METAVISION INSTITUTE
HOLISTIC EDUCATION

Metavision Institute Pty Ltd
A.C.N 102 838 844

# Student Recruitment Admission and Enrolment Policy

## Purpose

This policy sets out the principles and process for recruitment, admission and enrolment of prospective students and ensures applicants who are well-prepared and have the requisite academic preparation to succeed in their study in Metavision Institute's accredited higher education courses.

Metavision Institute aims to recruit and admit students in an ethical, transparent and equitable process that is free from discrimination, and supports diversity in the student group.

## Scope

All recruitment strategies, enquiries and applications for admission to and enrolment in Metavision Institute's higher education courses will be managed according to this policy.

## Relevant TEQSA Threshold Standards

This policy aligns with the requirements of sections:

| Related HESF Domain | Section | Standard |
|---|---|---|
| Domain 1: Student Participation and Attainment | 1.1, 1.2 | Admission, Credit and Recognition of Prior Learning |
| Domain 6: Governance and Accountability | 6.3 | Academic Governance |
| Domain 7: Representation, Information and Information Management | 7.1, 7.2 | Representation, Information for Prospective Students |

## 1. Policy

The following principles underpin this policy:

1.1 Metavision Institute implements student recruitment strategies that provide ethical and transparent information about its higher education operations and courses according to this policy and the Student Information and Communication Policy.

1.2 Metavision Institute welcomes all prospective students who qualify for admission to its higher education courses. Metavision Institute does not discriminate against prospective students and applicants on the basis of age, disability, gender, marital or relationship status, race, religion, sex, sexual orientation, or any other protected characteristic under applicable law.

1.3 Metavision Institute welcomes Aboriginal and Torres Strait Islander applicants and students and is committed to creating opportunities for their academic success.

1.4 Metavision Institute's higher education admission requirements are approved by the Academic Board.

1.5 Prospective students and applicants for entry to Metavision Institute's higher education courses are required to demonstrate that they meet admission criteria, including proof of undergraduate or postgraduate study, and/or documented evidence of relevant work experience (paid or

voluntary), and/or evidence of relevant non-formal or informal learning and/or evidence of relevance level of competence.

## 2. Admission Criteria

2.1 Admission criteria for the Graduate Diploma of Counselling (Holistic Practice):

2.1.1 General entry:

2.1.1.1 completion of an AQF Level 7 Bachelor's degree or higher with counselling skills training, or participation in a relevant Metavision Institute bridging course,

2.1.1.2 satisfy English language proficiency requirements (for those applicants whose first language is not English and who have not completed a qualification delivered in English), and

2.1.1.3 attendance at an interview.

2.1.2 Special and/or alternative admission:

2.1.2.1 an approved professional qualification, or

2.1.2.2 relevant professional experience demonstrated to be at sufficient skill level and duration of time that satisfies the Institute that the applicant possesses the capacity to succeed in their chosen course. This includes:

2.1.2.2.1 completion of a minimum of three years of full-time (or part-time equivalent) relevant professional experience and training within the past ten years, with counselling skills training (see section 2.2.4 below), or

2.1.2.2.2 participation in a relevant Metavision Institute bridging course,

2.1.2.2.3 satisfy English language proficiency requirements (see section 2.2.3 below for those applicants whose first language is not English and who have not completed a qualification delivered in English), and

2.1.2.2.4 attendance at an interview.

2.2 Admission criteria for the Master of Counselling and Psychotherapy (Holistic Practice):

2.2.1 General entry:

2.2.1.1 completion of an AQF Level 7 Bachelor's degree with counselling skills training and one year's relevant full-time equivalent documented work experience (paid or voluntary), or

2.2.1.2 completion of an AQF Level 8 Graduate Diploma or higher, with counselling skills training, or

2.2.1.3 participation in a relevant Metavision Institute bridging course, and

2.2.1.4 completion of counselling placement requirements, and

2.2.1.5 satisfy English Language Proficiency (ELP) requirements (see section 2.2.3 below for those applicants whose first language is not English and who have not completed a qualification delivered in English), and

2.2.1.6 attendance at an interview.

