

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

Ozford Institute of Higher Education (OIHE) is committed to admissions transparency. We hope the admission information provided below to prospective domestic undergraduate students allows them to compare courses and providers and make informed study choices. Learn more about OIHE, our admissions processes and practices, ATAR reports and our student profile. OIHE also has a current Admission Policy, please read this in conjunction with the Admission Policy, which is available on the Institute's website under Policy and Procedures.

## **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.

Ozford Institute of Higher Education offers a range of undergraduate and postgraduate 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: 123 Lonsdale Street, Melbourne, VIC.

## **2. Essential Admission Requirements**

- Applicants must meet the academic entry requirements including pre-requisites for their chosen course, and
- Applicants with overseas qualifications must meet the English entry for their chosen course, and
- In general, applicants must be a minimum of 18 years of age before commencing a course at the Institute. Applicants who are 17 years or above upon commencement may apply directly to the Academic Dean for consideration on a case by case basis and must satisfy younger student welfare arrangement conditions, as described in the Younger Student Policy, before admission can be considered. The parent or guardian of the student under 18 must accept the offer on the student's behalf.

## **3. Undergraduate Admission criteria**

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

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

## **Applicant Background**

### **3a. Undergraduate 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).

Applicants who have satisfactorily completed one year of Higher Education study (at AQF Level 7) are considered as having met the undergraduate academic entry requirements. Refer to Admission Policy Entry Criteria 4.1.v.

### **3b. Undergraduate 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 qualification. This includes a course provided by a public TAFE or other VET providers.

Applicants who have satisfactorily completed one year of an AQF accredited award at the level of Certificate IV or above are considered as having met the undergraduate academic entry requirement. Refer to Admission Policy Entry Criteria 4.1.iv.

### **3c. Undergraduate 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 an undergraduate course if they can demonstrate capacity for successful study at the undergraduate level through work and life experience. The applications will be assessed by the Academic Dean or a delegated officer. Refer to Admission Policy Entry Criteria 4.1.vi.

### **3d. Undergraduate 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 satisfactorily completed Australian Year 12 or equivalent are considered as having met the postgraduate academic entry requirements. Refer to Admission Policy Entry Criteria 4.1.i to 4.1.iii.

## **4. Postgraduate Admission criteria**

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

- Master of Professional Accounting
- Master of Business Administration
- Graduate Diploma in Management
- Graduate Certificate in Management

### **Applicant Background**

#### **4a. Postgraduate 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).

Applicants who have satisfactorily completed an Australian Bachelor's degree or equivalent are considered as having met the postgraduate academic entry requirements. Refer to Admission Policy Entry Criteria 4.2.i and 4.3.i.

Alternately, applicants who have satisfactorily completed an Australian Graduate Diploma, Graduate Certificate or equivalent are considered as having met the academic entry requirements of the three postgraduate course below:

- Graduate Diploma in Management
- Master of Professional Accounting
- Master of Business Administration

Refer to Admission Policy Entry Criteria 4.2.i and 4.3.i.

#### **4b. Postgraduate 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 qualification. This includes a course provided by a public TAFE or other VET providers.

Applicants who have satisfactorily completed a VET accredited award at AQF Level 7 or above are considered as having met the academic entry requirements of OIHE postgraduate courses. Refer to Admission Policy Entry Criteria 4.2.i and 4.3.i.

#### **4c. Postgraduate 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 the Graduate Certificate in Management course if they have:

- i. a minimum of three years equivalent full-time relevant managerial or professional experience  
OR
- ii. a minimum of five years equivalent full-time relevant work experience

Refer to Admission Policy Entry Criteria 4.3.i and 4.3.ii.

## 5. 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/>

### Applicants with overseas qualifications and English Language Proficiency

Domestic applicants with overseas qualification are welcome to apply. Applicants with overseas qualifications may be 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 4.7 to 4.11 of the Admission policy.

### Advanced Standing

Recognition of Prior Learning (RPL): Advanced standing/ Credit exemption 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 RPL 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:

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

## 6. 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/>

## **7. 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 the Admission Procedure available at:

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

## **8. 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.

### **Student Resource Centre**

Students can borrow books, CDs, DVDs and many other resources to help with their studies. The area 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.

## 9. Financial Assistance

The Higher Education Loan Program (HELP) loan is available to OIHE students. Australian citizens, New Zealand Special Category visa (SCV) holder who meets the long-term residency criteria) and permanent humanitarian visa holders are eligible for a FEE-HELP loan.

To find out more about FEE-HELP and eligibility, visit the Fee-Help section on our website: <https://ozford.edu.au/make-a-payment/>

For applicants who choose to pay fee 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.

## 10. Whole of Institute 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 study in 2022, including those admitted through all offer rounds, and international students studying in Australia.

Applicant background	2022	
	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	161	0%
All students	162	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: 123 Lonsdale Street, Melbourne, VIC.