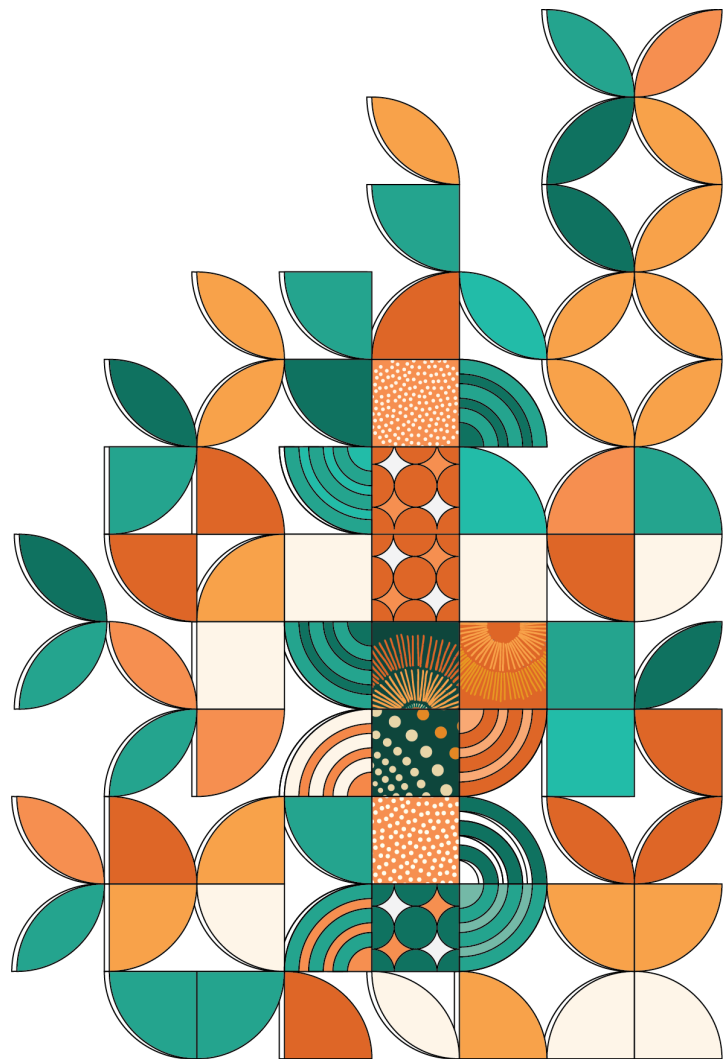


# Admission and Enrolment Procedure



## SECTION 1

### 1. Purpose

1.1 This document outlines the procedure for approving applications for admission and enrolling students, both international and domestic, in relevant courses, skill sets, or units of competency offered by the Institute of Health and Nursing Australia (IHNA). This procedure ensures the student selection processes of IHNA are valid, fair, reliable, justifiable, and transparent. This procedure should be read in conjunction with the Admission and Enrolment Policy.

### 2. Scope

- 2.1 This procedure applies to all applications for admission and enrolment into courses offered by IHNA including applications from international students, Australian citizens, permanent residents, and applicants from culturally and linguistically diverse backgrounds.
- 2.2 This procedure is also relevant to the staff of IHNA who handle and process student admissions and enrolments, decision-making committees, and stakeholders of IHNA.
- 2.3 This procedure provides a framework and requirements for IHNA to demonstrate it is compliant with State and National regulatory requirements as well as accreditation standards that relate to student selection, eligibility, and admission to nationally recognised courses, skill sets and accredited courses.
- 2.4 This procedure references the process and procedures required by the:
- a. 2025 Standards for RTOs.
  - b. Compliance Standards for RTOs.
  - c. Education Services for Overseas Students Act 2000 (ESOS Act).
  - d. National Vocational Education and Training Regulator Act 2011.
  - e. National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code).
  - f. VET Student Loan Rules 2016.
  - g. VET Student Loans Manual for Providers Version 4.2.
  - h. Standard VET Funding Contract, Skills First Program.
  - i. Business Rules of the VET (WA) Ministerial Corporation for the Purchase of Training Services.
  - j. Department of Training and Workforce Development (DTWD) Funding Policy.
  - k. Smart and Skilled Operating Guidelines.

### 3. Definitions

3.1 Refer to IHNA's and Glossary of Terms.

## SECTION 2

### 4. Procedure

#### Application Process

##### 4.1 Expression of Interest from the Student

- a. Students can apply to enrol in a course at IHNA through a range of administrative mechanisms, including direct application via the IHNA website or via representative offices or IHNA campuses.
- b. All applicants must complete a formal application, which gathers specific information required under legislation, including unique student identifier (USI), identity and funding eligibility and reporting data. This information is validated, and if eligible, a statement of fees is generated based on the information provided, and the applicant progresses to selection.
- c. **VET Student Loans:** IHNA gathers information during the enrolment process that satisfies the requirements of VET Student Loans Rules 2016 (Division 2—Eligible students), the VET Student Loans Manual for Providers and IHNA’s VET Student Loan Process and Procedure.
- d. **Skills First:** Students are required to meet the requirements of the Skills First Program Standard VET Funding Contract Guidelines about eligibility (Victoria).
- e. **DTWD (Department of Training and Workforce Development):** Students are required to meet the Jobs and Skills WA Priority Industry Training Program Contract.
- f. **Smart and Skilled:** Students are required to meet the Smart and Skilled Eligibility requirements.