2.2.2 Special and/or alternative admission:

2.2.2.1 students may be considered for admission into the Master of Counselling and Psychotherapy (Holistic Practice) through alternative admission as per section 2.1.2 above, provided they have successfully completed the Graduate Diploma of Counselling (Holistic Practice).

2.2.3 **ELP is considered met if::**

A) Applicant has obtained one of the following test results in the last two (2) years:

- International Language Proficiency Testing System (Academic) (IELTS) overall score of 6.5, with no band below 6.0
- Test of English as a second language (TOEFL) score of 79 - 93,
- Pearson Test of English (PTE) score of 58 - 64,
- Cambridge Certificate of Proficiency in English (CPE) score of 176 - 184, and
- Cambridge Certificate of Advanced English (CAE) score of 176 - 184,

OR

B) Applicant has successfully completed a minimum Certificate IV

OR

C) Minimum of one (1) year study at Diploma level

OR

D) Applicant born in an eligible country and completed at least one qualification or study in that country including senior secondary study, and the language in which the qualification was undertaken was English

OR

E) Applicant is not born in one of the following eligible countries, completed senior secondary study or at least one year of full-time university study in one of these eligible countries, and the language in which the qualification was undertaken was English.

Eligible countries:

- Antigua and Barbuda
- Anguilla
- Australia
- The Bahamas
- Barbados
- Belize
- Bermuda
- British Indian Ocean Territory
- Canada
- Cayman Islands
- Dominica
- Falkland Islands
- Gibraltar
- Grenada
- Guernsey
- Guyana
- Isle of Man
- Jamaica
- Jersey
- Malta
- New Zealand
- Republic of Ireland
- Saint Helena, Ascension and Tristan da Cunha
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Trinidad and Tobago
- United Kingdom
- United States of America
- US Virgin Islands

2.2.3.1 Applicants who do not meet the formal test or study requirements may apply for an English Language Proficiency (ELP) waiver in exceptional cases. Waivers will only be granted by the

Dean upon provision of adequate documentary evidence demonstrating sufficient English language proficiency through professional or academic experience.

A waiver must include:

- A formal letter from the applicant outlining grounds for consideration.
- Supporting documentation such as an employment verification letter on company letterhead confirming the primary language of communication within the workplace is English, expired English test results, or certified English-medium qualifications.
- A short recording or interview conducted by Metavision Institute Admissions staff to support the assessment of English language ability.
- All waiver requests must be forwarded to the Dean for decision.
- Approved waivers must be recorded in the student management system and attached to the applicant's file.

2.2.3.2 All waiver requests must be referred to the Dean for decision. Approved waivers must be recorded in the student management system and retained on the applicant's file.

2.2.3.3 Applicants who do not meet the minimum English proficiency and are not granted a waiver may be offered conditional admission, subject to successful completion of an approved English for Academic Purposes (EAP) program.

2.3 Admission criteria for the Bachelor level courses (AQF7) :

2.3.1 General entry:

2.3.1.1 Completion of Year 12 at an Australian secondary school, or an equivalent qualification. (e.g. Tertiary Preparation Certificate, Certificate IV, one year of study at Diploma level at another higher education institution, etc)

2.3.1.2 Completion of secondary qualifications from a non-Australian secondary school, or an equivalent qualification equivalent to AQF6 or higher. Note that all international qualifications must be certified and for qualifications that are not in English, a certified translation is required.

2.3.1.3 Mature age students (21 years or over) who have not completed Year 12 or an equivalent qualification, but hold relevant study, work, and/or lived experience may be considered for admission on a case-by-case basis. Evidence of this experience will be required and may include a curriculum vitae (CV) or portfolio that documents relevant lived experience for admission.

2.3.1.4 satisfy English language proficiency requirements (for those applicants whose first language is not English and who have not completed a qualification delivered in English), and

2.3.1.5 attendance at an interview.

