



Admission, Enrolment and Credit Procedure

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Related Documents	Admission, Enrolment and Credit Policy Academic Integrity Policy and associated Procedure Academic Progression Policy and associated Procedure Grievances, Complaints and Appeals Policy and associated Procedure Records Management Procedure Student Charter

1. Purpose

- 1.1 This procedure supports the Admission, Enrolment and Credit Policy. Its purpose is to support a consistent approach to the management of admissions, enrolments and credit (recognition of prior learning) in accordance with the Policy.

2. Scope

- 2.1 This procedure applies to students enrolled in higher education programs offered by the AIPM.
- 2.2 The AIPM accepts the electronic submission of documents supporting a range of processes including admission, recognition of prior learning and administrative processes (for example, applications for extension or withdrawal).
- 2.3 A student whose enrolment is refused or withdrawn or in respect of whom any other action is taken under the requirements set out in these procedures may appeal to the Academic Appeals Committee subject to the conditions set out in the [Grievances, Complaints and Appeals Procedure, Section 6](#).

3. Admissions

- 3.1 All applications for admission are submitted through the applicant's home jurisdiction. The nominated liaison officer for the jurisdiction will assess an applicant's suitability against the

admission criteria including English language capability and nominate them for a place in the relevant program if they are judged to also have the capability and capacity to have a reasonable expectation of success in the nominated program. Capacity considerations should take into account reasonable projections of professional workload, personal commitments and a volume of learning during the program of an indicative 10-12 hours per week.

- 3.2 AIPM may cap the number of commencing students in each program cohort for educational administrative purposes.
- 3.3 On advice from their liaison officer that they have been nominated for a specific program, the student will be invited to complete the self-enrolment process. The AIPM will coordinate the cohort Higher Education Enabling Program (HEEP) and communicate timings with all relevant participants. The HEEP will require a commitment of 20 hours per week over four weeks. On successful completion of HEEP, the student will be formally admitted into the relevant program. Refer also [Section 4](#) of this Procedure.
- 3.4 As a legislative requirement, during the enrolment process a student must obtain a Unique Student Identifier (USI) obtained through www.usi.gov.au and provide this to the AIPM.
- 3.5 In consultation with their home jurisdiction and with the approval of the Director of Academic Programs, until the census date students may apply to defer commencement of their program with no academic penalty or financial loss incurred by the jurisdiction. Refer to [Section 4](#) for procedures relating to deferment or withdrawal after this date.
- 3.6 The maximum period of deferral will normally be twelve months. Re-admission to the program after deferral will be automatic to the next available scheduling of that program or to another scheduled intake, in agreement with the home jurisdiction, the student and the AIPM. Students have two years from the date of formal admittance (census date) to complete their program (refer [Academic Progression Policy, clause 4.7](#)).
- 3.7 Unless a student is granted advanced standing in the form of block credit that is assessed as equivalent to the Graduate Certificate, applicants to the Graduate Diploma will be required to successfully complete the Graduate Certificate prior to enrolment in the Graduate Diploma.

4. Enrolments

Enrolment Procedures

- 4.1 Students enrol through access to an online student management system and must complete all enrolment requirements and the HEEP by the published census date.
- 4.2 During the self-enrolment process:
 - 4.2.1 Students are expected to provide any information concerning special needs, disabilities and conditions that may affect their equality of opportunity to achieve the program and unit learning outcomes.
 - 4.2.2 Students are required to submit applications for credit so that scheduled credit and/or advanced standing can be finalised prior to the published census date.
 - 4.2.3 Students will be asked to affirm commitment to the Student Charter.

- 4.3 As the key source of communication, it is imperative that throughout their enrolment students maintain a current work email address and contact telephone numbers on the system.
- 4.4 All students, unless exempted by the Director of Academic Programs, must undertake the HEEP which will be made available on self-enrolment into the program and must be completed by the census date for the respective program.
- 4.5 If on successful completion of the HEEP within the program schedule, a student does not proceed to enrolment, their pass in the HEEP will remain valid for up to two years. After that time a student who enters the program will need to re-take and pass the HEEP.
- 4.6 A student who does not pass the HEEP on their first attempt will not be permitted to enrol at that time but may be renominated by their jurisdiction for a future cohort and will re-enrol in the HEEP at that time. An applicant who consecutively fails the HEEP twice will be counselled as to their likelihood of success in the program.
- 4.7 The higher education programs offered by the AIPM are underpinned by inquiry based learning design pedagogies. It is a student's responsibility to ensure that prerequisite or co-requisite conditions are satisfied when enrolling in a unit and studying a unit out of sequence is not permitted.
- 4.8 Students are expected to complete all units in a program within the respective program cohort unless given permission to defer or withdraw.
- 4.9 To satisfy the requirements of any unit a student must be enrolled for the unit, undertake all requirements specified in the unit profile, and gain a passing grade.
- 4.10 As set out in the [Academic Progression Policy, clause 4.7](#), maximum time frames for completion of the Graduate Certificate and Graduate Diploma apply.
- 4.11 The Director of Academic Programs may exempt a student from any program requirement or vary the way a program requirement applies to a student or set conditions provided it is not impractical for the student to comply, academic standards will not be lowered, and the action will not be unfair to another student.
- 4.12 In the event that the program offering is withdrawn, a student who interrupts their enrolment such as through withdrawal or deferment, may not be covered by transitional arrangements and therefore, would be required to conform to the amended program requirements when they resume their studies in the program. This may result in being transferred to a new program or completing more or different units than that required for the current qualification.

