



Admission, Enrolment and Credit Policy

Web Link	
Category	Policy
Version	1.2
Policy Contact	Director of Academic Programs
Approving Authority	Academic Governance Board
Endorsing Authority	Executive Leadership Capability Advisory Committee (ELCAC)
Approval Date	31.10.23
Effective Date	31.10.23
Review Date	1.7.26
Related Documents	Admission, Enrolment and Credit Procedure 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 policy outlines the management of admissions, readmissions, enrolment, re-enrolment and applications for credit for all Australian Institute of Police Management (AIPM) higher education programs, consistent with compliance obligations under relevant state and federal legislation.

2. Scope

- 2.1 This policy applies to students enrolled in higher education programs offered by the AIPM.

3. Policy Principles

- 3.1 Applicants to the AIPM higher education programs are admitted by fair, timely and transparent processes on the basis of clearly defined criteria.
- 3.2 Admission offers are made to applicants who have been nominated by their jurisdiction and who are judged to have the background and abilities to have a reasonable expectation of success in the program to which they are made an offer. All students will have equivalent opportunities to successfully complete the program irrespective of their educational background.
- 3.3 Admission to programs offered by the AIPM is via nomination through jurisdictional organisational processes.

- 3.4 Admission to the AIPM programs is offered to members of policing, emergency services and other related agencies given the multi-disciplinary nature of public safety and security.
- 3.5 Specific consideration will be given to the recruitment, admission, participation and completion of Aboriginal and Torres Strait Islander peoples.
- 3.6 AIPM students are expected to have appropriate knowledge and skills, including English language proficiency, to successfully engage with their studies. Appendix 1 sets out the ways in which students can demonstrate that they meet the English language proficiency.
- 3.7 The opportunity is provided to apply for credit including recognition of prior learning (RPL) and specified credit during the enrolment process.
- 3.8 The AIPM recognises that students may need to defer commencement or defer or withdraw from a program at any stage.

4. Admission Policy Statements

Admission Principles

- 4.1 Approved admission criteria are transparent and published by the AIPM in a format that is accessible by current and prospective students and by nominating jurisdictions.
- 4.2 Admission criteria are monitored on an annual basis for each program. A report on student progression, enrolment status and success rates is submitted annually to the Academic Governance Board and to the Executive Leadership Capability Advisory Committee (ELCAC).
- 4.3 The Academic Governance Board has the authority to recommend admission standards to ELCAC.

Admission Criteria for the AIPM Higher Education Programs

- 4.4 The following are the acceptable standards for admission to the Graduate Certificate in Applied Management (Policing and Emergency Services) AQF Level 8:
 - 4.4.1 (a) Hold a bachelor or bachelor honours degree from a recognised university (or other tertiary education institution of equivalent standard); and
 - (b) Have relevant industry experience; OR
 - 4.4.2 Have demonstrated professional public safety / emergency services experience including management and leadership positions and be nominated by their jurisdiction as having the capability and capacity to undertake postgraduate education for their professional development without being at academic risk.

A student admitted to the Graduate Certificate typically holds or has acted in a position between the ranks of Senior Sergeant and Superintendent, or the equivalent, throughout the Australian police and emergency services community (or equivalent overseas).

- 4.5 The following are the acceptable standards for admission to the Graduate Diploma of Executive Leadership (Policing and Emergency Services) AQF Level 8:
 - 4.5.1 (a) Qualified for the award of the Graduate Certificate in Applied Management (Policing and Emergency Services) through the AIPM; OR

(b) Qualified for an award assessed during the enrolment process as equivalent to the AIPM Graduate Certificate in Applied Management (Policing and Emergency Services); and

4.5.2 Have relevant industry experience.

A student admitted to the Graduate Diploma has typically obtained or acted at Superintendent level or above, or the equivalent, throughout the Australian police and emergency services community (or equivalent overseas).

