

General Admission Information - Academies Australasia Polytechnic

1. About Academies Australasia Polytechnic

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.

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.

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.

Melbourne and Sydney are vibrant business and finance centres. This means exciting career possibilities are within arm's reach. AAPoly's Melbourne campus is located near trains and trams; 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 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.

At the point of writing (September 2018), 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 on our website.

For campus visits, please contact Reception: +61 3 8610 4100 (Melbourne), +61 2 9224 5500 (Sydney) or enquiries@aapoly.edu.au

Important dates

Orientation and Enrolment dates are published on our website:

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

Contact details

Melbourne

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

Sydney

AAPoly Reception
Level 6 & 7, 333 Kent Street,
Sydney 2000,
T +61 2 9224 5500
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, 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

B. 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.

C. 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.

D. 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 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. 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.

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.

F. 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

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

- Domestic 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)

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

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.

Browse through the Domestic and International Student Handbooks which provide information for all students including pre-arrival preparation for overseas students and a range of services available to support students.

Domestic Student Handbook: <http://www.aapoly.edu.au/admission>

International Student Handbook: http://www.aapoly.edu.au/pdf/Int_Student_Handbook.pdf .

7. Student Profile

AAPoly has two higher education degrees – the Bachelor of Tourism and Hospitality Management and the Bachelor of Business (Leadership & Management). The Student Profile below reflects enrolments for the Bachelor of Tourism and Hospitality Management. The Bachelor of Business (Leadership & Management) Student Profile will be provided when this data is available.

The Bachelor of Tourism and Hospitality Management Student Profile

Applicant background	Semester One 2018 intake	
	Number of students	Percentage of all students
(A) Higher education study (includes a bridging or enabling course)	<5	N/P

(B) Vocational education and training (VET) study	<5	N/P
(C) Work and life experience (Admitted on the basis of previous achievement not in the other three categories)	<5	N/P
(D) Recent secondary education:		
• Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points)	<5	N/P
• Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)	<5	N/P
• 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)	<5	N/P
International students	172	100%
All students	172	100%

Notes:

"<5" – the number of students is less than 5.

N/A – Students not accepted in this category

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

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

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>

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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