



## 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](#) and TEQSA's [Advice on 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