

Example whole-of-institution information set

## 1. About RH Institute

RH Institute has been helping students to achieve their study goals for almost 30 years. We provide student support through our committed and highly qualified teachers, dedicated administration and student support teams.

### Locations

RH Institute programs are taught at our campuses located at:

- [Canberra City](#)
- [Giralang](#)
- [Kaleen](#)
- [Bruce](#)
- [Woden](#)

#### Canberra City Campus

The Canberra City campus is located in the ACT. The grounds are an immaculate stunning combination of bushland, lawn and waterways. Extensive native plantings have made the campus home to scores of native birds and other wildlife.

Nestled in this haven are our cutting edge learning spaces designed and managed to world-class environmental standards. RH Institute has already reduced its energy usage by 19% since 2006, and saved 37 million litres of water since 2007.

Markets, information stalls and displays are also present on campus throughout the week adding to the vibrant RH Institute atmosphere. Students will find everything that they need on campus from cafes, restaurants, bars and a cinema to banks, a hairdresser, travel agent, post office and state-of-the-art gym, aquatic centre, playing fields and courts. There are also plenty of quiet places with a modern library that provides quiet and group study facilities.

#### Giralang Campus

Opening in February 2017, the new campus initially occupies two floors in the Giralang City Council's Chuculba Street building and will move into the larger premises in Belconnen's new Civic Place development, expected to be completed in 2019.

From the start of the 2017 academic year, the Chuculba Street campus will offer programs reflecting Giralang residents' preferences, spanning disciplines from the RH Institute's Faculty of Law, Humanities and the Arts, Faculty of Business, Faculty of Engineering and Information Sciences and Faculty of Science, Medicine and Health.

#### Kaleen Campus

Situated by iconic Canberra landmarks, diverse eateries, shopping outlets, transport and other essential services, the premises is a spacious and engaging environment and promises to encourage stronger bonds amongst peers and between staff and students. The premises provides; additional

contemporary teaching, learning and resource spaces all equipped with the latest technology, comfortable social spaces and improved access to transport and essential services operating later into the evening.

### Bruce Campus

Situated west of Belconnen in the City of Canberra, the Bruce campus is approximately one hour south of Goulburn. As part of a network of centres designed to bring university education to local communities, the University of Wollongong, RH Institute and Illawarra Institute of TAFE jointly use the teaching spaces and library.

The Bruce campus provides a university experience with an orientation to student support, community development, the latest technology and an inspiring learning environment. RH Institute offers the University Access Program (UAP) at the Bruce campus during summer and autumn sessions.

### Woden Campus

At the Woden campus you will learn in a friendly environment, making full use of small work classes as well as linking with others across the network of RH Institute students. RH Institute offers the University Access Program (UAP) at the Woden campus during autumn sessions

## **Important Dates**

### Open days

Open days will be held in March – April and September – October. Check our information page for specific dates for each campus.

### Mid-year applications

Mid-year applications are accepted from May until July. Check our [courses database](#) to find out whether you can apply for your course mid-year.

### VTAC/UAC applications

Check the [VTAC](#) and [UAC](#) websites to confirm the dates for timely application and late application cut-off dates.

### Postgraduate applications

Closing dates for postgraduate coursework and research programs vary, so check our [courses database](#) to find out when you can apply.

### Change of preference period

Our Change of Preference period runs during December. [Chat with us online](#) or call us on 1300 135 045 for advice on your preferences and to find out more about our change of preference events.

### Accepting and deferring

You should accept or defer as soon as possible after receiving your offer to guarantee your place. Find out more about [accepting and deferring](#).

## 2. Admission Criteria

RH Institute has a range of admission options available for students of all ages and academic backgrounds. We are here to support you in meeting your study and career goals.

To find admission criteria and detailed course information for the RH Institute course you want to study, search Coursefinder.

RH Institute has a range of admission pathways which are outlined below. For specific advice or questions regarding an application or a course, please contact the [Future Students Team](#). For RH Institute Vocational Education and Training (VET) programs, please contact our [VET Team](#).

