

# **General Admission Information Sheet for Ozford Institute of Higher Education (OIHE)**

Bachelor of Business  
Bachelor or Business (Accounting)  
Diploma of Business

## **1. About Ozford Institute of Higher Education**

Ozford Institute of Higher Education (OIHE) is an innovative educational institute located in the heart of Melbourne.

Our outstanding staff, first class facilities and practical learning programs will provide you with the tools to achieve your study and professional goals. Our spacious classrooms are bursting with natural light and are equipped with the latest technology to provide a dynamic learning environment. Students also have access to wide-ranging library and online resources, computers, Wi-Fi and internet, printing and kitchen facilities.

We offer two Bachelor Degree and a Higher Diploma courses:

- Bachelor or Business (Accounting) - CA & CPA Accredited
- Bachelor of Business - Specialisations in Management, Marketing or Accounting (or choose two specialisations)
- Diploma of Business

Ozford Institute of Higher Education offers courses that will lead you to a successful professional career. Our reputation is built on providing our students with career-focused qualifications, within a flexible model of five intakes each year; March, April, July, September and November.

Our course information, intake dates and contact details are available on our website:

<http://www.ozford.edu.au/higher-education/>

Campus location: Level 7, 9 & 10, 310 King Street, Melbourne.

## **2. Admission criteria**

The below admission criteria are applicable to all three courses on offer:

- Bachelor or Business (Accounting)
- Bachelor of Business
- Diploma of Business

### **Applicant Background**

#### **A. Applicants with higher education study**

Applicants with Higher Education study refer to those whose highest level of study enrolment since leaving secondary education is a higher education course. This includes study at university and non-university higher education providers (HEP), regardless of the time of completion.

Applicants who have recently (in the previous two years) completed some Higher Education studies or a bridging or enabling course delivered by or on behalf of a HEP are considered as having met the academic entry requirements of OIHE courses.

Advanced standing will be granted for previous learning which has been assessed as equivalent in learning outcomes, volume of learning, learning and assessment approaches and the approved content of the relevant course of study at OIHE.

Applicants are required to indicate their intention to apply for Advanced Standing and attach certified copies of supportive documents when applying to enroll at OIHE.

Applicants who have completed a bridging or enabling course delivered by or on behalf of a HEP can apply to OIHE courses.

For further information on how advanced standings are granted, please refer to the [Credit Transfer and Articulation Policy](#) available on our website:

<https://www.ozford.edu.au/higher-education/policies-and-procedures/>

## **B. Applicants with vocational education and training (VET) study**

Applicants with VET study refers to applicants whose highest level of study enrolment since leaving secondary education is a VET course. This includes a course provided by a public TAFE or other VET providers, whether a qualification was complete or not.

Applicants who have satisfactorily completed one year of an AQF accredited award in Certificate IV or above are considered as having met the academic entry requirements of OIHE courses.

For further information, please refer to [Admission Policy](#) Clause 4 at <https://www.ozford.edu.au/higher-education/policies-and-procedures/>

Advanced standing will be granted for previous learning which has been assessed as equivalent in learning outcomes, volume of learning, learning and assessment approaches and the approved contents of the relevant course of study at OIHE.

Applicants are required to indicate their intention to apply for Advanced Standing and attach certified copies of supportive documents when applying to enroll at OIHE.

For further information on how advanced standings are granted, please refer to the [Credit Transfer and Articulation Policy](#) available on our website:

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## **C. Applicants with work and life experience**

Applicants with work and life experience generally refer to matured aged applicants who left secondary education more than two years ago (i.e. who are not classified as recent secondary education applicants) and have not undertaken further study since then.

Applicants may have undertaken non-formal programs that have helped prepare them for tertiary education or are relevant to the proposed higher education field of study.

“Experience” could include a combination of factors sufficient to demonstrate readiness for higher education such as mature-age entry, professional experience, and community involvement and/or work experience.

Matured aged applicants who are over the age of twenty one can apply to study at OIHE if they can demonstrate skills and experiences that are equivalent to an undergraduate qualification. The applications will be assessed by the Academic Dean or a delegated officer.

#### **D. Applicants with recent secondary education (within the past two years)**

Applicants with recent secondary education refers to applicants whose admission is based mostly on secondary education that was completed either in the current year or within the previous two years. This includes applicants whose secondary education was undertaken interstate or overseas. This group includes applicants who may have undertaken or completed some VET or Higher Education studies while still at school.

