

Student Selection and Admission

1. Purpose

AOMI will ensure that all applicants seeking to enrol will be treated fairly and equitably. AOMI has open, fair and transparent procedures, based on clearly defined criteria, for making decisions about the selection of students and provisions for transfer. Students will be selected on merit based on the published criteria.

2. Scope

This policy is applicable to all students or prospective students of AOMI

3. Entry Requirements

3.1 Entry Requirements - Vocational Education & Training (VET) programs

3.1.1 VET Certificate Programs

Applicants for VET Certificate programs must satisfy one of the following minimum entry criteria:

1. Successful completion of an Australian Year 10 School Certificate or equivalent;
OR
2. Successful completion of a Certificate II level qualification issued under the Australian Qualifications Framework (AQF) unless a Certificate II is the level of study being sought; OR
3. Alternative Entry may be granted for applicants who do not meet the requirements of options 1 or 2, subject to a satisfactory skills and aptitude assessment normally undertaken through an interview process. Please refer to the section on Alternative Entry within this policy.

3.1.2 VET Diploma Programs

In order to apply for the Diploma of Music Industry course at AOMI, an audition is required to assess the current skills and aptitude to study of all applicants.

Revision	By Whom	Date
Reviewed, plus minor rewording.	G Bottrill	9 Aug 17
Reviewed, no changes	G Bottrill	31 Jul 19
Reviewed, minor changes	A Palmer	20 Sep 20

The audition process is to ensure you are able to study at a Diploma level and allows AOMI to best assess the applicant's potential and advise on the most suitable level of study for the applicant to undertake.

In addition to the above, applicants for VET Diploma programs must **also** satisfy the eligibility requirements as set out in the VET Student Loan Policy.

3.2 Direct Entry

Students may apply for entry into a VET course by direct application to AOMI.

AOMI will admit students who have satisfied the published entry requirements for the course. Selection shall normally be based on merit.

Domestic applicants may also enter a VET program from a certificate or diploma from another qualification, which will involve articulation and credit transfer arrangements.

3.3 Alternative Entry

AOMI recognises that preparation for study is not restricted to formal educational attainment and that valuable intellectual and skills development can be gained through wide ranging experiences. AOMI will review applications on a case by case basis from persons of at least 14 years of age, who do not have formal qualifications for entry but who seek admission to programs on the basis of their educational and skills development through professional, work and/or life experience and/or non-accredited study.

To apply via Alternative Entry, students will need to undertake an interview with an assigned representative of AOMI and will be required to provide supporting evidence that may include:

- Records of any formal qualifications attained;
- Evidence of any informal studies undertaken;
- References relating to work history relevant to the chosen field of study (if applicable);
- A resume or Curriculum Vitae; and

A portfolio of relevant materials that demonstrates creative, technical and intellectual skills and abilities.

In addition, candidates may also be asked to undertake an exam or written assignment to satisfactorily demonstrate capacity to meet the course requirements. For all AOMI VET Diploma programs, applications must achieve Exit 3 Level 3 or higher or the Core Skills Profile for Adults (CSPA).

In all cases Alternative Entry into a VET course, will only be granted to students with at least a Year 10 level of schooling.

3.4 Credit for Prior Studies or Prior Knowledge

Students accepted into a program may be eligible to apply for recognition of previous study or previous knowledge and/or skills acquired outside of AOMI.

3.5 Credit Transfer and Advanced Standing

This refers to formal study undertaken in recognised higher education institutions in Australia, including universities, colleges, RTOs and other post-secondary education.

This refers to the formal recognition of an individual's current skills and knowledge irrespective of how, when or where the learning took place.

For further information, please refer to the Recognition of Prior Learning (RPL) Policy as found on the AOMI website.

3.6 Rejection of Application

AOMI reserves the right to reject an application where it is submitted after the closing date, where insufficient or false information has been provided or when the student has outstanding fees.

This Policy will be reviewed every two years.



William Palmer

CEO

20th September 2020