##### 4.2 Course Information and Student Handbook

- a. The Student Recruitment Officer provides students with the Student Handbook and relevant material in order to ensure that they make an informed decision regarding the course that they plan to study at IHNA.
- b. IHNA’s Student handbook, course brochures, website and marketing materials provide prospective students with information on the following:
  - i. **Entry Requirements:** The entry requirements for each qualification as per the training package or other regulatory/accreditation bodies’ directives
  - ii. **Admission Criteria:** Criteria set by IHNA for prospective students seeking admission into a course to ensure that candidates meet industry requirements. Students must read and understand the entry requirements and admission criteria for the courses they are planning to enrol.
  - iii. Any information provided as part of the application which is deemed to be false or unable to

be verified by the applicant may be grounds to revoke the offer of a place at IHNA, regardless of whether the student subsequently accepts the offer by enrolling.

**NOTE:** IHNA has implemented this procedure to ensure that a student is not concurrently enrolled in two funded courses. This strategic measure aims to optimise student completion rates and foster a concentrated and supportive learning atmosphere. By adhering to this procedure, IHNA seeks to enhance the overall educational experience for students and maintain a focused academic environment.

- c. IHNA Student Recruitment staff will share details of all available student facilities and encourage students to disclose any concerns about completing the course, ensuring adequate support is in place to help them succeed.
- d. IHNA uses a verified business WhatsApp account to assist students, share updates, and respond to admission and enrolment enquiries, in line with the Privacy Policy.

### 4.3 Application Form

- a. The Application and Enrolment form is available on IHNA's website or from IHNA campuses or can be sent to prospective students on request by sending an email to [recruitments@ihna.edu.au](mailto:recruitments@ihna.edu.au)
- b. Students complete the application form and submit this with the required evidence and documents to [recruitments@ihna.edu.au](mailto:recruitments@ihna.edu.au)
- c. For domestic students, the documents will pass through the Document Verification System (DVS) to check and confirm the authenticity of the documents submitted by the students.
- d. To verify the authenticity of English test results from IELTS or PTE, IHNA utilises the online verification systems provided by the respective English testing organisations
- e. Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data is collected using this form.
- f. Each application will be assessed by the Student Recruitment/ Admissions Officer to determine if the applicant meets the Course Entry requirements and Admission criteria.
- g. Application details and the submitted documents are verified by the Student Recruitment/Admissions Officer. Details for a new student will be entered into Knowledge Hub (KH) and all student documents will be uploaded in KH. If the applicant is an existing student, their details will be updated.

### 4.4 Student Selection Process

- a. Student selection will be based on the principles of merit and fairness and will be consistent with published entry requirements.

- b. Where a course has specific selection criteria and limited places, all students will undergo a selection process administered by the Academic Team. IHNA is not obliged to offer places to applicants who do not meet the documented selection criteria.
- c. Where a course has more applicants than seats available, admission will be based on receipt of the first formal application, first offered basis until all places are filled.

### 4.5 Course Entry Requirements

- a. Demonstrate that the minimum academic requirements are met by either prior study or an equivalent recognised competency for the course the applicant is seeking to study (Refer Table 2 of Appendix 1)
- b. Certified copies of international qualifications and professional registrations will be assessed to establish an equivalent level in the AQF in order to establish eligibility against academic requirements. On-campus, students can prepare their copies from the original one, and the documents can be certified by the authorised person at IHNA.
- c. Course-specific entry requirements may also include:
  - i. English-language requirements and significant work experience in the relevant field;
  - ii. Any other legislative or external requirements relevant to their eligibility to study;
  - iii. Minimum age; and
  - iv. Access to computers and other electronic devices that are necessary in order to successfully participate.
- d. Student eligibility assessment processes must include thorough discussions with applicants and detailed evaluations of their circumstances against the eligibility requirements.
- e. An IHNA authorised person will complete the evidence of eligibility for state specific funding purpose and any evidence that is sighted and is retained in the Student Profile on Knowledge Hub for audit or review purposes.
- f. Some courses require applicants to undergo independent testing processes prior to and as part of the course selection process.
- g. Certain courses have specific requirements that need to be met e.g. for Diploma of Nursing, the entry requirements are as follows:
  - i. Requiring a formal English language test result demonstrating the applicants have achieved the Nursing and Midwifery Board of Australia (NMBA) specified level of English language skills prior to commencing the program.
  - ii. Providing evidence of having sufficient language, literacy, and numeracy skills prior to commencing the program.

- iii. Requiring IHNA to notify the Australian Health Practitioner Regulation Agency (AHPRA) if a student undertaking clinical training has an impairment that may place the public at substantial risk of harm.
- iv. Requiring specific conditions for the right of entry to health services for professional experience placement.
- v. The NMBA requirements for registration as an enrolled nurse include, but are not limited to, the registration standard on English language skills.

#### 4.6 Language, Literacy, Numeracy and Digital (LLND) Test

- a. An LLND Test (LLND Robo test is utilised by IHNA) is scheduled and conducted with all prospective students.
- b. VET Loan applicants need to undergo a VET Loan approved LLND test.
- c. IHNA's Student Recruitment/Admission Officer in conjunction with trainers and assessors is responsible for assessing the LLND tests submitted by applicants.
- d. The Course Coordinator will formulate a strategy for each applicant in discussion with the Student Recruitment and Admission Officer based on the results of the LLND test. This strategy will be noted in the section "Identified Individual Needs" in the document 'Training Plan, which is maintained for each student and is also noted in the student's profile.
- e. Trainers/Assessors and Educators access and review this document on a regular basis to update the progress of a student. Student support needs are also identified and regularly updated so as to provide the best support to the student.