Applicants who have recently (within the previous two years) –satisfactorily completed Australian Year 12 or equivalent are considered as having met the academic entry requirements of OIHE courses.

### **3. Additional information**

#### **Aboriginal and Torres Strait Islander people**

OIHE welcomes applications from Aboriginal and Torres Strait Islander prospective students, and endeavors to offer students a diverse and culturally supportive learning environment. Aboriginal and Torres Strait Islander applicants are assessed in the same way as other applicants.

Further information on admissions can be found at:

<https://www.ozford.edu.au/higher-education/policies-and-procedures/>

#### **Domestic applicants with overseas qualifications**

Domestic applicants with overseas qualification are welcome to apply. Domestic applicants with overseas qualification are assessed in the same way as other applicants.

Further information on admissions can be found at:

<https://www.ozford.edu.au/higher-education/policies-and-procedures/>

#### **English language proficiency**

All applicants are required to demonstrate sufficient English language skills to enable them to successfully complete a degree course. For English language proficiency requirements, please refer to clause 4 of the [Admissions Policy](#):

<https://www.ozford.edu.au/higher-education/policies-and-procedures/>

## 4. How to apply

Prospective students can apply directly to OIHE by submitting an Enrolment Application Form by person, post, email, or via the online application section at <https://www.ozford.edu.au/apply-now/>

For further information, please refer to <https://www.ozford.edu.au/higher-education/how-to-apply/>

## 5. Enrolment

If the applicant is assessed as being eligible for entry to the course of choice, the delegated admissions officer will authorise the issue of a Letter of Offer.

To accept the offer, the applicants are required to read, sign and return the Acceptance Agreement to the Admissions Officer.

For further information regarding the admission procedures, including application submissions, supporting documents, application assessments and offer acceptance, please refer to clause 4 of the [Admissions Procedure](#):

<https://www.ozford.edu.au/higher-education/policies-and-procedures/>

## 6. Student and Campus Services

Ozford is located in the heart of Melbourne, where it is safe and convenient and easily accessed by the public transport system. Flagstaff and Southern Cross Stations are the closest railway (train) stations.

Ozford has been fitted out with modern furnishings and fittings. The library has a wide range of resources. Ozford also has student common areas, where students can get to know one another and study amongst themselves.

### Student Common Areas

The Student Common Areas is a comfortable place for students to relax, recharge and socialise with other students. Ozford provides access to microwaves, refrigerators, water filters and vending machines in the student common areas.

Students are expected to keep these areas clean and tidy at all times. Students can refer to the Ozford campus map for more information on where these common areas are located.

### Computing Facilities

There are computer labs at Ozford with high speed internet access. There are also computers, printers and photocopiers in the library and in the student common areas for student use.

All students are given an individual account for computer access. Free wireless internet is available on campus.

## **Library**

Ozford Library is the one-stop student resource centre. Students can borrow books, CDs, DVDs and many other resources to help with their studies. The library is also the perfect place for students who would like a quiet space for research and preparing assignments.

OIHE has implemented an eTextbook model for all students via the Moodle LMS. Students can access eTextbook 24/7 which will make it convenient for the students to access their learning resources. The hard copies of textbooks are also available in the library.

## **Academic Support and Learning Assistance**

Ozford will assist all students in their efforts to achieve satisfactory course progress. If necessary, assessment methods can be adapted, where appropriate, to ensure every student has equal access to a fair assessment.

The Student Success coach provides free weekly one-on-one and group academic support sessions to all current students. Students are welcome to attend the sessions to obtain help with assignments and assessments strategies or for further developing their academic skills.

## **Student Services and Information Desk**

The Student Services Officers can provide support to students in many aspects of their study and life in Australia, such as finding a suitable accommodation, obtaining a new mobile number, opening a new bank account and providing information on recreational activities.

The Student Services Officers can also assist students with a wide range of issues, including employment, legal and financial problems, academic counselling and attendance concerns.

Our Information Desk is generally the first contact point for all current and prospective student enquiries.

## **Orientation and Transition Programs**

Ozford conducts orientation programs for all new students who start their study here. The orientation program assists students in familiarising themselves with Ozford and adjusting to student life. Students will be guided through the campus and introduced to different staff members.

Transition Workshops are held for students on topics such as: Living in Melbourne, Learning about Australian Culture (for international students), Hints on Adjusting Successfully to Living Away from Home, Safety and Security, and Budgeting.