- 4.6 Applicants seeking admission to the AIPM programs are nominated by their home jurisdiction, taking account of the AIPM's admission standards.
- 4.7 Applications for admission from Aboriginal and Torres Strait Islander peoples will be encouraged.
- 4.8 All applicants must satisfy the English language proficiency requirements for admission, as approved by the Academic Governance Board, and set out in Appendix 1.
- 4.9 English language requirements for admission will be set at a level that allows commencing students to participate effectively in their program.
- 4.10 Students who have been admitted to a program are permitted to defer enrolment for an agreed period of time if their circumstances change, with the approval of the Director of Academic Programs and their home jurisdiction. 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/cohort in agreement with the home jurisdiction, the student and the AIPM; (see also clause 4.13 re credit).

Enrolment

- 4.11 The AIPM will set a census date for each offering of a program (a cohort) by which time students must have completed all self-enrolment processes and the Higher Education Enabling Program (HEEP) (refer [Admission, Enrolment and Credit Procedure, Clause 4.1](#)).
- 4.12 On successful completion of the HEEP, a student's enrolment will be confirmed by the AIPM. If a student defers entry to a program following successful completion of the HEEP, their HEEP status remains valid for up to two years. After this time, an applicant who is offered a place will need to re-take and satisfactorily complete the HEEP. Refer [Admission, Enrolment and Credit Procedure clauses 4.5 and 4.6](#).
- 4.13 Students must apply for credit and advise of any special needs, disabilities and conditions, as part of the self-enrolment process (refer [Admission, Enrolment and Credit Procedure, Clause 4.2](#)). Partial credit for an incomplete unit studied previously in a program offered by AIPM is not available.
- 4.14 Students must declare their commitment to the [Student Charter](#) that sets out student rights and responsibilities and observe the rules and policies of the AIPM.
- 4.15 Students are required to complete the units in a program in the sequential order in which they are offered.

- 4.16 Students are admitted to a specific program cohort and unless they defer or withdraw from that cohort, they are expected to complete all requirements for the award of the degree within the respective cohort's time frame.
- 4.17 Students have two years from date of formal admittance (census date) in which to complete the program (refer [Academic Progression Policy, clause 4.7](#)).

Deferment and Withdrawal during a Program

- 4.18 The AIPM recognises that students may, for a variety of reasons, need to defer or discontinue their studies. Students can defer (interrupt) or withdraw from a program in which they are enrolled at any time in consultation with their home jurisdiction and the AIPM.
- 4.19 The maximum period of approved deferral will normally be twelve months. Re-admission to the program if deferral has been approved and it is after the census date will be automatic to the next available scheduling of that program or to another scheduled intake/cohort in agreement with the home jurisdiction, the student and the AIPM. Refer [Admission, Enrolment and Credit Procedures, clauses 4.13 to 4.16](#).
- 4.20 A student who withdraws from their program must do so 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](#) and [Academic Integrity Procedure, Section 6](#).
- 4.21 A student who absents themselves from the program with no communication with the AIPM and/or for whom no attempts by the AIPM at communication have been successful, will record a fail for the enrolled unit and be withdrawn from a program in consultation with the home jurisdiction, (see also [Academic Progression Procedure 4.10](#)).
- 4.22 Students who have withdrawn do not have an automatic date of return to the program and will need to apply through their respective jurisdiction for any future place in the program. Withdrawal from the program will be recorded on the student's academic transcript. Refer [Admission, Enrolment and Credit Procedure, clauses 4.17 to 4.21](#).

Internal Program Articulation

- 4.23 Students are expected to successfully complete all the required units in a nested program before being allowed to enrol in a higher level program and/or have received appropriate advanced standing in the enrolment and admissions process to enable direct entry into the higher program.

5. English Language Requirements

- 5.1 All applicants for whom English is not their first language, including domestic applicants, and who are seeking admission to the AIPM higher education programs, are required to meet prescribed minimum proficiency standards in English language to be considered eligible to undertake the program.
- 5.2 The minimum required standards are as set out in the table in Appendix 1. English proficiency test results must be no more than two years old.