#### 4.7 English Language Proficiency

- a. All international as well as domestic students need to meet IHNA course entry requirement by English language.
- b. Minimum English level of IELTS 6.0\* or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake the Language, Literacy and Numeracy Digital test (against the ACSF)
- c. English language requirements vary by course. Please refer to the relevant course information for specific entry requirements
- d. If an applicant has satisfactory English language proficiency test results or meets an exclusion to English Language Proficiency test requirements (Appendix 1) (authenticated appropriately) and meets all other requirements, the applicant will be offered a place in the chosen course.

- e. If an applicant does not meet the requirements of Appendix 1 and there are doubts about the English language skills to cope in an academic environment, the applicant will be advised to enrol in an English (EAP or ELICOS) course for an appropriate duration until the student achieves the required level of English proficiency.
- f. All applicants must provide evidence of English language proficiency test scores or evidence to substantiate any of the listed exclusions in Appendix 1.

#### **4.8 Pre-Training Review (PTR) Process**

- a. Prior to admission to an accredited course or qualifications, all students will undergo a pre-training review. The pre-training review considers, suitability and/or most suitability of the course for that student, existing language, literacy, numeracy and digital (LLND) skills appropriate for the course, English language skills, prior secondary or tertiary qualifications, and eligibility for advanced standing through credit transfer or recognition of prior learning (RPL).
- b. For a pre-training review, the student should provide current evidence of their competency against the relevant unit of competency. This evidence may take several forms and might include certification, references from past employers, testimonials from clients and work samples. Previous study transcripts from the USI portal are required for an effective assessment.
- c. The Pre-Training Review Report will be completed by a Student Recruitment/Admission Officer. As part of completing Pre-Training Review, applicants may be contacted by Student Support Officers to clarify responses or request an applicant to attend an interview prior to enrolment. The overall PTR process is overseen by National Training Managers.
- d. The outcome of the pre-training review will be reported to the applicant within 5 working days. Depending on the outcome of the PTR, the applicant's selection for the course might result in the establishment of an individual study plan, which may include referral to alternative learning pathways or relevant support services, including study support or accessibility support. Refer to IHNA's Student Support Services Policy and Procedure, Access and Equity Policy and Procedure.

#### **4.9 Recognition of Prior Learning (RPL) for Students – Assessment and Integrity**

- a. IHNA assessors, course coordinators, or the national training manager assess Recognition of Prior Learning (RPL) for the students based on their prior formal, non-formal, or informal learning. The process follows IHNA's RPL policy and procedure and complies with the 2025 Standards for RTOs and National Code 2018.
- b. Students applying through RPL must meet the eligibility criteria in the IHNA RPL Policy and Procedure. A qualified assessor/delegate confirms the outcome in writing once the assessment is complete.

- c. If RPL is granted, the student's course duration will be adjusted accordingly. The reduced duration is reflected in the Offer Letter, Confirmation of Acceptance (CoA) for the domestic students, and Confirmation of Enrolment (CoE) for international students.
- d. The IHNA national registrar/delegate notifies the domestic student about the changes in writing through Student Hub/Email, and for international students, issues a revised CoE in line with the National Code 2018 to reflect accurate enrolment and visa conditions.
- e. If IHNA grants RPL or credit transfer after visa issuance for the international students, the IHNA national registrar/delegate reports the reduced course duration in PRISMS to ensure compliance with the ESOS Act and visa obligations.
- f. Credit transfer for prior formal studies follows the same process and compliance standards as RPL, under 2025 Standards for RTOs and the National Code 2018 (refer to the IHNA Credit Transfer (CR) Policy and Procedure for detailed information).
- g. IHNA provides students with written notification of all outcomes related to RPL and CR and retains all relevant records in the student management system for a minimum of seven (07) years after the student's enrolment ends, in accordance with the IHNA RPL and CR Procedure.

#### 4.10 Collection of Supporting Documents:

Admissions Officers are required to ensure that all applicants provide valid supporting documentation:

##### Domestic Students

For the purpose of enrolment, IHNA considers you as a Domestic Student if,

- you are an Australian citizen
- a permanent resident of Australia
- a New Zealand citizen, or
- a holder of a permanent humanitarian visa, or
- a temporary resident of Australia holding a valid visa of SC485/SC482

Documents to be submitted:

Category A: Photo ID Proof: (1 of the below)

- a. Passport
- b. Driving licence
- c. Proof of Age/Photo Card

Category B: Address Proof: (1 of the below)

- a. Drivers Licence
- b. Utility Bills
- c. Bank Statement

- d. Council rates notices,
- e. Residential lease agreements
- f. Official government letters (e.g., ATO, Centrelink, Medicare)

Category C: Proof of funding Eligibility: (1 of the below) (Must be verified via Rapid ID as applicable)

- a. Passport
- b. Green Medicare card
- c. Concession card (if applicable).

\*For Victorian Government funded training, IHNA must not retain a copy of the student's concession card. An authorised IHNA delegate must sight the original card and sign the required declaration confirming eligibility.

- d. Visa Document- (Verify through Vevo check)

Category D: Educational Qualifications/English Language requirement: (As required based on course entry requirement)

- a. Australian Year 12 certificate
- b. Copies of vocational and/or territory course completion certificate and transcripts.
- c. Evidence of relevant discipline qualifications (e.g., HLT or CHC qualifications for nursing courses);
- d. Evidence of English language proficiency.

