

STUDENT SELECTION AND ADMISSION PROCEDURE

PURPOSE

This document sets out the student selection requirements and procedures for admission of prospective students to CG Spectrum Institute's (CGSI) accredited higher education courses.

The procedure is in accordance with the Higher Education Standards Framework 2021 (**HES**).

SCOPE

All direct applications for admission to CGSI's higher education courses will be managed according to the *Student Selection and Admission Policy* and this procedure.

DEFINITIONS

Term	Definition
Aboriginal and/or Torres Strait Islander Person (ATSI)	means 'a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander (person) and is accepted as such by the community in which he or she lives'. [S51 (25) of the High Court of Australia (1983)].
Advanced Standing	means a form of credit for any previous learning.
Applicant	means a person who has lodged an application to enrol in a specific course.
Certified documents	<p>for the purposes of this procedure, persons eligible to certify an applicant's documents are:</p> <ul style="list-style-type: none">• An authorised officer from the institution that originally issued the document;• An Australian overseas diplomatic mission;• An authorised employee of CGSI; and• A public notary or justice of the peace. <p>The authorised officer must sign, date and print his/her name clearly under an official stamp or seal of the authorised officer's organisation.</p>
CoE	means 'Confirmation of Enrolment'

Credit Transfer	means a process that provides students with agreed and consistent credit outcomes for components of CGSI qualifications based on identified equivalence in content and learning outcomes between matched qualifications to a maximum of 50% of the total credit points required.
Domestic student	means: <ul style="list-style-type: none"> • an Australian citizen; • a New Zealand citizen; • A dual citizen of Australia and any other country; • A permanent resident of Australia; or • A resident on a permanent humanitarian visa.
English Language Testing System (IELTS)	means International English Language Testing System or another other system that has scores that measure writing, reading and speaking etc.
Formal Learning	means learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.
Informal learning	means learning gained through work, social, family, hobby or leisure activities and experiences.
Non-formal learning	means learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.
Terms and conditions of enrolment	means CGSI's written agreement with the applicant in accordance with the requirements of Standards 1.1.2 and 1.1.3 of the Higher Education Standards Framework. This agreement must be signed by the applicant concurrently with or prior to CGSI accepting course fees.
RPL	means an assessment process of a prospective student's prior learning (including formal, informal and non-formal learning) to determine the outcomes of an application for credit.

ROLES AND RESPONSIBILITIES

The **Academic Board** is responsible for setting admission standards.

The **Faculty Dean** is responsible for:

- assessing all non-standard applications for admission; and where necessary,

- interviewing applicants from non-standard pathways whenever possible.

The **Executive Dean** and relevant **Faculty Dean** have the authority to:

- admit applicants who submit acceptable documentary evidence that they meet CGSI's admission requirements for their chosen course; and
- reject those applicants whose previous academic study clearly does not meet CGSI's admission requirements for their chosen course.

ENTRY REQUIREMENTS

The following entry requirements apply for domestic students (see definition above).

A. General Requirements

Applicants must satisfy **ONE** of the following requirements:

1. Completion of a Year 12 Australian Senior Secondary Certificate of Education (for example, VCE, QCE, WACE, HSC, SACE, etc.) or equivalent;

OR

2. Completion of a Certificate III level qualification or higher (for example a TAFE Certificate), issued under the Australian Qualifications Framework (AQF);

OR

3. Completion of a Diploma-level qualification or higher, issued under the Australian Qualifications Framework (AQF);

OR

4. Experience-based entry – for applicants who do not meet any of the requirements above.

To be eligible for experienced-based entry, an individual must be able to demonstrate via cover letter and supporting documentation, together with participation in an interview where necessary, the following requirements:

- An applicant must have completed or left high school two or more years prior to the application being submitted.
- The work and/or life experience cited in the application must be relevant to the particular course students are seeking to enter.
- These experiences may include formal, informal and non-formal learning, work experience relevant to the selected course, or other activities.

- Given the fact that digital technologies are moving at such a rapid pace, the activities used as evidence to support experienced-based entry must have been completed within the past three years.

B: Additional Requirements

1. To be eligible for enrolment in a CGSI accredited degree or diploma, applicants must be a minimum of 17 years of age at the time of commencing their studies. Please note however, that applicants may apply prior to turning 17.
2. Students applying for the Bachelor or Diploma of Digital Art will also be required to submit a portfolio of original work demonstrating skills relevant to their selected major (Concept Art or Illustration).
3. Domestic applicants from a non-English speaking background must also demonstrate English language proficiency. This may be demonstrated as follows:
 - a. Applicants whose formal qualifications (secondary or post-secondary qualifications) relate to programs where English was the language of **instruction and assessment** automatically qualify, however, the final year of this study must have been completed no more than five (5) years immediately prior to commencement of study with CGSI.
 - b. In exceptional circumstances, **domestic students** whose qualifications do not meet the requirements outlined in (a) above, but who have been long-term English speakers, may be exempted from the requirements outlined in c) below. However, in these cases, supporting documentation and an interview with the Executive Dean will be required.
 - c. Students from a non-English speaking background who do not meet the conditions outlined in (a) or (b) above must provide evidence that they meet CGSI's IELTS (or equivalent) entry requirements (as follows):

Applicants are required to provide documentary evidence that they have achieved the minimum requirements of an approved English Language test (as per the bullet points below) within two (2) years prior to the commencement of study. The minimum requirements for each respective test are as follows:

- **IELTS Academic** (International English Language Testing System): Overall Band Score 6.0 with a minimum sub-score of 5.5 in writing, reading, speaking and listening.

