

Admissions and Enrolment Policy

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Approved by:	General Manager, Group Quality, Accreditation & Compliance
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Section 1 – Introduction

1. Purpose

Academy of Interactive Technology (AIT) enrolls students from across the globe and is focused on producing successful and employable graduates. To support this focus, AIT has established entry criteria which incorporates prior academic studies, English level, employment history, interest, aptitude and genuine intent.

2. Scope

This policy applies to:

- i) All applicants (domestic and international) of Academy of Interactive Technology Pty Ltd, (also trading as Coder Academy Australia, Greenwich Higher Education, and ISCD), RTO: 90511, Registered Higher Education Provider PRV12005, CRICOS: 02155J;
- ii) All staff of AIT including employees and contractors;
- iii) All courses delivered by the College including those delivered on their behalf by education providers with whom there a licensing arrangement.

3. Definitions

Word/Term	Definition
Agent	Means a person or organisation representing the College which recruits overseas students and refers them to the College
Admission	Entry to a course
Applicant	A person applying to enrol
Commencement Date	The Monday of the week prior to the week when classes start. Often the same as Orientation Day.
Conditional admission	The applicant has been assessed as having met some of the required criteria to enter the course with other evidence pending. This could include missing documents, verified documents or GSR status
Credit Transfer(VET)	Recognition of previously completed formal VET qualifications or units of study that are equivalent to the subjects in a chosen course (see the RPL and Credit Transfer Policy & Procedure (VET)).
Credit/Advanced Standing (HE)	Students who have evidence of previously having completed studies in the same or an overlapping area at AQF level 5 or greater may apply for credit or advanced standing to reduce the subjects needed to complete the course (see the Credit/ Advanced Standing Policy & Procedure (HE)).
Documents Checklist Tool	The tool used to determine the evidentiary requirements for an international student
Enrolment	Having accepted an offer, agreed to institutional policies, and arranged payment of required fees.
FEE-HELP	A loan provided by the government for Higher Education Studies
Funding	Financial capacity as defined by DoHA on the <u>Documents Checklist</u>

	<u>Tool</u>
Full admission	The applicant has been assessed as having met all required criteria to enter the course
Genuine Student Requirement (GSR)	A student with the primary intention to undertake study
GSR Assessment Sheet	A form created by AIT to be used by students as part of their GSR assessment
Interview	If the applicant has been assessed and does not meet VET criteria 1 or 2, or HE criteria 1 – 3, the student may be invited to an interview to determine their eligibility for VET criteria 3 or HE criteria 4. As part of the interview process, students may be asked to provide evidence to demonstrate their capacity as outlined in the entry requirements.
Medical conditions	A Medical Condition refers to any physical or mental health issue, illness, injury, or disability that significantly impacts a student's ability to commence, continue, or complete their studies or assessments as normally required. This may include both acute and chronic conditions, diagnosed by a qualified medical practitioner, that materially affect the student's capacity to meet academic obligations or participate fully in their educational program.
Rejection	The applicant has been assessed and does not meet the criteria to enrol in a course at AIT
Recognition of Prior Learning (RPL)	A process of assessing informal learning experience/s that can be matched to the Learning Outcomes of subjects in the student's chosen course. If complete subjects are recognised, the student will have less subjects to study.
VET Student Loans (VSL)	VET Student Loans offers income contingent loan support to eligible students studying certain diploma level and above vocational education and training qualifications. Eligible students are entitled for loans up to a capped amount.

Section 2 – Policy

This policy meets the requirements of the National Code of Practice for Providers of Education and Training to Overseas Students 2018; and the Higher Education Standards Framework 2021; and Standards for Registered Training Organisations (RTOs) 2015.

1. Entry Requirements

Entry requirements are determined by the Academic Leadership Team in compliance with relevant legislative requirements and endorsed by the Academic Board. International equivalence is determined and approved by the Academic Director in consultation with QAC. Additional criteria beyond minimum academic and English requirements may be required for students to access government funding such as VET Student Loans (VSL) and FEE-HELP (FH) and for international students applying based on Department of Immigration and Home Affairs (DoHA) requirements due to their “country risk level”. Some courses (e.g. IT) may also require minimum capabilities in STEM, verified by year 12 results or an approved entry test (see course handbook for further information).