### International Students

For the purpose of enrolment, IHNA considers you as an International Student if,

- you are NOT an Australian citizen
- you are NOT a permanent resident of Australia
- you are NOT a New Zealand citizen, or
- you are NOT a holder of a permanent humanitarian visa, or
- you are NOT a temporary resident of Australia holding a valid visa of SC485/SC482

Documents to be submitted:

#### Category A:

- a. Photo ID Proof: (1 of the below)
- b. Passport
- c. Driving licence
- d. Proof of Age/Photo Card

#### Category B:

Address Proof: (1 of the below)

- a. Drivers Licence
- b. Utility Bills
- c. Bank Statement
- d. Council rates notices,

- e. Residential lease agreements
- f. Official government letters

### Category D:

Educational Qualifications/English Language requirement: (As required based on course entry requirement)

- a. Australian Year 12 certificate
- b. Copies of vocational and/or territory course completion certificate and transcripts.
- c. Evidence of relevant discipline qualifications (e.g., HLT or CHC qualifications for nursing courses);
- d. Evidence of English language proficiency.

#### **4.11 Document Submission Requirements**

- a. Place your document on a flat white background
- b. Ensure the area is well lit with no shadows or glare. Natural light works best.
- a. Take the photo from directly above the document (not at an angle).
- b. Make sure the entire document is visible, including all edges and corners.
- c. Check that the image is clear, in focus, and easy to read before uploading.
- d. If it is a two-sided document, please take a photo of both sides.
- e. Do not cover or edit any information on the document.
- f. Validity: Documents must generally not be expired.

## 5. Funding Support Requirements

Eligible students can apply for funding support via VET Student Loan, Skills First (Victoria), Smart and Skilled (NSW) and Department of Training and Workforce Development (DTWD) Funding for Western Australia.

### **5.1 VET Student Loans:**

- a. Students are required to meet the academic suitability requirements included in the VET Student Loans Rules 2016 (Part 2, Division 2—Eligible students), the VET Student Loans Manual for Providers and IHNA's VET Student loan related Procedures
- b. Eligible students' criteria:
  - i. be enrolled in a course offered by IHNA; and
  - ii. provided the necessary required information and documents; and
  - iii. meet all the admission requirements set by IHNA.
- c. The student must be undertaking the course primarily at any IHNA campus in Australia.
- d. The student is required to apply for a VET Student Loan using IHNA's application process, initiated via Electronic Commonwealth Assistance Form (eCAF)
- e. The student must be: an Australian citizen; or the holder of a permanent humanitarian visa, or a Pacific engagement visa, who is usually resident in Australia; or a qualifying New Zealand citizen. A qualifying New Zealand citizen is a New Zealand citizen who:

- i. holds a special category visa; and
  - ii. has been usually resident in Australia for at least 10 years; and
  - iii. was a dependent child when he or she was first usually resident in Australia; and
  - iv. has been in Australia for periods totalling 8 years during the previous 10 years; and
  - v. has been in Australia for periods totalling 18 months during the previous 2 years.
- f. Academic suitability: The student must have been assessed by IHNA, and the assessment must have been done in accordance with:
- i. the IHNA student entry procedure; and
  - ii. Requirements set out by the IHNA for the assessment of whether the student is academically suited to undertake an approved course.
- g. Student eligibility assessment processes must include thorough discussions with applicants and detailed evaluations of their circumstances against the eligibility requirements.

## 5.2 Skills First Funding for Victoria:

- a. Skills First is a Victorian Government initiative offering access to government-subsidised training for courses in growth industries. For eligible students, the tuition fees will be reduced. Skills First covers both qualifications and specific skill sets. Students are required to meet the Skills First Eligibility requirements included in the 'Standard VET Funding Contract Guidelines'.
- b. Eligible students' criteria: Student must be:
- i. an Australian citizen, or
  - ii. an Australian permanent resident, or
  - iii. a New Zealand citizen.
- c. Student must be physically present in Victoria while participating in training and assessment. A student must be undertaking all training and assessment while physically present in:
- i. the State of Victoria; or
  - ii. a border region with one of the following postcodes:

NSW	SA
2546	5262, 5263
2548 – 2551	5267 - 5272
2625 – 2633	5277 - 5279
2640 – 2648	5290, 5291

2650, 2651, 2653, 2655, 2656	5302 - 5304
2658 – 2660	5311, 5333, 5340
2700, 2707	5342 - 5345
2710 – 2717	
2720	
2730-2739	

- d. In a calendar year, a student can only commence a maximum of 2 :
  - i. Skills First subsidised Skill Sets; and
  - ii. Skills First subsidised programs that are AQF qualifications.
- e. Student eligibility assessment processes must include thorough discussions with applicants and detailed evaluations of their circumstances against the eligibility requirements
- f. Before the commencement of the course, for each student deemed eligible, IHNA Student Recruitment/Admission Officer and the student must complete the information and declarations in the 'Skills First Evidence of Eligibility and Student Declaration form'

### **5.3 Smart and Skilled Funding for New South Wales (NSW):**

- a. Students are required to meet the Smart and Skilled Eligibility requirements according to the Smart and Skilled Operating Guidelines for the funding purposes in New South Wales. It is entitled to government-subsidised training up to and including Certificate III and government funding for higher-level courses (Certificate IV and above) in targeted priority areas.
- b. Eligible students' criteria: Student must be:
  - i. 15 years old or over;
  - ii. no longer at school;
  - iii. living or working in NSW;
  - iv. an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen.
- c. Students eligibility remains unaffected if they have completed a vocational education and training (VET) course, including a school-based apprenticeship or traineeship, as part of their high school education. There might be exceptions to the eligibility conditions mentioned above, such as for Aboriginal and Torres Strait Islander people.
- d. An IHNA authorised person and the student will complete the ' Smart and Skilled Funding Application Questionnaire' and 'Smart and Skilled Consent to Use and Disclosure of Personal Information' by the student and any evidence that is sighted and retained in the Student Profile on Knowledge Hub in relation to any individual student available for audit or review purposes.