Deferment during a Program

- 4.13 A student may apply to defer from a program at any time in consultation with their home jurisdiction and in writing to the AIPM. The maximum period of deferral will normally be twelve months. The student will maintain financial standing if approved.
- 4.14 Re-admission to a program after an approved deferment will be automatic to the next available scheduled intake to the program or to a later intake, in agreement with the home jurisdiction, the student and the AIPM.
- 4.15 Credit will be retained only for fully completed units with an awarded final grade of pass or higher.

- 4.16 Students have two years from the date of formal admittance (census date) to complete their program (refer [Academic Progression Policy, clause 4.7](#)).

Withdrawal during a Program

- 4.17 A student may apply to withdraw from a program at any time in consultation with their home jurisdiction and in writing to the AIPM. The AIPM may also determine on academic grounds that it is in the best interests of a student to withdraw, refer [Academic Progression Procedure, Section 4](#) or a student may be withdrawn due to academic or general misconduct, refer [Academic Integrity Procedure, Section 6](#) or [Student Misconduct Policy Section 4](#).
- 4.18 A student who absents themselves from the program with no communication with the AIPM and/or for whom attempts by the AIPM at communication have not been successful, will be withdrawn from a program in consultation between the AIPM and the home jurisdiction, (see also [Academic Progression Procedure 4.10](#)).
- 4.19 The home jurisdiction may incur a financial loss for students who withdraw during their enrolment in the program unless the requirement to withdraw was not reasonably foreseeable.
- 4.20 Students who wish to re-enter the program at a later date following withdrawal will need to reapply through their respective jurisdiction for a place in the program.
- 4.21 Withdrawal from the program will be recorded on the student's academic transcript.
- 4.22 Students who wish to appeal an enforced withdrawal are referred to the relevant clauses in the Academic Progression or Academic Integrity Procedures for the processes to be followed.

5. Applications for Credit

- 5.1 Key principles guiding the AIPM's granting of credit through recognition of prior learning (RPL) include:
- 5.1.1 The student's achievement of learning or acquisition of prior learning outcomes are demonstrated, evidenced and authenticated at the appropriate Australian Qualifications Framework (AQF) level.
 - 5.1.2 Credit is granted only where the prior study or experience is assessed as equivalent in content and learning outcomes to the units for which credit is being sought.
 - 5.1.3 Credit decisions preserve the broad integrity and the Graduate Attributes profile of the program.
 - 5.1.4 The student's learning outcomes are assessed as relevant and current.
 - 5.1.5 The granting of credit is applied equitably and consistently across the Institute.
- 5.2 For the purpose of granting credit, the AIPM may recognise:
- 5.2.1 Prior formal learning which is assessed by determining the extent to which the applicant's prior studies and assessed standards are equivalent to the content and learning outcomes of one or more units in the award program. The educational judgement concerning equivalence is based on the discipline context, content, standards and assessment in the program or unit the student has undertaken.

- 5.2.2 Prior informal and non-formal learning which is assessed by determining the extent to which the student has achieved the learning outcomes of one or more units in the program. The educational judgement concerning equivalence is based on the extent to which the applicant can demonstrate they have achieved the required learning outcomes in a relevant discipline context.
- 5.3 Applications for credit must be submitted during the self-enrolment process on the [Application for Credit](#) form before the census date for the respective program.
- 5.4 Applications are required to be supported by documented evidence and/or validated by an appropriate jurisdictional representative whereby certain documents may not be able to be supplied due to security classifications and organisational policy. The [Application for Credit](#) form provides details of the documentation required for specified credit and examples of the portfolio of evidence required to illustrate competence against the learning outcomes of the relevant unit on the basis of non-formal and informal learning.
- 5.5 Credit based on prior formal learning is only granted for units completed at a postgraduate level in which the equivalent of an AIPM passing grade has been achieved.
- 5.6 Any consideration of prior learning must take into account the students' likelihood of successfully achieving the program outcomes and ensure that the integrity of program outcomes is maintained.
- 5.7 Prior learning is deemed to be current for a maximum period of ten calendar years from the time the learning was undertaken.
- 5.8 Students are expected to complete at minimum 50% of the requirements of a program offered by the AIPM.
- 5.9 Partial credit within a unit of study, such as for individual assessment items, is not available.
- 5.10 Specified credit and advanced standing is approved by the Director of Academic Programs.
- 5.11 The AIPM reserves the right to withdraw credit where an error has been made in assessing an application or where the documentation provided by the student is incomplete, misleading, false or invalid. The withdrawal of credit must be approved by the Head of School on the recommendation of the Director of Academic Programs. However, where a change is made to a provision of the credit policy, or where a precedent is reviewed or changed, credit already granted may not be withdrawn.
- 5.12 Students may appeal the outcome of their credit application via application to the Higher Education Assurance and Regulation (HEAR) committee within seven (7) working days of the date of the communication advising the credit decision. Late appeals will not be considered.
- 5.13 The Committee may determine that no valid grounds for appeal have been provided and the appeal be dismissed. If the appeal is upheld the student's application will be reassessed. In either case the student will be advised of their outcome of their appeal.
- 5.14 Notwithstanding 5.13, the student may appeal the outcome of this appeal to the Academic Appeals Committee, in accordance with the procedure set out in the [Grievances, Complaints and Appeals Procedure, Section 6](#). Note that specific grounds for appeal apply.