2.3.2 ELP is considered met if:

A) Applicant has obtained one of the following test results in the last two (2) years:

- International English Language Proficiency Testing System (Academic) (IELTS) overall score of 6.5, with no band below 6.0
- Test of English as a foreign language (TOEFL) score of 79 - 93,
- Pearson Test of English (PTE) score of 58 - 64,
- Cambridge Certificate of Proficiency in English (C2 Proficiency exam) score of 176 - 184, and
- Cambridge Certificate of Advanced English (C1 Advanced exam) score of 176 - 184,

OR

B) Applicant has successfully completed a minimum Certificate IV in Australia

OR

C) Minimum of one (1) year study at Diploma level in Australia

OR

D) Applicant born in an eligible country and completed at least one qualification or study in that country including senior secondary study, and the language in which the qualification was undertaken was English

OR

E) Applicant is not born in one of the following eligible countries, completed senior secondary study or at least one year of full-time university study in one of these eligible countries, and the language in which the qualification was undertaken was English.

Eligible countries:

- Antigua and Barbuda
- Anguilla
- Australia
- The Bahamas
- Barbados
- Belize
- Bermuda
- British Indian Ocean Territory
- Canada
- Cayman Islands
- Dominica
- Falkland Islands
- Gibraltar
- Grenada
- Guernsey
- Guyana
- Isle of Man
- Jamaica
- Jersey
- Malta
- New Zealand
- Republic of Ireland
- Saint Helena, Ascension and Tristan da Cunha
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Trinidad and Tobago
- United Kingdom
- United States of America
- US Virgin Islands

2.3.2.1 Applicants who do not meet the formal test or study requirements may apply for an English Language Proficiency (ELP) Waiver in exceptional cases. Waivers will only be granted by the Dean upon provision of adequate documentary evidence demonstrating sufficient English language proficiency through professional or academic experience.

A waiver must include:

- A formal letter from the applicant outlining grounds for consideration.
- Supporting documentation such as an employment verification letter on company letterhead confirming the primary language of communication within the workplace is English, expired English test results, or certified English-medium qualifications.
- A short recording or interview conducted by Metavision Institute Admissions staff to support the assessment of English language ability.
- All waiver requests must be forwarded to the Dean for decision.

- Approved waivers must be recorded in the student management system and attached to the applicant's file.

2.3.2.2 All waiver requests must be referred to the Dean for decision. Approved waivers must be recorded in the student management system and retained on the applicant's file.

2.3.2.3 Applicants who do not meet the minimum English proficiency and are not granted a waiver may be offered conditional admission, subject to successful completion of an approved English for Academic Purposes (EAP) program.

2.4 Relevant professional experience and training includes, but is not limited to, the following areas:

2.4.1 Care for the aged

2.4.2 Care for the disabled

2.4.3 Children's services

2.4.4 Community services

2.4.5 Counselling

2.4.6 Human resources

2.4.7 Human welfare services

2.4.8 Life coaching

2.4.9 Medicine

2.4.10 Nursing

2.4.11 Pastoral care

2.4.12 Psychology

2.4.13 Residential client care

2.4.14 Social work

2.4.15 Teaching

2.4.16 Welfare studies

2.4.17 Youth work

2.5 Metavision Institute is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), with CRICOS Provider Code 04454D. Metavision Institute is therefore able to enrol international students holding an Australian student visa in CRICOS-registered courses. All enrolments of international students are subject to the requirements of the ESOS Act 2000, the National Code 2018, and Metavision Institute's international student policies and procedures.

# 3. Implementation

3.1 All applications for entry into Metavision Institute's higher education courses are assessed according to this policy, the Student Handbook and admission criteria made available on the website. All English language proficiency assessments including verification of test results, review of documentary evidence, and management of waiver applications, must be conducted in accordance with the *Student Recruitment, Admission & Enrolment Procedure (v1.4)*. Admissions staff are responsible for ensuring all decisions are evidence-based and compliant with approved admission standards including English language entry criteria and any applicable waivers approved by the dean. Admission requirements are regularly reviewed and benchmarked against national and disciplinary standards.