### 5.4 Department of Training and Workforce Development (DTWD) Funding for Western Australians:

- a. A variety of training options and courses are available and subsidised under Jobs and Skills WA. Students qualify for a subsidised training place if they have left school and their primary place of residence is in Western Australia.
- b. Eligible students' criteria: Student must be:
  - i. an Australian citizen; or
  - ii. a permanent visa holder or holder of visa subclass 309, 444, 785, 790, 820 or 826;
  - iii. a dependent or spouse of the primary holder of a visa subclass 457; or
  - iv. a Bridging Visa E holder (subclasses 050 and 051), and they have made a valid application for a visa of subclass 785 or 790.
- c. Student eligibility assessment processes must include thorough discussions with applicants and detailed evaluations of their circumstances against the eligibility requirements.
- d. All successful applicants are sent relevant funding documents and other necessary information to complete the admission process by the Student Recruitment/Admissions Officer.

## 6. Selection and Offer Letter

- 6.1 If an applicant does not satisfy the entry requirements or Admission Criteria, they will be notified via email or a letter stating the reason for the rejection of their application. This communication will be recorded in the student's profile along with the application form.
- 6.2 The responsibility to accept or deny applicants admission to courses at IHNA rests with the Course Coordinator or delegate.
- 6.3 When information provided in the application is insufficient to determine selection, a request for additional or supporting information may be made to the applicant.
- 6.4 Failure to provide additional or supporting information with the required timeframe, may impact the capacity of IHNA to make an offer.
- 6.5 All completed applications will receive a formal selection outcome.
- 6.6 If an applicant has demonstrated meeting all the relevant criteria and evidence for admission, a formal offer letter to an IHNA course will be made in writing. If the applicant is successful, an Offer Letter and/or Confirmation of Admission COA) for domestic students and Confirmation of Enrolment (CoE) for international students, payment details and any other course-specific requirements are E-mailed to the student for signature and the signed copy will be retained in the respective student profile in KH.
- 6.7 An offer in any other form, including verbal (e.g., in conversation) or written communication (e.g. Email) will

not constitute an unconditional offer of admission to an IHNA course.

- 6.8 All the funding eligible students (VET Student Loan, Skills First, Smart and Skilled, DTWD and other related state or territory funding) will be notified promptly about their funding approval.
- 6.9 Once all available places in an intake are filled, subsequent applicants may be allocated to the next available intake.

### 7. Criteria for exclusions to entry to a course at IHNA

- 7.1 Includes a person who is currently excluded or suspended from study at IHNA.
- 7.2 Current or previous suspensions from other vocational or tertiary institutions may be considered grounds for not admitting a person to IHNA as part of the selection process.
- 7.3 An outstanding or unresolved debt to IHNA may be considered grounds for not admitting a person to IHNA as part of the selection process.
- 7.4 Applicants who have met the entry requirements but have previously been excluded from IHNA or any other institution on academic progress grounds must demonstrate that they have an improved likelihood of success in the course for which they are applying.

### 8. Enrolment and Fees

- 8.1 All applicants who received and signed an offer for admission to a course are eligible to enrol in that course in that intake by no later than the relevant enrolment deadline.
- 8.2 As per the Fees and Refunds Policy, new students are required to pay fees for their first semester by the date specified in the letter of offer. Payment of tuition fees and charges is a condition of enrolment and must be paid in full by the agreed due date. Failure to pay will result in the cancellation of the student's enrolment.
- 8.3 International students will receive a Certificate of Enrolment (CoE) upon payment of fees.

### 9. Deferment of Studies: Before and After Course Commencement

- 9.1 An applicant who has received an Offer Letter may apply for deferment of their studies within five working days, following the process of deferment.
- 9.2 Applicants must submit a formal request for deferral through the IHNA Student Support Portal by completing Withdrawal/Deferral/Transfer-Request Form.
- 9.3 An applicant whose deferral application is accepted will be issued a new Offer Letter with a new commencement date.
- 9.4 An applicant will be required to submit a new application for admission if the deferral period expires.
- 9.5 If the deferral is for an international applicant, IHNA is required to report the deferral to the relevant government department via PRISMS. The Course Coordinator or the Admission Manager has the discretion