Students are provided with information and support for finding suitable accommodation. Students who require this service must fill in the relevant application forms and provide accommodation requirement details.

## **Student Welfare Services**

Students experiencing difficulties associated with personal issues can discuss these with the Student Welfare Officer. Students are required to make an appointment to see the Student Welfare Officer who has extensive experience with student counselling and support. During the meeting, students are provided with the opportunity to freely discuss any issues in a relaxed and confidential setting.

### **Job, Career and Further Study**

Students are provided with information and assistance in relation to careers and study options. The Student Success Coach conducts weekly Careers and Job Placement Consultation Sessions for students who need help in finding a job in Melbourne.

We have a comprehensive Job Ready Program prepared and led by our Student Success Coach. The Student Success Coach collaborates with staff on curriculum and assessments, and supports students in creating and maintaining their success portfolios. She coaches and guides students to self-assess, set goals and gain industry experience or internships related to their areas of study or interest and encourages them to view their portfolios as a reflection of how they might achieve their personal and career objectives.

### **Safety and Security**

Ozford is committed to providing a safe and healthy work environment for its staff, students and visitors. Ozford encourages all workplace participants to regard accident prevention and work safety as a collective and individual responsibility. The safety of students is regarded to be of primary importance.

For the safety of the Campus community and the protection of assets and property, some areas of the Campus are under constant camera surveillance. Cameras are monitored. All cameras are supported by recordings that are kept for incident investigations. All cameras are operated in an open surveillance manner and in accordance with the Workplace Video Surveillance Act.

Ozford recognises its corporate responsibility under the OH&S Acts and Regulations. Students as well as staff, share a dual responsibility in ensuring the health and safety of staff, students, contractors and visitors. In fulfilling this responsibility, teachers and students have a duty to provide and maintain, as far as practicable, a learning environment that is safe and without risk to health.

## **7. Financial Assistance**

The Higher Education Loan Program (HELP) loan is not available to OIHE students and students must pay tuition fees upfront.

Ozford provides flexible payment options to accommodate to students' financial situations. Student who are faced with financial difficulties are welcomed to make an appointment to discuss a fee payment plan with the Accounts Officers.

## 8. Student profile

The table below gives an indication of the likely peer cohort for new students at OIHE. It provides data on all students who commenced undergraduate study in the most recent intake period (Trimester 2, 2019), including those admitted through all offer rounds, and international students studying in Australia.

Applicant background	Trimester 2, 2019	
	Number of students	Percentage of all students
<b>A) Higher education study</b> (includes a bridging or enabling course)	<5	N/P
<b>(B) Past vocational education and training (VET) study</b>	<5	N/P
<b>(C) Work and life experience</b> (Admitted on the basis of previous achievement other than the above)	<5	N/P
<b>(D) Recent secondary education:</b>	<5	N/P
Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points)	<5	N/P
Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)	<5	N/P
Admitted on the basis of other criteria only and ATAR was not a factor (e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement)	<5	N/P
International students	28	93.33%
All students	30	100%
<b>Notes:</b>		
"<5 - the number of students is less than 5.		
N/A – Students not accepted in this category		
N/P – Not published: the number is hidden to prevent calculation of numbers in cells with less than 5 students.		

## 9. Where to get further information

### TEQSA national register

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA is required to maintain the National Register of Higher Education Providers in accordance with the Tertiary Education Quality

and Standards Agency Act 2011 (TEQSA Act). The National Register is the authoritative source of information on the status of registered higher education providers in Australia. You can search for an institution by provider or course on the TEQSA website. Information on how to search TEQSA's National Register of Higher Education Providers can be found here:

<http://www.teqsa.gov.au/national-register>

Ozford does not accept applications through tertiary admissions centres (TACs). Applicants are advised to apply directly to OIHE. Please refer to the How to Apply section in this document/webpage.

<https://www.ozford.edu.au/higher-education/how-to-apply/>

**Information on appeals and grievance processes:**

Student Grievances and Appeals Policy is available on the Ozford website:

<https://www.ozford.edu.au/higher-education/policies-and-procedures/>

If any information or service provided on OIHE website is inaccessible to you or you are experiencing problems accessing our website contents for any reason, please contact us at:

Phone: +613 86637188

Email: [info@ozford.edu.au](mailto:info@ozford.edu.au)

Campus: 310 King St, Melbourne, VIC 3000.