3.2 Information on admission criteria, how to apply and the course application form are made available to prospective students on the website. Applications are made on the prescribed form and lodged online or emailed to Metavision Institute with supporting documentation. All assessment records, including copies of English language test results, certified qualifications, and approved waiver documentation, must be securely stored in the student management system. The Administration Manager must ensure all records are readily accessible for internal audit, quality assurance, and regulatory compliance purposes in accordance with Metavision's Records Management Policy.

3.3 All applicants are treated courteously, and their applications are processed promptly, equitably and efficiently. The Dean reviews ELP assessments and waiver approvals annually to ensure consistency, transparency and alignment with current TEQSA and ESOS standards. Findings and recommendations are reported to the Academic Board as part of Metavision Institute's annual review and continuous improvement cycle.

3.4 The Metavision Institute reserves the right to:

3.4.1 Withdraw an offer of admission at its discretion, where unforeseen circumstances arise that render enrolment infeasible or inappropriate, provided the withdrawal is not due to the fault of the student.

3.4.2 Reject an application where the provision of necessary support or accommodations would cause the Institute undue hardship.

3.5 Metavision Institute reserves the right to withdraw an offer of admission at its discretion, where unforeseen circumstances arise that render enrolment infeasible or inappropriate, and the reason for the withdrawal of offer is not due to the fault of the student.

3.6 Based on the application and attendance and assessment at the admission interview, a letter of offer indicating acceptance into the course is provided to applicants who meet admission requirements. Approved credit will be reflected on the Letter of Offer.

3.7 In order to participate in classes and other educational activities, and to receive a final grade for submitted assessments, students must be formally enrolled and in attendance by the commencement of the first week of semester.

3.7.1 Students may add or withdraw from units to their enrolment prior to the published Census date using the Variation of Enrolment application form, subject to approval. Enrolment in additional unit(s) after the commencement of the first week of semester may be subject to specific conditions determined by the Dean to ensure academic integrity and student success.

3.8 Students experiencing extenuating circumstances may apply to withdraw from a unit without penalty, before final grades have been released, on the Special Consideration application form. Students who have failed one or more assessment tasks in a unit are not considered eligible to apply for special consideration in that unit.

3.9 Students whose application to withdraw from a unit after census date without penalty has been approved will receive a grade of Withdrawn without Penalty (WN) on their Statement of Attainment and final Record of Results.

3.10 A student's enrolment and Letter of Offer will be cancelled if statements made or documents provided by the student in the course application are shown to be false.

3.11 Prospective and current students may appeal a decision made within the framework of this policy. Appeals are to follow the *Student Grievance Complaints and Appeal Policy (Academic)*.

3.12 For more information on course withdrawal and leave of absence, see *Student Progression Policy.*

**International Students**

3.13 International students holding an Australian student visa are required to study on a full-time basis. Enrolment on a part-time load is not permitted under Australian student visa conditions. International students must also select the Blended study mode; the fully online mode is not available to international student visa holders. No more than one-third of the total course may be delivered via online or distance learning, and international students must attend all required face-to-face workshop intensives.

3.14 An international student's request for deferment or suspension of study will only be granted on the basis of compassionate or compelling circumstances, supported by appropriate and verifiable documentary evidence. Compassionate or compelling circumstances are circumstances outside the student's control that have a significant impact on their ability to continue studying. Examples include, but are not limited to: serious illness or injury (physical or mental); bereavement; pregnancy or childbirth; sudden changes to caring responsibilities; and natural disaster. Each application is assessed on a case by case basis by the Dean. Before any change to enrolment status is actioned, Metavision Institute will advise the student in writing to contact the Department of Home Affairs to seek advice on any potential impact on their student visa, including whether a new visa may be required. Any approved change will be reported to DHA via PRISMS and a new Confirmation of Enrolment (CoE) will be issued where required.