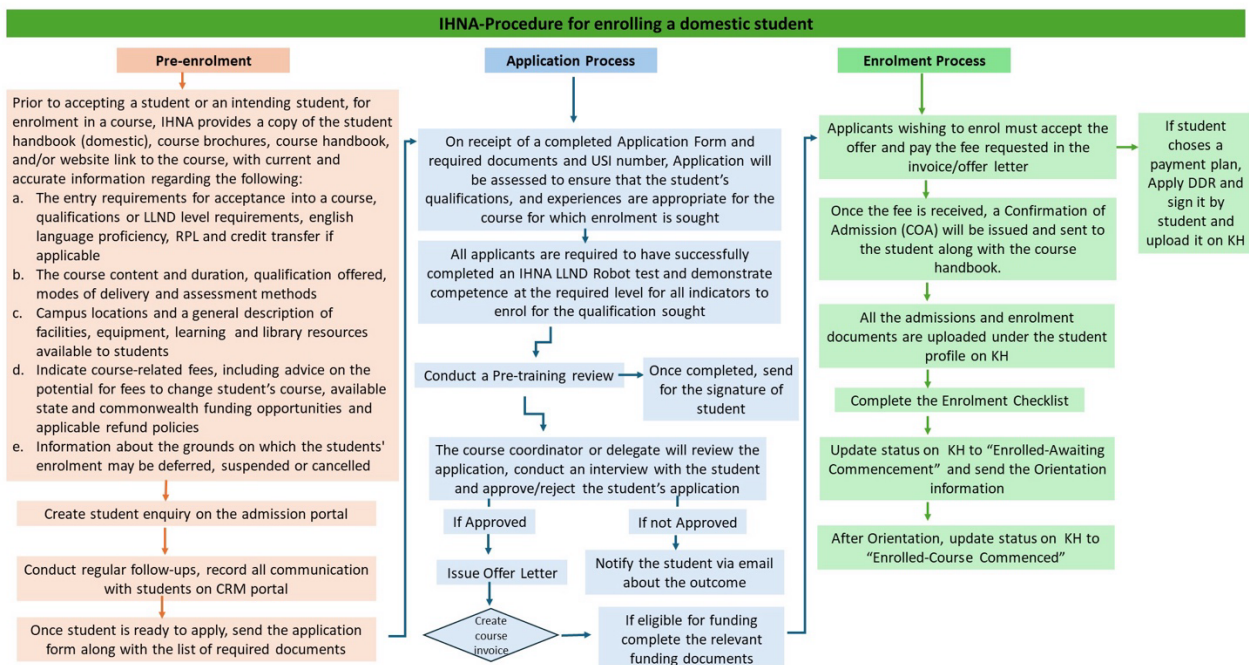
to permit deferral for each intake of courses.

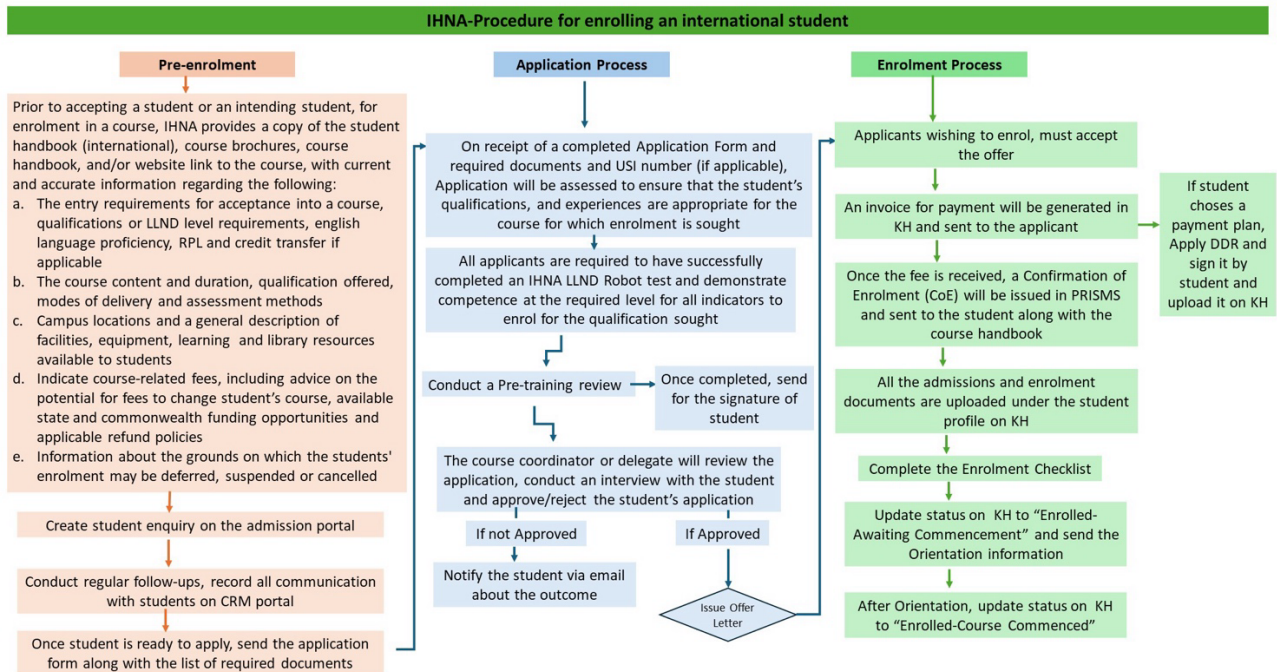
- 9.6 Deferral may not be granted if it jeopardises the program's conduct. The period of deferment will normally be no longer than a year and will normally be until the first semester of the following year, unless a course is available for commencement in an earlier admissions intake.
- 9.7 IHNA does not guarantee the course offering will be available to the applicant at the end of the period of deferral.
- 9.8 Where the course is no longer available at the end of the period of deferral, IHNA may seek to make an appropriate alternative offer.
- 9.9 Current fees and any other requirements will be applicable on enrolment and commencement of studies.
- 9.10 At the end of the period of deferral, the applicant will be invited to enrol, thereby accepting the offer. Failure to enrol by the relevant enrolment deadline may lapse the offer.

