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## ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

<b>Code</b>	PL_AC_02				
<b>Title</b>	Admissions Policy (incorporating English Language Proficiency Requirements)				
<b>P&amp;P Version</b>	<b>Date Approved by Executive Leadership Group</b>	<b>Date Approved by Academic Board</b>	<b>Date Approved by Board of Directors</b>	<b>Effective date</b>	<b>Next review</b>
2.0	04/06/2018	07/06/2018	21/06/2018	04/06/2018	June 2019
<b>1. Policy Statement</b>					
<b>Authority</b>	<p><b>The Australian Institute of Music Limited (AIM), known as ‘the Institute’, is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB).</b> The BoD and AB share joint responsibility for ensuring that all academic policies and procedures follow ‘best practice’ principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.</p> <p>Student selection is competitive and based on the principles of academic and performance merit. Selection processes are applied fairly and openly, and recognise that formal qualifications are not the only measure of the capacity to succeed.</p> <p>The Institute encourages a diverse and representative student population and is committed to non-discrimination when recruiting and selecting, and at all times complies with equal opportunity and anti-discrimination legislation.</p>				
<b>Application</b>	This policy and procedure applies to Quality Assured (QA) delivery of accredited AIM programs offered at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever QA AIM programs are approved for delivery elsewhere in Australia or overseas.				
<b>Purpose</b>	<p>The purpose of this policy and procedure is to:</p> <ul style="list-style-type: none"> <li>• Establish clear guidelines and evidence-based admission criteria into the Institute’s courses</li> <li>• Ensure clear and consistent admission criteria are appropriate to Australian Qualifications Framework (AQF)</li> <li>• Eliminate unfair or unnecessary barriers for students to access the Institute courses</li> <li>• Enable flexible qualification pathways</li> <li>• Facilitate recognition or credit for entry into the Institute’s courses</li> </ul>				
<b>Scope</b>	This policy and procedure applies to all prospective domestic and international students for admission into the Institute’s Higher Education programs.				
<b>Coverage</b>	This policy and procedure applies to AIM higher education programs offered at the Sydney and Melbourne campuses.				
<b>Special Conditions or</b>	This policy and procedure <b>does not apply</b> to admission criteria into the AIM Senior				

# ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

<b>Exceptions</b>	Secondary College. For details on admission criteria into the AIM Senior Secondary College, please refer to the <a href="#">AIM Senior Secondary College website</a>
<b>2. Procedures</b>	
<b>Admission Criteria Undergraduate Programs</b>	<p><b>Undergraduate programs</b> Entry into AIM’s undergraduate programs is based upon achievement of a satisfactory level of secondary or higher education, work/life experience (portfolio), audition/interview (where relevant) and proficiency in the English language.</p> <p><b>A. Applicants with higher education study</b> To be eligible for admission into an undergraduate degree on the basis of tertiary (HE) studies, applicants need to have completed at least 6 months of full-time study (or the part-time equivalent) at AQF Bachelor’s degree level or higher (or its overseas equivalent as assessed by the Department of Education and Training (DET). If you have not completed 6 months, you will be assessed on your secondary results (refer D below). Please note that other selection criteria, including English proficiency and audition will be taken into account (see <i>Additional Requirements</i> below).</p> <p>Applicants may be eligible for credit transfer or recognition of prior learning for their post-secondary studies including completed or partially completed Higher Education awards and completed Vocational Education &amp; Training (VET) qualifications (AQF Diploma and above, or its overseas equivalent as assessed by DET). Specified credit will be granted towards specific units of an AIM undergraduate course on the basis of prior learning in a completed or partially completed HE award or completed VET qualification if it is assessed to be comparable in terms of learning outcomes, volume of learning, content and learning and assessment approaches. Applicants should submit an <i>Application for Recognition of Prior Learning</i> together with all required supporting documentary evidence.</p> <p><b>B. Applicants with vocational education and training (VET) study</b> To be eligible for admission into an undergraduate degree on the basis of Vocational Education &amp; Training (VET) study, you must have successfully completed an AQF VET qualification (Certificate 4 and above, or its overseas equivalent as assessed by DET). If you have not completed a VET qualification at Certificate 4 or above, you will be assessed on your <u>secondary results</u> (refer D below). Please note that other selection criteria, including English proficiency and audition will be taken into account (see <i>Additional Requirements</i> below).</p> <p>Applicants may be eligible for credit transfer or recognition of prior learning for their post-secondary studies including completed Vocational Education &amp; Training (VET) qualifications (AQF Diploma and above, or its overseas equivalent as assessed by DET). Specified credit will be granted towards specific subjects of an AIM undergraduate course on the basis of prior learning in a completed VET qualification if it is assessed to be comparable in terms of learning outcomes, volume of learning, content and learning and assessment approaches. Applicants should submit an <i>Application for Recognition of Prior Learning</i> together with all required supporting documentary evidence.</p> <p><b>C. Applicants with work and life experience</b> Applicants who are over the age of 21 will be assessed as Mature-age entry (see below requirements). Applicants who are under 21 but have completed their Australian Senior Secondary Year 12 Certificate (or its overseas equivalent as assessed by DET)</p>

# ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

	<p>will be assessed on the basis of their Year 12 Certificate, their satisfactory audition performance and assessment by the Deputy Director of Academic Affairs or nominee of their overall ability to undertake the program of study and to achieve the course outcomes.</p> <p>For applicants who do not meet the above criteria, admission may be granted by the Deputy Director of Academic Affairs or nominee based on a documented assessment of the applicant’s overall ability to undertake the program of study and to achieve the course learning outcomes.</p> <p><b>D. Applicants with recent secondary education (within the past two years)</b> To be eligible for admission into an undergraduate degree on the basis of recent secondary education applicants must have</p> <ul style="list-style-type: none"> <li>• completed an Australian Senior Secondary Year 12 Certificate (or its overseas equivalent as assessed by DET) in the past 2 years.</li> <li>• completed the International Baccalaureate (IB) Diploma qualification in the past 2 years</li> </ul> <p><b>Additional ATAR Requirements</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Program Name</th> <th style="text-align: center;">ATAR Requirements</th> </tr> </thead> <tbody> <tr> <td>Bachelor of Entertainment Management</td> <td style="text-align: center;">70</td> </tr> <tr> <td>Bachelor of Music (Arts Management)</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Bachelor of Music (Audio)</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Bachelor of Music (Classical)</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Bachelor of Music (Composition and Music Production)</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Bachelor of Music (Contemporary)</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Bachelor of Music (Music Theatre)</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Bachelor of Performance</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Diploma of Music</td> <td style="text-align: center;">N/A</td> </tr> </tbody> </table> <p>Applicants who completed their senior Secondary Year 12 Certificate (or equivalent) more than 2 years ago will be assessed on the basis of work and life experience (refer C above).</p> <p><b>Victorian Year 12</b> Applicants must have completed an Australian Senior Secondary Year 12 Certificate in the last 2 years; for VCE (Victorian Certificate of Education) Students; Satisfactory completion of the VCE and Units 3 and 4 English. Any of the four VCE English studies - English, English as an Additional Language, Literature or English Language - satisfies the requirement for English; however, Units 3 and 4 must be completed in sequence and in the same calendar year.</p> <p>VCAL (Victorian Certificate of Applied Learning): The completion of Senior VCAL will be recognised for entry in the Diploma of Music providing you meet all other entry requirements.</p>	Program Name	ATAR Requirements	Bachelor of Entertainment Management	70	Bachelor of Music (Arts Management)	N/A	Bachelor of Music (Audio)	N/A	Bachelor of Music (Classical)	N/A	Bachelor of Music (Composition and Music Production)	N/A	Bachelor of Music (Contemporary)	N/A	Bachelor of Music (Music Theatre)	N/A	Bachelor of Performance	N/A	Diploma of Music	N/A
Program Name	ATAR Requirements																				
Bachelor of Entertainment Management	70																				
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Bachelor of Music (Composition and Music Production)	N/A																				
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Bachelor of Music (Music Theatre)	N/A																				
Bachelor of Performance	N/A																				
Diploma of Music	N/A																				
<p><b>Admission Criteria</b> <b>Postgraduate Programs</b></p>	<p><b>Postgraduate programs (Graduate Studies)</b> Entry into AIM’s postgraduate program is based upon satisfactory previous academic performance at an undergraduate level, work/life experience (portfolio), audition/interview (where relevant) and proficiency in the English language.</p> <p><b>A. Applicants with tertiary study</b> To be eligible for admission into the postgraduate Music program on the basis of</p>																				

# ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

tertiary (HE) studies, you need to have completed (or its overseas equivalent as assessed by DET) an:

- AQF bachelor degree (with relevant professional practice experience if from a non-music degree) for entry into the Graduate Certificate
- AQF bachelor degree (with relevant professional practice experience if from a non-music degree) for entry into the Graduate Diploma
- AQF bachelor degree followed by a graduate certificate completed to a satisfactory standard in a nested arrangement within the coursework Master degree for entry into the Graduate Diploma
- AQF Bachelor degree with Honours degree in music for entry into the Masters degree
- AQF Graduate Diploma in Music for entry into the Masters degree

Applicants may be eligible for credit transfer or recognition of prior learning for their tertiary studies including completed or partially completed Higher Education awards. Specified credit will be granted towards specific units of an AIM postgraduate course on the basis of prior learning in a completed or partially completed HE course if it is assessed to be comparable in terms of learning outcomes, volume of learning, content and learning and assessment approaches. Applicants should submit an *Application for Recognition of Prior Learning* together with all required supporting documentary evidence.

**B. Applicants with vocational education and training (VET) study**

To be eligible for admission into a postgraduate degree on the basis of Vocational Education & Training (VET) study, you must have successfully completed the following AQF VET qualification (or its overseas equivalent as assessed by DET):

- An Advanced Diploma, Diploma or Higher level vocational Certificate together with extensive relevant work experience for entry into the Graduate Certificate
- An Advanced Diploma, Diploma or Higher level vocational Certificate with additional relevant work experience, often following completion of a Graduate Certificate for entry into the Graduate Diploma

Applicants may be eligible for credit transfer or recognition of prior learning for their post-secondary studies including completed Vocational Education & Training (VET) qualifications (AQF Diploma and above). Specified credit will be granted towards specific subjects of an AIM post graduate course on the basis of prior learning in a completed VET qualification if it is assessed to be comparable in terms of learning outcomes, volume of learning, content and learning and assessment approaches. Applicants should submit an *Application for Recognition of Prior Learning* together with all required supporting documentary evidence.

**C. Applicants with work and life experience**

Applicants who are over the age of 21 will be assessed as Mature-age entry (see below). Applicants may obtain entry into the:

- Graduate Certificate on the basis of extensive relevant work experience, demonstrating potential to undertake study at this level. Following successful completion of the Graduate Certificate, articulation into a higher qualification will be granted
- Graduate Diploma on the basis of extensive relevant prior experience demonstrating potential to undertake work at this level, usually following completion of a Graduate Certificate. Following successful completion of the

# ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

	<p style="text-align: center;">Graduate Diploma, articulation into a higher qualification will be granted</p> <p>For applicants who do not meet the above criteria, admission may be granted by the Deputy Director of Academic Affairs or nominee based on a documented assessment of the applicant’s overall ability to undertake the program of study and to achieve the course learning outcomes.</p>
<p><b>Additional Requirements</b></p>	<p><b>English Language Proficiency</b></p> <p>All students must be sufficiently competent in the English language to participate effectively in the course of study. Specified English language entry requirements must be met by all students prior to admission. Applicants will be deemed to have sufficient English proficiency if they:</p> <ul style="list-style-type: none"> <li>• Were born in one of the following countries and have completed secondary studies or at least one undergraduate or vocational qualification in one of those countries and the language in which the qualification was undertaken was English</li> <li>• Were not born in one of the following countries but have completed senior secondary study or at least one year of full-time undergraduate study in one of these countries and the language in which the qualification was undertaken was English. <ul style="list-style-type: none"> <li>○ American Samoa</li> <li>○ Australia</li> <li>○ Botswana</li> <li>○ Canada</li> <li>○ Fiji</li> <li>○ Ghana</li> <li>○ Guyana</li> <li>○ Ireland</li> <li>○ Kenya</li> <li>○ Lesotho</li> <li>○ Liberia</li> <li>○ New Zealand</li> <li>○ Nigeria</li> <li>○ Papua New Guinea</li> <li>○ Singapore</li> <li>○ Solomon Islands</li> <li>○ South Africa</li> <li>○ Tonga</li> <li>○ Trinidad and Tobago</li> <li>○ United Kingdom (including Northern Ireland)</li> <li>○ USA</li> <li>○ Zambia</li> <li>○ Zimbabwe</li> </ul> </li> <li>• Have successfully completed one year of full-time (or part-time equivalent) post-secondary study at an Australian University or other higher education provider with English as the medium of instruction and assessment. Any other information and evidence concerning English capability will also be considered.</li> </ul> <p>All other applicants must have documented evidence of English language proficiency as follows:</p>

## ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

	IELTS	TOEFL Min	PTE Min
<b>Undergraduate Programs</b>	6	60-78	50-57
• Reading	5.5	8	42
• Listening	5.5	7	42
• Writing	5.5	18	42
• Speaking	5.5	16	42
<b>Postgraduate Programs</b>	6.5	79-93	58-64
• Reading	6	13	50
• Listening	6	12	50
• Writing	6	21	50
• Speaking	6	18	50

Please note, as an International student you may have to meet the English language requirements based on your citizenship as advised by Department of Home Affairs for visa purposes. For more details please refer to the [Department of Home Affairs](#) website.