International students should also be aware of the Australian Governments own English requirements to apply for a student visa in Australia, they require a minimum IELTS (or equivalent) test score of 6.0 (IELTS requirement when packaged with English is 5.5).

- i) Students may be required to demonstrate their English capacity based on the country they completed their studies in rather than their nationality. For example, an Australian student who completed their studies in a non-English speaking country may need to provide evidence of English capacity.
- ii) AIT complies with the Higher Education Admissions Transparency requirements and publishes student profiles each year.
- iii) The table below outlines the entry requirements for each course level offered through AIT.

Course level	Academic requirement	English requirement
VET Certificate IV	<ul style="list-style-type: none"> Completion of Australian Year 10 or equivalent; OR Completion of a qualification awarded at Level 3 or above in the Australian Qualifications Framework (AQF); AND Must be 16 years of age or older 	English language proficiency of IELTS 5.5 or equivalent
VET Diploma	<ul style="list-style-type: none"> Completion of Australian Year 11 or equivalent; OR Completion of a qualification awarded at Level 4 or above in the AQF; OR AIT must reasonably believe you show competence to complete the course; AND Must be 17 years of age or older. Students under 18 will require a supporting letter from their parent or 	English language proficiency of IELTS 5.5 or equivalent (IELTS requirement when packaged with English is 5.5)

	guardian.	
Higher Education Diploma	<ul style="list-style-type: none"> • Certificate IV, VET Diploma or Higher Education Diploma; OR • Completion of one year of full-time study in a degree course at a higher education provider; OR • Admissions via non-academic criteria which may include demonstrated interest or experience in relevant fields or work. Students may be asked to demonstrate this through a short written piece, interview and/or portfolio; AND • Must be 17 years of age or older. Students under 18 will require a supporting letter from their parent or guardian. 	English language proficiency of IELTS 6.0 or equivalent
Bachelor	<ul style="list-style-type: none"> • Completion of Australian Year 12 or equivalent; <p>OR</p> <ul style="list-style-type: none"> • Certificate IV, VET Diploma or Higher Education Diploma; <p>OR</p> <ul style="list-style-type: none"> • Completion of one year of full-time study in a degree course at a higher education provider; <p>OR</p> <ul style="list-style-type: none"> • Admissions via non-academic criteria which may include demonstrated interest or experience in relevant fields or work. Students may be asked to demonstrate this through a short written piece, interview and/or portfolio; <p>AND</p> <ul style="list-style-type: none"> • Must be 17 years of age or older. Students under 18 will require a supporting letter from their parent or guardian. 	English language proficiency of IELTS 6.0 or equivalent
International students who have not completed 6 calendar months with their principal provider must provide a release letter prior to being accepted into any AIT course.		

All entry requirements are:

- i) Fair and equitable and do not exclude any student who is able to demonstrate that they can reasonably attempt the course and are likely to complete
- ii) Available in course information provided to applicants prior to application or enrolment

2. Certification

All documents must be certified. This can be done following these [instructions](#) on the Australian Department of Home Affairs (DoHA) website.

3. Verification

All academic and English documents must be verified by the admissions team prior to finalising the student's enrolment.

4. Applications for Enrolment

Students can apply for enrolment in the following ways:

- i) Apply directly by submitting an online application form with supporting documents*
- ii) Apply via an education or migration agent (agent) with supporting documents.**

* Once admitted, originals, or originals of certified copies, will need to be sighted by AIT Admissions Staff prior to finalising the student's enrolment. This includes proof of Citizenship for domestic students.

** International students with a country risk level of 2 or above are required to use an agent. Using an agent is always preferred if the student is coming from overseas.

5. Application Assessment

Students are required to demonstrate during the application process their capacity to meet the academic rigors of the course. All applications are assessed using the entry criteria listed above as well as any additional criteria set out by relevant regulatory bodies. All students are required to have a Unique Student Identifier (USI) or have appropriate exemption from needing one; International students can only apply for a USI once they are onshore in Australia.

Assessment will result in the student being identified as eligible for:

- i) Full admission; or
- ii) Conditional admission*; or
- iii) Interview; or
- iv) Rejection

6. Interview

Interviews may be conducted face-to-face, via phone or other technology with the Academic Director.

Students may be invited to attend an interview so their capacities can be assessed.

