fields and 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, and we also have a campus in Sydney. Both Melbourne and Sydney are among the world's great cities. Melbourne is Australia's second largest city and home to over 100,000 international students. Well-known for its modern architecture and bohemian lifestyle, Melbourne is a great choice for students wanting to balance a high standard of education with a rich cultural lifestyle. Sydney is Australia's most vibrant and cosmopolitan city. It is famous worldwide for its iconic landmarks, beautiful beaches, national parks, active lifestyle and friendly locals. Sydney also has become a very popular choice for overseas students wanting to balance a high standard of education with a healthy and active lifestyle.

Our campuses offer modern, contemporary teaching and learning facilities. We have an outdoor shared recreational deck with tennis court, BBQ and meal areas (Melbourne), and we are located walking distance from the iconic Sydney Harbour (Sydney). 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. Small class sizes at AAPoly mean you will not be lost in a crowd. You will be part of a friendly, supportive study group where our teachers will be able to provide you with greater support in class.

The Bachelor of Business (Leadership and Management) course aims to equip students with high level work-ready skills that are career oriented. Students studying the BBUS (L&M) will learn core leadership and management concepts as part of this specialisation including foundations of leadership and management and professional skills such as decision making, situation and information analysis, communication and project management. Students will be prepared for employment in the management of large, medium and small organisations, in private and government sectors, in domestic and international contexts.

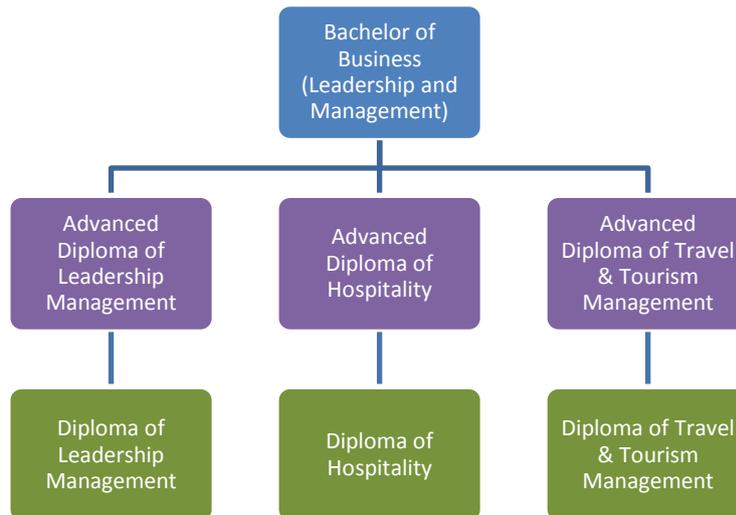
Career opportunities for those studying business with a leadership and management specialisation include:

- Business Manager
- Business Owner
- Human Resources Manager
- Organisational and Project Manager
- Public Relations Manager
- Retail Manager
- Strategic Planner

To ensure that graduates from this course are well-prepared for their future career, the BBUS (L&M) course is designed with an emphasis on case-based learning that builds progressively through the

degree. Real life case studies support theoretical learning for students. Industry practitioners will share their knowledge and experience, and students will participate in field trips to gain first-hand experience of the contemporary context of business, management and leadership. BBUS (L&M) is delivered over a three-year period and consists of 24 subjects including two (2) industry-placement / industry-project capstone subjects to challenge students through industry engagement.

There are a number of enabling courses via which a student may enter the BBUS (L&M) program. Key pathways are described in the diagram below.



2. Essential requirements for admission

- Applicants must be over the age of 18.

3. Student profile

The Bachelor of Business (Leadership & Management) is a new course. A Student Profile for this course will be provided when this data is available.

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

4. 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, applications from 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 (AQF) or above and passed at least two subjects at AQF 7 level, the applicant would be eligible for admission to AAPoly's undergraduate degree(s).

- b. For any subjects completed at AQF7 or above, the applicant can apply for credit transfer/advanced standing and recognition of prior learning (RPL). Please refer to Credit Transfer/Recognition of Prior Learning Policy and Procedure on our website via http://www.aapoly.edu.au/pdf/policies/std/Academic_Credit_Transfer_RPL_Policy.pdf

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. Foundation Studies does not qualify for credit transfers or recognition of prior learning.

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

- a. 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.
- b. Applicants who have successfully completed an Australian nationally recognized Vocational Education and Training course at Diploma or above, can apply for credit transfer/advanced standing and recognition of prior learning (RPL). Please refer to Credit Transfer/Recognition of Prior Learning Policy and Procedure on our website via http://www.aapoly.edu.au/pdf/policies/std/Academic_Credit_Transfer_RPL_Policy.pdf
- c. Partially completed VET courses, at Diploma or above, will be considered on a case-by-case basis.

C. Applicants with work and life experience

- Applicants who completed secondary education more than two years ago will be assessed according to their Year 12 or equivalent results.
- Applicants without formal tertiary or secondary educational qualifications 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.

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

Australian Year 12 students

- Minimum ATAR of 55
- 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.

Selection Rank adjustments

- A maximum of 10 points adjustment (minimum ATAR of 45) will be considered for under-represented students which include equity, socio-economic and compassionate grounds.
- Adjustments are determined through an interview process, with final approval by the Academic Dean.

ATAR Profile

- The Bachelor of Business (Leadership & Management) is a new course. An ATAR Profile for this course will be provided when this data is available.

Criteria that may apply in addition to ATAR

- There are no further considerations over and above the ATAR or equivalent entry criteria described above.

Other admission options

- Where an applicant is genuinely interested to pursue a course of study at AAPoly and is unable to satisfy any of the entry requirements, the prospective student should present a comprehensive resume and any academic records with the Application Form, providing any special or compelling circumstances for AAPoly's consideration.

Interstate or overseas Year 12

- Interstate Year 12 applicants – successful completion of VCE equivalent secondary school education and will be considered in the same way as the VCE.
- 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.

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.

Additional Information

Aboriginal and Torres Strait Islander People

All admission options are available to Aboriginal and Torres Strait Islander People (refer Point 2. Admission Criteria). However, any course specific requirements (not entry requirements) that may not be aligned with the cultural practices of Aboriginal and Torres Strait Islander People should be made clear.

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 - Applicant from English speaking background

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

English Language proficiency – Applicant from non-English speaking background

Where an applicant has not received English-medium higher education, secondary education or vocational education or has not completed an approved English preparation course, the following English proficiency achievement will be required via the approved external 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)

TOEFL and Cambridge equivalent scores are also considered.

5. 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
 - 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.

A completed application form and supporting documentation must be sent

- Via Email

To Applications@aapoly.edu.au

Or

- By Post

Academies Australasia Polytechnic,
Level 7, 628 Bourke Street, Melbourne, 3000

6. 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>

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

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