- **TOEFL** (Test of English as a Foreign Language) Internet-Based Test (iBT): 75 or better overall and no score less than 17.
- **PTE Academic** (Pearson Test of English Academic): Overall score of 54 with no sub-score less than 46.

Below are the entry requirements for students who are NOT domestic students.

Applicants must satisfy **ONE** of the following requirements:

1. Successful completion of secondary school studies. These studies must be recognised by CGSI as being equivalent to the Australian Year 12 Senior Secondary Certificate of Education;
OR
2. Completion of an accredited Certificate level qualification, recognised by CGSI as equivalent to an Australian Certificate III or higher;
OR
3. Completion of a Diploma or Degree level qualification, recognised by CGSI as equivalent to an Australian Diploma or Degree;
OR
4. Experience-based entry – for applicants who do not meet any of the requirements outlined above.

To be eligible for experienced-based entry, an individual must be able to demonstrate via cover letter and supporting documentation, together with participation in an interview where necessary, the following requirements:

- An applicant must have completed or left high school two or more years prior to the application being submitted.
- The work and/or life experience cited in the application must be relevant to the particular course students are seeking to enter.
- These experiences may include formal, informal and non-formal learning, work experience relevant to the selected course, or other activities.
- Given the fact that digital technologies are moving at such a rapid pace, the activities used as evidence to support experienced-based entry must have been completed within the past three years.

Additional Requirements

1. To be eligible for enrolment in a CGSI accredited degree or diploma, applicants must be a minimum of 17 years of age at the time of commencing their studies. Please note however, that applicants may apply prior to turning 17.
2. Students applying for the Bachelor or Diploma of Digital Art will also be required to submit a portfolio of original work demonstrating skills relevant to their selected major (Concept Art or Illustration).
3. International Applicants seeking admission to CGSI courses are also required to demonstrate and meet one of the following minimum English Language Proficiency requirements:

EITHER

Successful completion of secondary education, or a post-secondary accredited qualification in which English was the medium of **instruction and assessment**, with the final year of study having been undertaken during the five (5) years immediately prior to commencement of study with CGSI;

OR

By demonstrating through the provision of formal documentation, that the applicant has met the minimum requirements of an approved English Language test (as per the bullet points below) within two (2) years prior to the commencement of study. The minimum requirements for each respective test are as follows:

- **IELTS Academic** (International English Language Testing System): Overall Band Score 6.0 with a minimum sub-score of 5.5 in writing, reading, speaking and listening.
- **TOEFL** (Test of English as a Foreign Language) Internet-Based Test (iBT): 75 or better overall and no score less than 17.
- **PTE Academic** (Pearson Test of English Academic): Overall score of 54 with no sub-score less than 46.

PROCEDURES

Application Submission

- Applicants are to complete the Application Form and submit according to the guidelines outlined on the CGSI website.
- Applicants are encouraged to contact CGSI to arrange a meeting with the Course Director if in their view a meeting will assist their application process.
- Applicants are to provide the necessary certified copies of relevant academic qualifications, professional association membership certificates (where relevant and requested), and other documentation they consider relevant (such as work history, references, or certificates of attendance for short courses). For some courses, a portfolio may also be required.

Application Assessment

- The Course Advisor will ensure applications received have been correctly submitted and are complete.
- Applicants who have submitted applications with insufficient documentation will be requested to submit further documentation.
- The Registrar or nominated team member will assess all applications against CGSI's admission requirements. This assessment will include attendance at an interview for applicants from non-standard admission pathways.

Validation of Qualifications

- Where there are doubts about an applicant's claimed academic qualifications, the Executive Dean will contact the issuing institution for verification. Given that this may take some time, the applicant may not be able to enrol in the trimester of their choice.

Enrolment Agreement Sent

- An Enrolment Agreement will be sent to applicants who meet the admission requirements.
- A schedule of fees and payment plan for subjects will be provided with the Enrolment Agreement..
- Applicants may be eligible for advanced standing through recognition of prior learning (RPL) as outlined in the *Advanced Standing and Credit Transfer Policy* and related Procedure. If eligible, you are encouraged to apply using the Advanced Standing and Credit Transfer Application Form.

Enrolment Agreement Signed and Returned

- The applicant signs and returns the Enrolment Agreement
- The applicant pays the required fees as set out in the Enrolment Agreement or arranges for payment via Fee-Help or other student loan option.
- The applicant's record is created and admission documentation is stored in the SMS record.
- The applicant is sent a Confirmation of Enrolment (**CoE**).

Appeals

- Prospective students and applicants may appeal against a decision made under this procedure. Appeals must follow the *Student Grievance, Complaints and Appeals Policy and Procedure*.

Relevant Forms

Application Form
 Letter of Offer
 Acceptance of Offer Form
 Confirmation of Enrolment
 Terms and Conditions of Enrolment
 Advanced Standing and Credit Transfer Application Form
 Formal Complaints and Appeals Lodgement Form

Relevant Policies and Procedures

Advanced Standing and Credit Transfer Policy
 Advanced Standing and Credit Transfer Procedure
 Code of Conduct
 Student Grievance Complaints and Appeals Policy
 Student Grievance Complaints and Appeals Procedure
 Student Selection and Admission Policy

Version Control

Document:	Student Selection and Admission Procedure	
Version: 5	Changes required to accommodate newly approved online Bachelor courses.	Next Review: 2026
Replaces V4.3	Changes required due to policy changes	V 4.3 was approved 6 November 2021
Version 4.2	Minor updating to account for web-focused correspondence and online delivery	
V 4.1	Updating logo, formatting and minor amendments	
Version 4.0	CRICOS minor adjustments 24/06/21	
V3.0, V3.1	Changes as requested	
V2.1	Refinements arising from external review and logo added	