## 10. Responsibility

- 10.1 The IHNA Board of Directors is accountable for ensuring that this procedure meets the requirements of the 2025 Standards for RTOs, Compliance Standards for RTOs, including, but not limited to, the VET Student Loan, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled Funding and the Enrolled Nurse Accreditation Standards 2017 and is consistent with IHNA's obligations regarding the principles of access and equity.
- 10.2 The Chief Operations Officer (COO) is responsible for establishing the entry requirements, selection criteria and application assessment processes which are consistent with the requirements of relevant regulatory and accreditation standards.
- 10.3 Registrars are responsible for implementing the student selection process in accordance with this procedure and ensuring that all students enrolled have met the entry requirements specified by IHNA and in the Training Product prior to accepting their application. Marketing Managers and the Quality Assurance team will assist the Registrars in this process.
- 10.4 National Training Managers are responsible for ensuring pre-training reviews (PTR) are conducted to determine the competency levels of applicants to tailor their training plans. They are to confirm if recognition of prior learning and/or credit transfer is applicable for an applicant prior to confirming their enrolment.
- 10.5 Student Support and Administration Officers are responsible for providing support for all potential students in accordance with the principles of access and equity as outlined in the Access and Equity Policy.
- 10.6 Admissions Officers are responsible for the following:

- a. Ensuring all information is accurately and completely entered into the Student Management System Knowledge Hub (including document uploads and communications);
- b. Reviewing and assessing applications, including English-language proficiency and relevant courses' specific entry requirements;
- c. Requesting additional relevant information from applicants (or Agents) as necessary;
- d. Communication to the students about the selection outcome;
- e. Letter of Offer processing to successful applicants;
- f. Issuing Confirmation of Admission (COA) for Domestic Students and Confirmation of Enrolment (CoE) for the international students.





## APPENDIX 1:

### English Language Requirements – 2025 Nursing and Midwifery Board of Australia (NMBA) Update

1. IHNA updates its English language admission criteria to reflect the Nursing and Midwifery Board of Australia (NMBA) English Language Skills Standard, effective 18 March 2025. The revised standard introduces greater flexibility while maintaining high proficiency benchmarks. The minimum required writing score for IELTS has been reduced from 7.0 to 6.5, with corresponding adjustments across other accepted English tests (explore the <https://www.nursingmidwiferyboard.gov.au/registration-standards/english-language-skills.aspx> for detailed information).
2. Applicants must demonstrate English proficiency in line with the updated NMBA requirements. IELTS Academic now requires an overall score of 7.0, with minimum scores of 7.0 in Listening, Reading, and Speaking, and 6.5 in Writing. IHNA also accepts equivalent scores from other tests, including:
  - OET: Grade B in Listening, Reading, and Speaking; Grade C+ in Writing
  - PTE Academic: Overall score of 66, with at least 66 in Listening, Reading, and Speaking, and 56 in Writing
3. Applicants may meet the required scores in one sitting or across two test sittings completed within a 12-month period. This extends the previous 6-month window. When combining two sittings, no individual test component can fall below the minimum threshold (i.e., no score under 6.5 in any skill).
4. The revised standard broadens accepted evidence of English proficiency. It expands the list of recognised English-speaking countries for education pathways (note: removing South Africa from the recognised country list), and introduces acceptance of Cambridge English (C1 Advanced or C2 Proficiency) with a minimum overall score of 185 and at least 176 in Writing. Test results may now remain valid for a longer period if the applicant has worked continuously in a relevant healthcare role in an English-speaking country.
5. IHNA advises all applicants that meeting these updated English language standards is essential for program entry and a prerequisite for registration with the Australian Health Practitioner Regulation Agency (AHPRA) upon course completion. All applicants must meet these requirements before enrolment.

Applicants from English-speaking countries:

1. IHNA does not require applicants to provide evidence of English language if they are:
  - Citizens of English-speaking countries (as per Table 1), OR
  - Permanent Residents of English-speaking countries (Table 1), OR

- Individuals who have resided in an English-speaking country (Table 1) for a minimum of TEN years and have completed secondary or tertiary education in an English-speaking country.
2. Applicants are required to provide the following documents as evidence to support their application:
- Proof of citizenship or residency
  - Attested copies of official academic transcripts

**Table 1: Recognised English-Speaking Countries**

• American Samoa	• Australia
• Bahamas	• Barbados
• Belize	• Botswana
• Canada	• Fiji
• Gibraltar	• Ghana
• Guyana	• Jamaica
• Kenya	• Lesotho
• Liberia	• New Zealand
• Nigeria	• Papua New Guinea
• Singapore	• Solomon Islands
• Tonga	• The Gambia
• United Kingdom (incl Northern Ireland) and Republic of Ireland	• Trinidad and Tobago
• Zambia	• United States of America
	• Zimbabwe

**Applicants from Non-English-speaking countries:**

3. IHNA accepts the following English language tests, provided they were completed no more than two years before the intended start date and meet the minimum scores for the desired program. Applicants are required to provide copies of official Academic Transcripts as evidence.

**General Exclusions to English Language Tests**

4. Please refer to the accredited curriculum documentation as some courses have specific requirements. Where this is the case, the requirements in the accredited document apply.