6. Applications for Credit

- 6.1 Recognition of prior formal, non-formal and informal learning is consistent with compliance obligations under relevant federal legislation and the Australian Qualifications Framework (AQF).
- 6.2 The AIPM recognises that learning takes place in a variety of contexts: in formal study, in the workplace and in life experiences. The granting of credit for prior learning ensures that students commence study at a level that appropriately recognises such learning and ensures that they are not required to repeat successful learning activities.
- 6.3 Notwithstanding 6.2, the granting of credit is an acknowledgement by the AIPM that students have gained the knowledge, understanding and skills equivalent to the stated learning outcomes of related units and programs offered by the AIPM.
- 6.4 Applications for credit (either for specified credit or advanced standing) must be submitted during the self- enrolment process and before the census date for the respective program.
- 6.5 Applications for credit 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 (refer [Admission, Enrolment and Credit Procedure, Section 5](#)).
- 6.6 Students granted credit through recognition of prior learning will not be disadvantaged in achieving the expected learning outcomes for the program.
- 6.7 There is a limit to the credit that can be granted.
 - 6.7.1 Students are expected to complete at minimum 50% of the requirements of a program offered by the AIPM.
 - 6.7.2 Prior learning is deemed to be current for a maximum period of ten calendar years from the time the learning was undertaken.
- 6.8 Partial credit within a unit of study, such as for individual assessment items, is not available.
- 6.9 Students may appeal the outcome of their credit application via application to the Higher Education Assurance and Regulation (HEAR) committee by following the prescribed processes set out in the [Admission, Enrolment and Credit Procedure, clause 5.12](#).

7. International Students

- 7.1 Overseas applicants must fulfil identical admission requirements to domestic applicants including the English language requirements and be nominated by their respective organisation (such as via an Australian Federal Police sponsored program, other Australian government agency, or from an overseas law enforcement or public safety agency).
- 7.2 Overseas students receive home government support and funding and attend the AIPM residential components as part of their business activities.
- 7.3 It is the home jurisdiction and student's responsibility to ensure that they hold an appropriate Australian visa if required, in order to attend the AIPM residential component of their studies.

8. 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.

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 (advanced standing) on the basis of RPL.

Deferral is when a student temporarily ceases active enrolment in a program and needs to be absent for a defined period due to unforeseen circumstances. Deferral must be approved by both the student's 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.

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.

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.

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).

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. Credit based on Specified Credit is determined by assessing the extent to which the prior achievement is equivalent to the required learning outcomes in an AIPM unit.

Staff includes continuing, fixed-term, casual, affiliate and visiting staff associated with the learning, teaching and scholarly activities of the AIPM.

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.

Appendix 1: Ways to Meet English Language Standards

- 1) Citizens who have undertaken successful secondary and/or tertiary study in English in the national education system of their respective country.
- 2) Achieved a Pass or higher in an English language subject equivalent to Australian Senior English.
- 3) Achievement of the following scores in an approved English Language Proficiency Test (that must be no more than two years old):
 - IELTS (International English Language Testing System) - A minimum Overall Band Score of 6.5 with no sub-band less than 6.0.
 - TOEFL (Test of English as a Foreign Language) iBT® Test (including Home Edition and Paper Edition) - A score of at least 79 with no sub-score less than 18.
 - TOEFL (Test of English as a Foreign Language): Paper-based - Overall score of 575 and a minimum score of 5.0 in the Test of Written English (TWE).
 - Pearson Test of English Academic (PTE) including PTE Academic Online - Overall score of 58 with no skill less than 50 in each of the communicative skills section.
 - C1 Advanced (formerly Cambridge English Advanced): Overall CES score of 177 with a minimum score of 169 in each skill.
- 4) Has lived in and undertaken employment relevant to the program’s content in an English speaking country for a minimum of three years.
- 5) Has either other relevant work experience, professional accreditation, in-service training or other formal or non-formal learning undertaken in English that is deemed by the nominating authority sufficient for the applicant to undertake the program without being at academic risk.

REVISION HISTORY				
Version	Endorsed By	Approved By	Approval Date	Description of changes
1.0	ELCAC	AGB	1.7.23	New document.
1.1	N/R (minor)	DAP on behalf of AGB	4.8.23	Reference to date of first enrolment changed to census date and definition amended to improve clarity of intent. Correction of cross references in clauses 4.11, 4.13, 4.19.
1.2	N/R (minor)	DAP on behalf of AGB	31.10.23	Minor revisions for clarification and clearer definitions of ways to meet English proficiency.