**Portfolio**  
Applicants are required to submit a portfolio that covers all of their relevant music, entertainment and business experience. This can be in the form of USB or CD-ROM (files as WAV/MP3/MP4/MOV and PDF/Digital Scans)

**Audition and Interview**  
All courses at AIM require an audition and/or interview to assess skills and aptitude to study. The audition process allows AIM to assess potential and advise on the best program of study. The applicant also has the opportunity to ask questions regarding study at AIM. For more information please refer to AIM Audition/Interview Requirements.

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**Additional Information**

**Other Admission Options**

Mature-age entry  
Applicants who are over 21 at the time of application are entitled to mature-age consideration. Applicants may obtain entry by meeting the undergraduate or postgraduate requirements (as above); or performing a satisfactory level in audition. For applicants who do not meet the above criteria, admission may be granted by the Deputy Director of Academic Affairs or nominee based on a documented assessment of the applicant's overall ability to undertake the program of study and to achieve the course learning outcomes.

Special needs/educationally disadvantaged students  
AIM may give special consideration for admission to programs to applicant who have suffered educational disadvantage. In particular, applicants with physical disabilities, from geographically isolated areas or economically disadvantaged backgrounds may apply for special consideration. Applications will be assessed on prior academic achievements, any relevant work experience and a personal interview with the Deputy Director of Academic Affairs or their nominee. English language proficiency requirements apply to all applicants.

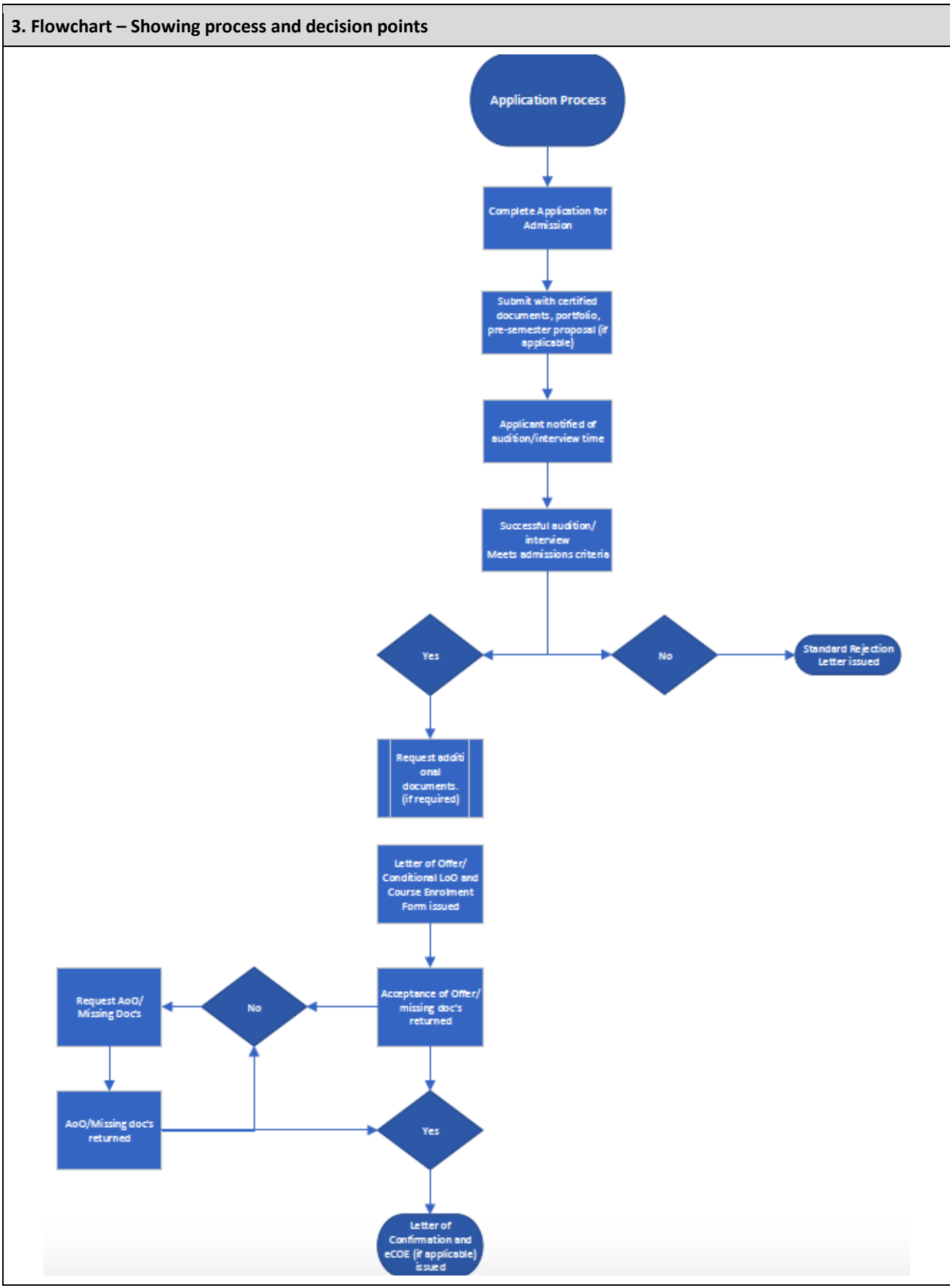
Aboriginal and Torres Strait Island applicants  
Prospective students of Aboriginal or Torres Strait Island (ATSI) descent may apply for

# ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

	<p>special consideration for admission to the Institute. Application for special consideration should be made in writing to the Deputy Director of Academic Affairs. Applications will be assessed on prior academic achievements, any relevant work experience and a personal interview with the Deputy Director of Academic Affairs or their nominee. ATSI applicants who do not request special consideration will be subject to the Institute’s standard entry requirements. English language proficiency requirements apply to all applicants.</p> <p><b>Domestic applicants with overseas qualifications</b>          Overseas qualifications will be assessed for equivalency by the DET.</p> <p><b>Genuine Temporary Entrant (GTE) (International Students)</b>          The GTE requirements applies to all international students applying for a student visa. International students may be required to provide the following information to indicate that their intention for a temporary stay in Australia is genuine.</p> <ul style="list-style-type: none"> <li>• Statement of Purposes (SOP):             <ul style="list-style-type: none"> <li>○ Curriculum Vitae (details education backgrounds and employment history (if applicable)),</li> <li>○ why student chose to study a particular course at AIM?</li> <li>○ How the course(s) will add value to student’s future employment?</li> <li>○ Future career plan after completing studying at AIM?</li> </ul> </li> <li>• Financial Requirements:             <ul style="list-style-type: none"> <li>○ Payslips/Income statements (only if applicable)</li> <li>○ Bank statements/ Business Registration statements (if under company a/c) - Bank Statement with minimum amount of AUD\$45,000/ Evidence of personal annual income of at least AUD\$60,000</li> <li>○ Financial sponsorship letter</li> <li>○ Proof of relationship to the Financial sponsor (when applicable/e.g. Birth Certificate/Household registration Certificate)</li> </ul> </li> </ul> <p>A GTE interview will be conduct if required</p> <p>For more details please refer to the <a href="#">Department of Home Affairs</a> website and <a href="#">Document Checklist Tool</a>.</p>
<p><b>Application Process</b></p>	<p>To apply for admission to an AIM program, the applicant must:</p> <ul style="list-style-type: none"> <li>• Complete the <i>Application for Admission</i></li> <li>• Submit application with relevant certified documents:             <ul style="list-style-type: none"> <li>○ Birth certificate</li> <li>○ Passport (international applicants)</li> <li>○ Academic records</li> <li>○ Proof of English language proficiency (international applicants)</li> <li>○ GTE requirements (international applicants)</li> </ul> </li> <li>• Submit portfolio that covers all relevant music, entertainment and business experience.</li> </ul> <p>Once the application has been received, it will be accessed for completeness. If complete, the applicant will be contacted with details of audition times. Following successful audition, the applicant will be issued with a <i>Letter of Offer</i> and <i>Course Enrolment Form</i>.</p>

# ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

## 3. Flowchart – Showing process and decision points





# ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

4. Accountabilities	
<b>Responsible Officer</b>	<b>Deputy Director of Academic Affairs</b>
<b>Contact Officer</b>	<p><b>Deputy Director of Academic Affairs:</b> to ensure the policy provides suitable rigour to ensure students' effective participation in their course of study.</p> <p><b>Head of Quality, Planning &amp; Registration:</b> to ensure the Admissions policy meets regulatory requirements and to monitor the implementation of the policy.</p> <p><b>Director Sales and Marketing:</b> to ensure that prospective students are advised on Admissions, English language proficiency requirements and evidence requirements.</p> <p><b>Student Services Manager:</b> responsible for the day to day administration of the policy, in consultation with the Admissions Officer and Head of Student Recruitment.</p>

5. Supporting Information	
<b>Legislative Compliance</b>	<p>This Policy &amp; Procedure supports AIM's compliance with the following legislation:</p> <ul style="list-style-type: none"> <li>• <a href="#">Australian Qualifications Framework (AQF)</a></li> <li>• <a href="#">Education Services for Overseas Students Act 2000 (ESOS) and Regulations 2001 (ESOS)</a></li> <li>• <a href="#">Higher Education Standard Framework 2015</a></li> <li>• <a href="#">Higher Education Support Act 2003 (HESA)</a></li> <li>• <a href="#">National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code)</a></li> <li>• <a href="#">Tertiary Education and Quality and Standards Agency Act 2011 (TEQSA)</a></li> </ul>
<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li>• <i>Application for Admission</i></li> <li>• <i>Audition Requirements</i></li> </ul>
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• <i>Course Enrolment Form</i></li> <li>• <i>Letter of Offer</i></li> <li>• <i>Recognition of Prior Learning Policy and Procedure</i></li> </ul>
<b>Superseded Documents</b>	
<b>File Location</b>	SharePoint/Quality/Policy and Procedures
6. Definitions and Acronyms	
<b>AIM referred to as the 'Institute'</b>	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C.
<b>Applicant</b>	A person who has already lodged an application to study a specific course.
<b>Australian Qualifications Framework (AQF)</b>	<p>Australia's national policy for regulated qualifications. The AQF encompasses higher education, vocational education and training and school education. It provides for national recognition and a consistent understanding of what defines each qualification type.</p> <p>The Qualification Standards enshrined in the TEQSA Act strongly reflect the AQF which requires awards issued to be quality assured, protected against fraudulent use and to serve as pathways for further learning. The Qualification Standards incorporate by reference the following AQF policy documents:</p>

# ADMISSIONS POLICY (INCORPORATING ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS)

	<ul style="list-style-type: none"> <li>• AQF Levels Criteria and AQF Qualification Type Descriptors</li> <li>• AQF Qualifications Issuance Policy</li> <li>• AQF Qualifications Pathways Policy</li> <li>• AQF Qualifications Register Policy</li> <li>• AQF Qualification Type Addition and Removal Policy.</li> </ul> <p>More information on the AQF is available on from the <a href="#">AQF website</a>, or the TEQSA <a href="#">Australian Qualifications Framework page</a>.</p>
<b>Credit transfer</b>	A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (Australian Qualifications Framework definition).
<b>English Language Proficiency</b>	The ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their course of study.
<b>Prospective Student</b>	A person who is thinking about lodging an application to study a particular course but has not yet done so.
<b>Prospective Student – Domestic</b>	A person who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa (holders of all categories or permanent resident visas including Humanitarian Visas)
<b>Prospective Student – International</b>	A person thinking about applying to study in Australia, who is not a domestic person and who may be granted a student visa as defined by the ESOS Regulations 2001
<b>Postgraduate program</b>	Vocational and higher education qualifications at AQF levels 8-10
<b>Recognition of Prior Learning (RPL)</b>	A process used to assess an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit that may be granted towards completion of a qualification.
<b>Undergraduate program</b>	Vocational and higher education qualifications at AQF levels 1-7

7. Revision History				
Version	Date Approved by Executive Leadership Group	Date Approval Academic Board	Date Approved by Board of Directors	Sections modified
1.5		13/12/2017	14/12/2017	Remove reference to 'Work Experience' under the Mature Age section
2.0	04/06/2018	07/06/2018	21/06/2018	Updated: <ul style="list-style-type: none"> <li>• Terminology in line with <i>Admissions Transparency Phase 2</i> requirements</li> <li>• Responsibilities</li> <li>• Deleted reference to 'pre-semester proposal'</li> </ul>