Currently interviews are not offered to international students. Students may be asked to provide evidence of work they have already completed which may include, but not limited to:

- i) sketches, drawings or paintings
- ii) graphic design, photo manipulation or photography
- iii) character designs or concept art
- iv) animatics, storyboard or script writing
- v) animation or stop motion

- vi) short film, documentary, home videos, movie trailers
- vii) game concept, game art or game design

7. Medical Conditions

During the enrolment process, students are asked to indicate if they have any medical conditions that may affect their studies. Students who indicate they do have a medical condition that may impact their studies are contacted to discuss their medical condition, how it may impact their studies, what they have in place to address this and how AIT can support them. The outcome of this meeting is communicated to relevant stakeholders as required.

8. Application for Credit Transfer/ Credit

Students that have previously completed equivalent units of competency in a VET course at AQF Level 4 or greater, may be eligible for credit transfer into one of our VET courses to reduce the subjects needed to complete the course.

Credit Transfer (VET) is offered at no cost. The exception is where Credit Transfer is applied for a full qualification, in which case an administration fee of \$300.00 applies to cover the cost of issuance of the AQF documentation.

Students who have completed Higher Education studies from an accredited education provider in the same or an overlapping area at AQF Level 5 or greater, may apply for Credit/ Advanced Standing into one of our Higher Education programs. An application fee of \$100 is charged for Credit/ Advanced Standing (HE).

Students must submit relevant evidence for Credit/ Credit Transfer assessment to be undertaken.

Please refer to the AIT Recognition of Prior Learning (RPL) and Credit Transfer Policy & Procedure (VET) for further information on applying for Credit Transfer into one of our VET courses. Refer to the AIT Credit/ Advanced Standing Policy & Procedure (Higher Education) for further information on applying for Credit into one of our Higher Education programs.

9. Recognition of Prior Learning (RPL)

VET students who can demonstrate and provide evidence of relevant formal, non-formal & informal learning (such as professional experience), which meets the Learning Outcomes of whole subjects in their chosen course, may apply for RPL. This may reduce the length of time to complete the course as fewer subjects may be needed for completion. Students must apply, pay an application fee of \$100, and submit relevant evidence for RPL assessment to be undertaken. If successful, a fee of 30% of the current tuition fee for the subject will be charged.

Information regarding RPL is available in course information provided to applicants prior to enrolment, as well as the AIT Recognition of Prior Learning (RPL) and Credit Transfer Policy & Procedure (VET).

10. Genuine Student Requirement (GSR)

International students are also required to demonstrate they meet Genuine Student Requirement (GSR). Assessment of a student's GSR status occurs throughout the application process but is not finalised until the acceptance process.

During the acceptance process, students are required to demonstrate they satisfy GSR by providing information including, but not limited to:

- i) A signed and completed GSR Assessment Sheet
- ii) Evidence of previous study, including previous study in Australia

- iii) Immigration history
- iv) Research on the value of the course to the students future
- v) Evidence of appropriate funding
- vi) Any other requirements as outlined by the Department of Home Affairs (DoHA) [Documents Checklist Tool](#) based on the risk level of the students country.

More information on the GSR here <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement>

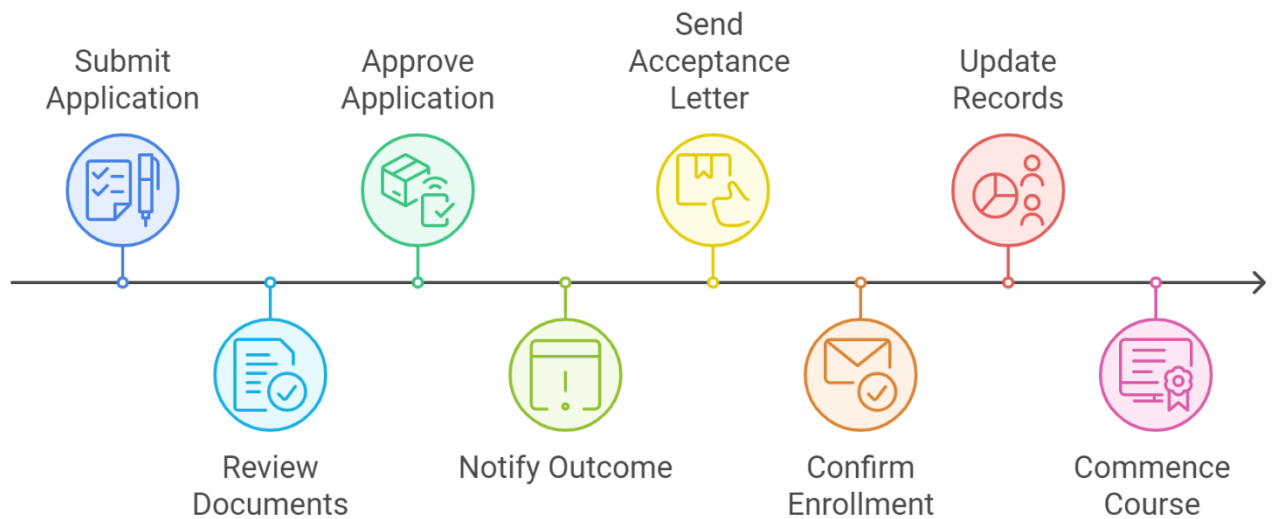
11. GI Bill and VR&E beneficiaries (United States of America citizens only)

GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) are permitted to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. This allows a student to attend the course until VA provides payment to the institution. Section 103 requires a State Approving Agency (SAA), or the Department of Veterans Affairs (VA) when acting in the role of the SAA, to disapprove certain courses of education. VA can grant a waiver to these requirements. The educational institution must also have a policy to not impose a penalty or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA. AIT is an approved provider in accordance with the GI Bill and VR&E and does not impose penalties upon eligible students under this Bill for late payments by the Department of Veterans Affairs (USA).

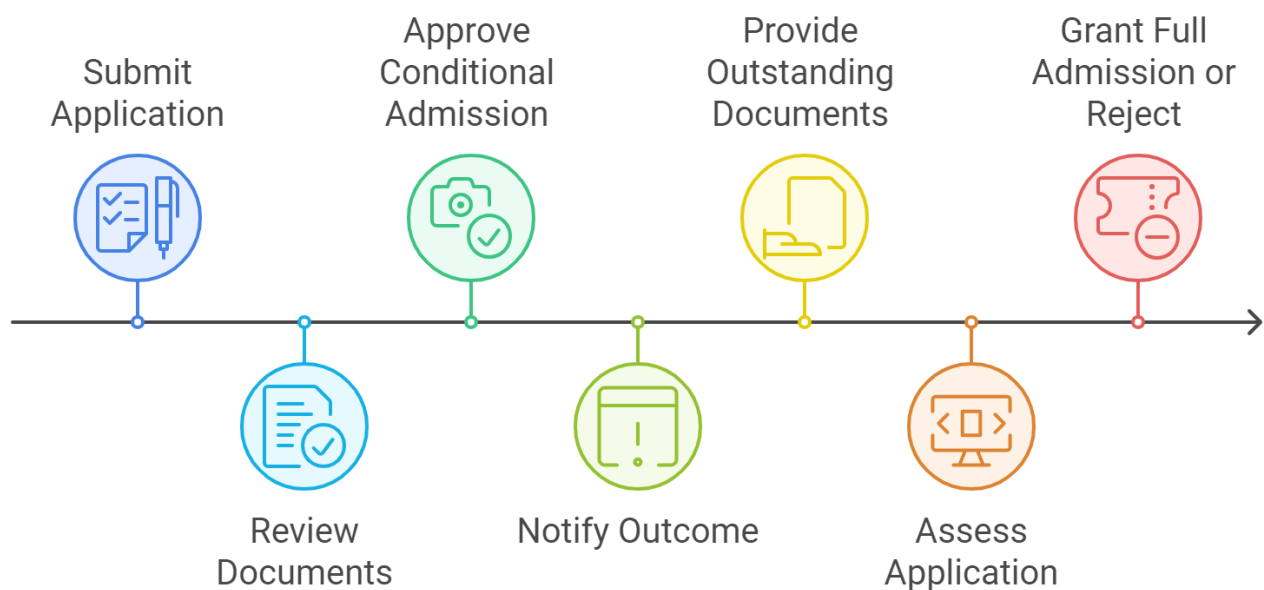
Section 3 – Reference and Supporting Information