3.15 Metavision Institute may suspend or cancel an international student's enrolment on the basis of, but not limited to:

- Misbehaviour by the international student
- The international student's failure to pay the required amount to undertake or continue the course as stated in the written agreement
- A breach of course progress or attendance requirements by the international student

3.16 If Metavision Institute intends to suspend or cancel the enrolment of an international student (e.g., for serious misconduct or unsatisfactory academic progress), the student will be formally notified of the intention to report and given 20 working days to access Metavision Institute's internal complaints and appeals process before the suspension or cancellation takes effect.

Exception: The international student does not need to be given the opportunity to appeal where the international student's health or wellbeing, or the wellbeing of others, is likely to be at risk. Metavision Institute will keep evidence to support any such decision.

3.17 Metavision Institute will not report the suspension or cancellation to the Department of Home Affairs (DHA) via PRISMS until the internal appeals process is completed and the decision is upheld, or the student chooses not to appeal.

3.18 Metavision Institute will inform all international students that deferment, suspension, or cancellation of enrolment may impact their student visa status and encourage them to seek advice from the Department of Home Affairs or a registered migration agent.

# 4. Responsibilities

4.1 Academic Board

- 4.1.1 Approves changes to the Policy
- 4.1.2 Oversees policy implementation
- 4.1.3 Reviews admissions criteria every 3 years

4.2 Dean

- 4.2.1 Responsible for overseeing all applications for admission to Metavision Institute's courses.

4.3 Administration Manager

4.3.1 Admits applicants who submit acceptable documentary evidence that they meet the admission requirements for their chosen course, and

4.3.2 Rejects applicants whose previous academic study and/or level of English language proficiency clearly does not meet the admission requirements for their chosen course.

4.3.3 Reports on recruitment, admissions and enrolments to the Executive Committee and Academic Board.

4.4 Course Coordinators

4.4.1 Interviewing applicants using the Interview Guide, and

4.5 Student Liaison Officer

4.5.1 Provide counselling to applicants based in areas such as course suitability and support needs as referred to by the Administration Manager.

# Definitions

| Term | Definition |
|---|---|
| Aboriginal and/or Torres Strait Islander Person | A person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander (person) and is accepted as such by the community in which he or she lives . [S51 (25) of the High Court of Australia (1983)]. |
| Applicant | A person who has lodged an application to enrol in a specific course |
| Australian Qualification Framework (AQF) | A single comprehensive national qualifications framework which provides the national policy for regulated qualifications in Australian education and training. |
| Bridging course | Applicants entering the Graduate Diploma course without prior counselling skills training will be required to attend a one-semester bridging course in foundational counselling skills. |
| Prospective Student | A person interested in studying a specific course who has not yet lodged an application. |
| Offer Round | The dates on which offers of a place in Metavision Institute's higher education courses are made to applicants throughout the year |
| Terms and Conditions of Enrolment | Metavision Institute's written agreement with students in accordance with the requirements of Section 1.1.2 and 1.1.3 of the Higher Education Standards Framework. This agreement must be signed by the applicant concurrently with or prior to the Metavision Institute accepting tuition fees. |

## Related Documents

| Category | Documents |
|---|---|
| Plans | Marketing Plan |
| | Strategic Plan |
| Policies | Credit Transfer & RPL Policy |
| | Student Information and Communication Policy |
| | Student Grievance Complaints and Appeal Policy (Academic) |
| Form | Course Application Form |
| | Articulation Application Form |
| | Credit Application Form |
| Other | Letter of Offer |
| | Acceptance of Offer |
| | Student Handbooks |

## Version Control

| Field | Detail |
|---|---|
| Document Title | Student Recruitment Admission and Enrolment Policy |
| Approved by | Academic Board |
| Version No. | V2.1, Reviewed: July 2026 |
| Date approved | 11 August 2026 |
| Replaces Version No. | V2.0.1 |
| Next review due | 3 years from approval (March 2029) |
| Custodian | Dean |