

Enrolment Policy

Version 1.0

Overview and Scope

This policy outlines the requirements and processes for the admission and enrolment of students into Aim Institute's higher education course, the **Bachelor of Construction Project Management**.

The policy applies to all prospective and enrolled students, including both domestic and international applicants, and to all staff involved in admissions, enrolment, and student administration.

Aim Institute is committed to ensuring that admission decisions are academically sound, transparent, equitable, and aligned with the Higher Education Standards Framework (Threshold Standards) 2021. Admission processes are designed to ensure that students admitted to the course have a reasonable likelihood of success and are appropriately prepared for study at the required AQF level.

Policy and Procedures

Policy Principles

Academic preparedness

Admission requirements are set to ensure that students possess the knowledge and skills necessary to successfully undertake the Bachelor of Construction Project Management.

Fairness and equity

Admission and enrolment processes are conducted in a fair, transparent, and equitable manner. Applicants are considered without discrimination, while recognising the importance of widening participation and supporting diverse cohorts.

Transparency and integrity

All admission requirements, processes, and outcomes are clearly communicated. Decisions are based on accurate, verifiable information and are made by appropriately qualified staff.

Student success focus

Admission decisions are made with a strong focus on maximising the likelihood of student success, including consideration of prior educational experience and preparedness for higher education study.

Compliance

All admission and enrolment activities comply with relevant legislation, including the TEQSA Act, the Higher Education Standards Framework, and, where applicable, the ESOS Act and National Code.

Data-informed improvement

Admissions data is collected and analysed to inform continuous improvement of recruitment, selection, and student success strategies.

Admission Requirements

Applicants must provide evidence to support their application, including identity, citizenship or residency status, prior educational qualifications, and (where applicable) English language proficiency. Full details are in the Admissions Policy and Procedure.

Admission decisions are based on whether applicants meet the published entry requirements for the course. These requirements are approved by the Academic Board and aligned with the AQF level of the qualification.

Special Consideration

Aim Institute recognises that some applicants may have experienced educational disadvantage or may demonstrate potential for success through non-traditional pathways.

Special consideration for admission may be granted at the discretion of the Academic Director. This may apply to applicants from underrepresented or disadvantaged backgrounds, including those with disabilities, from low socioeconomic backgrounds, from regional or remote areas, or who are first-in-family learners.

Applicants seeking special consideration must provide relevant supporting documentation. Where admission is granted under special consideration, appropriate academic and support arrangements will be implemented to maximise the student's likelihood of success.

Offer of Admission

Successful applicants are issued with a formal offer of admission. Offers may be unconditional or conditional.

Conditional offers specify any outstanding requirements that must be met prior to enrolment.

The offer documentation outlines key information, including course details, fees, conditions of enrolment, and student rights and obligations.

Acceptance and Enrolment

Applicants accept an offer by completing the required acceptance documentation and paying any applicable fees.

Upon AIM Institute's receipt of the acceptance documentation and applicable fees, students are formally enrolled in the course.

International students must meet additional requirements under the ESOS framework, including acceptance agreements and Confirmation of Enrolment processes.

Enrolment and Study Load

Students are responsible for enrolling in units in accordance with course requirements.

A standard full-time study load is defined for the course, and students are expected to progress in a manner that enables completion within the expected timeframe.

Variations to study load may be approved in appropriate circumstances.

Deferral of Enrolment

Students may request to defer commencement of their course for a limited period. Requests must be made in writing and are subject to approval. Details are available in the Change of Enrolment Policy and Procedure.

Suspension or Termination of Enrolment

Enrolment may be suspended or terminated under specific circumstances, including academic or non-academic reasons.

Students are informed of decisions in writing and advised of their right to appeal.

Withdrawal from Units or Course

Students may withdraw from units or the course in accordance with published deadlines.

Withdrawal prior to the census date does not incur academic penalty. Withdrawal after this date may result in academic or financial consequences, unless approved under special circumstances.

Course Requirements and Progression

Students must meet all course and unit requirements, including prerequisite conditions, to progress through the course.

Academic progress is monitored in accordance with the Academic Progress Policy.

Continuous Improvement

Admissions and enrolment data is analysed to monitor student success, identify trends, and inform improvements to admission criteria and support strategies.

Related Documents

- Academic Progress Policy
- Assessment Policy
- Student Support Policy
- Student Complaints and Appeals Policy
- Credit and Recognition of Prior Learning Policy

Document Approval

Endorsed by:	Board of Directors		
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Related documents:			
Alignment to HESF	1.1 Admission	1.2 Credit and RPL	1.3 Orientation and Progression
Responsibilities:			
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Document Change and Review log

Version	Updated by	Approval date and body	Details
1.0	TWEIR	Choose an item.	First version