1. Workflows

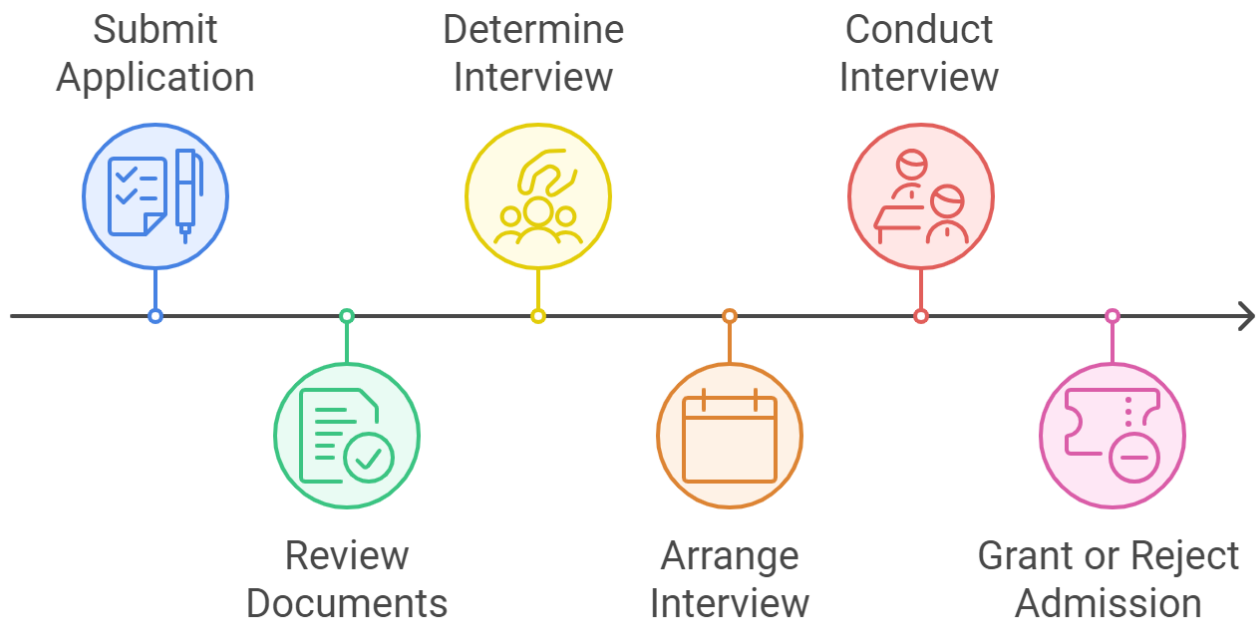
Full Admission Process



Conditional Admission Process



Assessment Process - Interview



Section 4 – Supporting Documentation

Document name	Document type	Location
National Code 2018	Legislation	External
Higher Education Standards Framework 2021 Domain 1, clauses 1.1 & 1.2 Domain 7, clauses 7.2 – 7.3	Legislation	External
Standards for Registered Training Organisations (RTOs) 2015 Standard 3, clause 3.5 Standard 4, clause 4.1 Standard 5, clause 5.1 Standard 8, clause 8.1	Legislation	External
Access and Equity Policy	Policy	Internal
GSR Assessment Sheet	Guideline	Internal
GSR Rules	Guideline	Internal
RPL and Credit Policy for Vocational Education and Training	Policy	Internal
AIT HE Application form	Form	Internal
AIT VET Application form	Form	Internal

Section 5 – Change History

Version	Approval date	Approved by	Approved by	Change
v1.1	31/07/2013	GM AIT	Compliance Manager	Original document
v1.2	29/07/2014	GM AIT	Compliance Manager	Formatting and minor updates
v1.3	18/06/2019	GM T&D	Group Accreditation & Compliance Manager	Formatting, updates to new processes and for new legislation
v1.4	12/08/2019	GM T&D	Group Accreditation & Compliance Manager	Added section 8, GI Bill and VR&E beneficiaries
v1.5	15/10/2019	GM T&D	Group Accreditation & Compliance Manager	Template update
V1.6	14/04/2022	EGM T&D	EGM Accreditation, Quality & Compliance	Clarification of Credit Transfer and RPL clauses. Re-wording of requirement of evidence for Citizenship
V2.0	16/03/2023	EGM Quality, Accreditation & Compliance		New AIT name and template
V2.1	6 Dec 2024	GM Group Quality, Accreditation & Compliance		Updates to definitions, entry requirements, credit/RPL, GSR, application flowcharts
V2.2	17 Sept 2025	GM Group Quality, Accreditation & Compliance		Update to include reference to 'Greenwich Higher Education'