6. Recording and Reporting

- 6.1 All documentation relating to the admission, enrolment and application for credit processes are filed in the AIPM student records system in accordance with the [Records Management Policy](#).

7. Definitions

Admission refers to the granting of a place in an AIPM program to a prospective student.

Advanced Standing is the granting of block credit within a program through the recognition of prior learning (RPL). It indicates that the student is deemed to have satisfied all the requirements for those units in which block credit has been awarded and reduces the number of units the student must undertake to successfully complete the program.

Australian Qualifications Framework 2013 (and updates) is the Australian Government national policy for regulating qualifications in Australian education and training.

Census date is the date of formal admittance to an AIPM program leading to a higher education award with the student having successfully completed the HEEP and other pre-commencement requirements.

Co-requisite is a unit (or specified condition) that must be studied before, or at the same time as, another specified unit.

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Prior formal, non-formal or informal learning may be deemed to be equivalent to the content and learning outcomes of one or more units offered in a program at the AIPM. Credit may be awarded as specified credit or block credit on the basis of RPL.

Date of initial enrolment is the date that a student is given access to the self-enrolment management system (before undertaking the HEEP and other enrolment tasks).

Deferment is when a student temporarily ceases active enrolment in a program and needs to be absent for a defined period due to unforeseen circumstances. Deferment must be approved by both the student's home jurisdiction and the AIPM. Credit will be retained only for completed units which have a final grade awarded. Students retain a place in a future offering of a cohort and fees are held towards the future enrolment.

Enrolment is the process of entering into an undertaking to complete a particular program in the current study period.

Formal learning is the learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification. Examples of formal learning include study undertaken with other Australian Higher Education Providers and study at recognised overseas institutions. It also includes credentialed programs provided by recognised professional bodies, employers and other authorities.

HEEP is the Higher Education Enabling Program run by the AIPM to prepare students to undertake an AIPM program leading to a higher education award.

Incompatible Unit is a unit that is equivalent in content and/or learning outcomes to another unit. When there is sufficient overlap between the two units, the student is not permitted to receive credit for more than one of the units.

Informal learning is learning gained through work, social, family, hobby or leisure activities and experience. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.

Learning Outcomes are the expression of a set of knowledge and skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

Nested programs are purposely designed qualifications that enable explicit articulation pathways and may encompass more than one AQF level and/or qualification type.

Non-formal learning refers to learning that takes place through a structured program of learning but does not lead to an officially accredited qualification. Examples of non-formal learning are learning and training activities undertaken in the workplace, voluntary sector or in community-based settings including professional development courses.

Prerequisite is a condition that must be met prior to enrolment in a particular unit.

Prior Learning is learning that has taken place prior to admission to a program offered by the AIPM or prior to undertaking a relevant unit in a program. This may be through formal programs of study, non-formal learning such as through professional development courses, or informal learning that has occurred outside a course of study (such as work or life experience).

Program is a sequence of units of study leading to the award of a postgraduate qualification such as a graduate certificate or graduate diploma (also sometimes referred to as a course).

Program/Degree Requirements is the set of academic requirements which need to be attained in order for the award associated with the program to be conferred as approved by the Head of School.

Recognition of Prior Learning is usually shortened to RPL. It is the process through which eligibility for the award of credit is assessed. This process is grounded in evidence-based academic judgement about the equivalence of learning.

Specified Credit is the recognition of a subject an individual has achieved (through formal learning) to claim credit in an AIPM course. Specified credit is determined by assessing the extent to which the prior achievement is equivalent to the required learning outcomes in an AIPM unit.

Student is a person who has an active enrolment status in a unit at the AIPM.

Unit is a distinct unit of study within a program, for which a grade is given (also sometimes referred to as a subject).

Withdrawal is when a student leaves a program of study having commenced but not completed all requirements for the award of the program. Withdrawal will be approved by the student's jurisdiction in discussion with the AIPM. No repayment of fees will be made. A student who is withdrawn and wishes to re-enrol at a later time will need to reapply through their respective jurisdiction for a place in the program.

REVISION HISTORY				
Version	Endorsed By	Approved By	Approval Date	Description of changes
1.0	Head of School	DAP	4.8.23	New document.
1.1	Head of School	DAP	31.10.23	Minor revisions for clarification.