## Admissions Transparency Checklist

This document was prepared in response to provider requests for a checklist to support them to implement the admissions transparency requirements. Providers should also be familiar with the requirements as outlined in [*Improving the transparency of higher education admissions: Phase two common terminology and information sets*](https://docs.education.gov.au/node/48106) *and TEQSA’s* [*Advice on Admissions Transparency*](https://www.teqsa.gov.au/latest-news/publications/advice-admissions-transparency).Providers are also encouraged to test the accessibility and readability of their admissions and course information with users.

#### General information about studying at the institution

* Campus locations
* Information about open days (including campus visits)
* Important dates (including application and enrolment dates)
* Contact details (e-mail address/phone number and in-person options)

#### Admission Criteria

The following information should be provided under whole of institution information where it applies to all courses and under course information if it is course specific.

* The location of “admissions information” is obvious from the homepage
* There are no obstacles to easy access such as a need to register and   
  provide contact details before information is available
* Applicant information, including the admission criteria, is provided for the four background groups
  + Higher Education
  + VET study
  + Work and life experience
  + Recent secondary education (within the past two years)
* For recent secondary education students:
  + Information about ATAR-adjustments, including eligibility details
  + The maximum available for each type of adjustment
  + How the selection rank is created
  + Information about additional tests, portfolio assessments, auditions or   
    other types of evidence that is required in addition to a competitive   
    ATAR, including the criteria on which applicants will be assessed
  + All non-ATAR admission options
* ‘Bonus points’ has been removed
* Special consideration due to disability, illness or family disruption
* How interstate applicants are assessed and selected
* Pathways or enabling courses for applicants with insufficient preparation
* If applicable, information about the Special Tertiary Admissions test
* Consider supporting prospective students who may not meet the admissions   
  criteria by providing a list of (and links to) admissions pathways

#### Student and ATAR profiles

* A whole of institution student profile is provided
* A student profile is provided for each course 
  + For each student profile the numbers add up to the total
  + For each student profile the percentages add up to 100%
* An ATAR profile is provided for each course 
  + If applicant, a selection rank column in the ATAR profile is provided
* For each student and ATAR profile the relevant intake is identified
* Where applicable, numbers have been masked correctly
* The student and ATAR profiles are templates so changes have been avoided
* Staff with responsibility for extracting data have kept a record of the process
* ‘Cut-off’ and ‘clearly-in’ have been removed

#### Student specific information

* How Australian citizens or permanent residents with overseas qualifications are assessed
* General requirements for English language proficiency
* Indigenous applicant admission scheme
* Disability admission scheme
* Elite sports or artistic performance scheme (including community service)
* Youth and student allowances including Centrelink
* Student loans
* Scholarships

#### Course specific information

* If applicable, a statement that ‘general admission criteria apply to the course’   
  and a link to the whole of institution admission criteria
* General information about studying the course
* Course/Qualification options
* Course structure
* Course accreditation/Professional body
* Work based learning, internships and work places available as part of the

course

* Graduate career/Postgraduate study pathways
* Campus location
* Explanations regarding any technical or specialised terms
* Course prerequisites
* Physical or other requirements for the course
* Consider publishing a glossary adding any technical or other terms that might  
  be institution or course specific

#### How to apply

* If applicable, a link to the provider’s information on the TAC is provided
* Information on the TAC is the same as information on the website
* If applicable, information for applying direct to the institution is provided
* If applicable, information about pre-selection of applicants
* The application process
  + The application date is provided
  + When will the applicant be notified
  + How does an applicant acceptance of an offer
  + Deferral, changes to or withdrawal from offers, acceptance and   
    enrolment and leave of absence
* Consider including a list of application information (such as forms,   
  education results or birth certificate) so prospective students can   
  easily understand what is required to submit their application

#### Other information

* Credit transfer information
* Recognition of prior learning
* Any formal recognition of prior learning arrangements in place for this course
* Advanced standing
* Fees and charges
* Current academic governance policies on all aspects of admissions
* Alternative but similar sounding terms to the agreed terminology such as   
  ‘credit for prior learning’ have been avoided
* Appeals and grievances procedures
* TEQSA’s national register
* QILT website

#### Student and campus services (as applicable)

* Student induction and orientation
* Library services
* Learning Assistance/Academic skills
* IT/Computer support
* Student accommodation options
* Childcare services
* Health and medical services
* Mental health services
* Sexual assault or harassment services add support
* LGBTIQ support (including the Ally program)
* Chaplaincy and/or Counselling and student support services
* Emergency services
* Safety and security on campus
* Safety and security online
* Exchange programs
* Student organisations
* Student union
* Sports and recreation
* Legal advice
* Advocacy