Transition Program Online Student Entry Requirements and Selection Policy

1. Purpose

This Policy is to:
    (a) Provide transparent and consistent assessment on all applications for admission received by OpenLearning for the Transition Program Online; and
    (b) Ensure that student selection is carried out in a professional and responsible manner, while upholding the equal opportunity principles.

Please note that this Policy has been prepared and will be maintained by OpenLearning as the deliverer of the Transition Program Online. This is not a UNSW College or UNSW policy.

2. Scope

This policy applies to:
    (a) Students seeking to enrol in the Transition Program Online; and,
    (b) OpenLearning staff involved in the promotion, recruitment, admission, delivery, management or administration of students.

3. Definitions

Applicant means an individual who applies to study the Transition Program Online.

CAE means Cambridge Advanced English.

FEEC means the Foundation English Entry Course at the UNSW College.

IELTS means the International English Language Testing System.

PTE means Pearson Test of English (Academic).

TOEFL means Test of English as a Foreign Language.

Transition Program Online means the program delivered by Open Learning Global Pty Ltd (trading as OpenLearning) proudly delivered under licence from UNSW and UNSW College.

4. Policy Statement

OpenLearning is committed to the transparent, consistent and effective assessment of students who wish to enrol in theTransition Program Online.

4.1. OpenLearning's obligations and rights under this policy

4.1.1. OpenLearning Admissions staff will inform the applicant or their agent in writing within 2 business days of the result of the application, upon receiving completed documentation;

4.1.2. When receiving an Under 18 student, OpenLearning Admissions staff will ensure additional requirements as set out at 5.3. are met;

4.1.3. If an application for admission is refused by OpenLearning, the student will be advised in writing of the reasons for the refusal;

4.1.4. The assessment of the application and the decision will be maintained on file.

4.2. Students' obligations and rights under this policy

4.2.1. All applicants must meet all entry requirements for the Transition Program Online;

4.2.2. All applicants must provide sufficient and genuine information to allow for a proper assessment for admission;

4.2.3. If the applicant is under 18 years of age, the application for admission must be accompanied with a parent/legal guardian's signature.

5. Selection Process

OpenLearning will consider the following factors when assessing applications for admission into the Transition Program Online.

5.1. English Language Proficiency
OpenLearning will accept the following tests to prove the applicant's English Language proficiency:

English Test	Minimum requirements
IELTS (Academic Module)	6.0, Writing 5.5 (sub-scores 5.0)
TOEFL (computer-based)	537, TWE 4.5
TOEFL (internet iBT)	75, Writing 18
Pearson Test of English (PTE)	50, Writing 46
Cambridge Advanced English (CAE)	169, Writing 162 (sub-scores 154)
UNSW College Programs	D, Writing D
HKDSE English	3, Writing 3

OpenLearning will accept other equivalent assessments that are recognised by UNSW College.

All accepted English tests must have been taken within 24 months of the nominated Transition Program Online commencement date.

5.2.   Academic Requirements
There are different academic requirements for the various streams of the Transition Program Online. They are specified and published on the UNSW College website: https://www.unswcollege.edu.au/study/entry-requirements.

5.3.   Minimum Age Requirements
5.3.1. To enrol in the Transition Program Online, students must be 16 years of age at the date of program commencement.

5.4.   Admission Outcome
5.4.1. Notification of admission outcome
        All applications for admission will be assessed against one or more of the above requirements, as set out under paragraphs 5.1 to 5.3. All applicants will receive a formal notification of their admission outcome, which can be:
        (a) A full offer; or
        (b) A conditional offer; or
        (c) An unsuccessful admission letter.

5.4.2. Grounds for refusal of admission
        OpenLearning may refuse to admit an applicant under, but not limited to the following circumstances:
        (a) The applicant has provided false information or fraudulent documentation to gain admission; or
        (b) Where the admission is considered to be a breach of Australian law.

6. Appeal of a decision

Where an application for admission is rejected, the applicant may apply for a review of the decision within 10 business days of the decision. A review of the decision will be undertaken by the Head of Customer Success. The applicant will be notified in writing of the outcome of the review within 10 business days of lodgement of the appeal.

7. Legal and Policy Framework

This Policy operates within the context of, and subject to, Australian State and Commonwealth legislation.

7.1. Responsibilities

7.1.1. Approver
The Academic Director, Australia is responsible for the approval of this policy.

7.1.2. Responsible officer
The Academic Director, Australia is responsible for the implementation, dissemination and review of this policy.

7.1.3. Contact officer
The Head of Customer Success is responsible for the day-to-day implementation of this policy and is the first point of contact for all enquiries that relate to this policy.

7.1.4. Staff
OpenLearning staff are responsible for assisting in the implementation of and adherence to this policy.

7.2. Review

This policy is due for review five years from its date of implementation.

Version	1.2
Approved by	Dr Shazia K Jan Academic Director, Australia
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Next review	18th January 2026
Accountable role	Academic Director, Australia
Related documents	Non listed