Exclusion Category	Conditions
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<b>Prior Study – Senior Secondary</b>	<b>Taught &amp; assessed in English</b>	<b>Min duration of continuous education in English language</b>	<b>Max timeframe attained prior to IHNA course start</b>	<b>Other / Additional Minimum Criteria</b>																				
<b>Senior Secondary studies in an English-speaking school</b> <i>Includes International Baccalaureate (IB) Diploma where English is the main language of instruction</i>	✓	5 years	≤2 years																					
<b>International Baccalaureate (IB) Diploma not undertaken in English</b>	n/a	n/a	≤2 years	<ul style="list-style-type: none"> <li>Grade 4 in IB English A at Higher Level, or</li> <li>Grade 5 in IB English A at Standard Level, or</li> <li>Grade 7 in IB English B at Higher Level</li> </ul>																				
<b>Other Senior Secondary studies in the following non-English-speaking countries:</b>	✓	2 years	≤2 years	<ul style="list-style-type: none"> <li>Meets the additional criteria below</li> </ul>																				
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**Exclusion Category**

**Conditions**

Prior Study – Post Secondary or Tertiary	Taught & assessed in English	Min amount completed	Max timeframe attended prior to IHNAcourse start	Additional notes
Partial or Completed Post-secondary/Tertiary studies undertaken outside Australia (from a recognised institution)	✓	≥1 year FT (or equivalent PT)	≤2 years	RPL/Credit options may be available depending on the course. Consult RPL Policy/Procedure and individual course entry requirements/pathway agreements.
Partial or Completed <b>cognate</b> Australian <b>AQF Level 5 or higher</b> award (from a recognised institution)	n/a	≥1 year FT (or equivalent PT)	≤2 years	RPL/Credit options may be available depending on the course. Consult RPL Policy/Procedure and individual course entry requirements/pathway agreements.

Exclusion Category	Conditions	
<b>Work Experience (English speaking)</b>	Min duration of continuous work experience in English language	Additional notes
Lived and worked consistently in an English-speaking country	≥3 years	Must provide work reference letter on company letterhead with specific information on the type of work, dates of employment and contact details of supervisor

## SECTION 3

### 11. Associated Information

Related Internal Documents
<ul style="list-style-type: none"> <li>• Admission and Enrolment Policy</li> <li>• Recognition of Prior Learning Policy</li> <li>• Recognition of Prior Learning Procedure</li> <li>• Pre-Training Review (PTR) Policy</li> <li>• Pre-Training Review (PTR) Procedure</li> <li>• Access and Equity Policy</li> <li>• Access and Equity Procedure</li> <li>• Student Support Services Policy</li> <li>• Student Support Services Procedure</li> </ul>

	<ul style="list-style-type: none"> <li>• Training Plan Record</li> <li>• Withdrawal/ Deferral/ Transfer - Request Form</li> <li>• Advertising and Marketing Policy</li> <li>• Advertising and Marketing Procedure</li> <li>• Domestic Student Handbook</li> <li>• International Student Handbook</li> <li>• Application Form</li> <li>• Pre-Training Review document</li> <li>• Complaints and Appeals Policy</li> <li>• Complaints and Appeals Procedure</li> <li>• Skills First Program Evidence of Student Eligibility and Student Declaration</li> <li>• Smart and Skilled_Funding Application Questionnaire</li> <li>• Smart and Skilled_Consent to Use and Disclosure of Personal Information</li> <li>• Offer Letter</li> <li>• Confirmation of Admission (COA) for domestic students</li> <li>• Confirmation of Enrolment (CoE) for International Student</li> <li>• Language, Literacy, Numeracy, Digital test</li> <li>• All States relevant Privacy notice</li> <li>• Student Orientation</li> </ul>
<p><b>Related Legislation, Standards, and Codes</b></p>	<ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• 2025 Standards for RTOs</li> <li>• Compliance Standards for RTOs</li> <li>• Education Services for Overseas Students Act 2000 (ESOS Act)</li> <li>• National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)</li> <li>• Australian Core Skills Framework</li> <li>• Victorian VET Student Statistical Collection Guidelines</li> <li>• Student Identifiers Act 2014</li> <li>• Equal Opportunity Act 1995</li> <li>• Human Rights and Equal Opportunity Commission Act 1986</li> <li>• Disability Standards for Education 2005</li> <li>• ANMAC Enrolled Nurse Accreditation Standards 2017,</li> <li>• ANMAC Enrolled Nurse Accreditation Standards 2017, Criterion 6.1 (English Language Requirements)</li> <li>• The Nursing and Midwifery Board of Australia (NMBA)</li> <li>• Australian Health Practitioner Regulation Agency (AHPRA)</li> <li>• Registration standard: English language skills (NMBA and AHPRA), Effective date: 18 March 2025</li> <li>• VET Student Loan Rules 2016</li> <li>• VET Student Loan Manual</li> </ul>

	<ul style="list-style-type: none"> <li>Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled)</li> </ul>
<b>Date Approved</b>	08/08/2024
<b>Date Endorsed</b>	08/08/2024
<b>Date of Effect</b>	08/08/2024
<b>Date of Review</b>	31/12/2027
<b>Approval Authority</b>	Executive Management Committee
<b>Document Custodian</b>	Director, Quality Management
<b>IHNA DocID</b>	IHNA-AEP2-6.1
<b>2025 Standards for RTOs</b>	Compliance Standards for RTOs

## 12. Change History

Version Control		Version 6.1
Version No.	Date	Brief description of the change, including version number, changes, who considered, approved, etc.
V.4.0	04/03/2021	Separated Procedure from Policy, revised and updated with pertinent sections
V.5.0	28/02/2024	Updated in new template and logo. Revised, and edited with minor changes, including adding VSL, Skills First, Smart and Skilled, DTWD funding information, added English language requirements Annex 1, added PTR process, replaced LLN by LLND
V.6.0	27/06/2024	Updated in new logo and flow of the document as per the new Admissions and Enrolment Procedure
V.6.1	12/03/2025	Minor revision, added RPL assessment and Integrity, updated English language requirements, changed Standards for RTOs 2015 to 2025 Standards for RTOs, Compliance Standards for RTOs
V.6.2	20/02/2026	Updated document to include specific document type requirements for each student category. Removed the document attestation requirement.