For the rules around application for entry to RH Institute, see the Admissions Policy.

Lodging an application to study at RH Institute is easy! You can apply directly to RH Institute online or complete an application form. If you're currently completing your HSC or the International Baccalaureate, you can also apply for selected RH Institute courses through the Universities Admissions Centre (UAC) or the Tertiary Admissions Centre equivalent in your state. colleague

### **Pre-requisites**

At RH Institute, our courses don't have prerequisites – but for some courses we assume that you have completed certain subjects in your HSC. To see if your preferred qualification has any Assumed Knowledge, check the course information on Coursefinder. Please note: some RH Institute courses contain additional criteria for admission. These may include minimum age and English language requirements.

#### **(a) Applicants with Higher Education study**

If you have commenced or completed a higher education undergraduate (eg, Bachelor) or postgraduate (eg, Masters) degree from an approved university or other tertiary institution, you may be able to use the results you obtained from that qualification as a basis for entry to a RH Institute course. You will need to provide a record of your achievement with your application for assessment.

In some circumstances, your previous study may also count as credit towards your RH Institute course. This can reduce both the length and cost of your course. If you think you may be eligible for credit for prior learning, please complete and submit an Application for Credit for Prior Learning form at the time you apply for admission. Please contact the [Future Students Team](#) for more information and to discuss your circumstances.

#### **(b) Applicants with Vocational Education and Training (VET) study**

If you have a VET Certificate (excluding trade certificates), Diploma or Advanced Diploma level qualification that is recognised in the Australian Qualifications Framework (AQF), it may be used as a basis for entry to RH Institute. Admission is dependent on the completion of the course and the level

of academic performance achieved. For entry to Higher Education Diplomas and Pathway Programs, RH Institute converts all results to an ATAR and each applicant is required to meet the minimum ATAR required for the course they are applying for to be considered for entry.

In some circumstances, your previous study may also count as credit towards your RH Institute course. This can reduce both the length and cost of your course. If you think you may be eligible for credit for prior learning, please complete and submit an Application for Credit for Prior Learning form at the time you apply for admission. Please contact the [Future Students Team](#) for more information and to discuss your circumstances.

#### Finished secondary education more than two years ago

If you have completed secondary education more than two years ago you may be eligible for direct entry to RH Institute. Please contact the [Future Students Team](#) for more information and to discuss your circumstances.

#### Completed bridging or enabling course

You may be able to use the results you obtained from a bridging or enabling course at another institution as a basis for entry to a RH Institute course. You will need to provide a record of your achievement with your application for assessment.

### **(c) Applicants with work and life experience**

Admission options are available for students who do not have a sufficient ATAR or equivalent, have not completed secondary education to a Year 12 level within the past 2 years or have not undertaken or completed previous recognised study. RH Institute recognises a range of relevant work and life experiences and provides a variety of pathway and vocational education and training programs to support your study and career goals. Work experience is an important aspect of your learning journey and will be considered in combination with your academic merit when we assess your application.

In some circumstances, your previous work experience and associated training may also count as credit towards your RH Institute course. This can reduce both the length and cost of your course. If you think you may be eligible for recognition of prior learning, please complete and submit an Application for Credit for Prior Learning form at the time you apply for admission.

Applicants may also be able to complete an Entrance Test as a basis for admission to some courses.

Please contact the [Future Students Team](#) for more information and to discuss your circumstances.

### **(d) Applicants with recent secondary education (school leavers within the past two years)**

#### Australian Year 12 students

You can use your ATAR (Australian Tertiary Academic Rank) to apply for RH Institute study. Indicative ATARs for the course you want to study can be found in Coursefinder. Please note: some RH Institute courses have criteria for admission that are additional to your ATAR. These may include minimum age and English language requirements.

If you do not have an ATAR or your ATAR is not sufficient to meet the entry requirements to your selected course, alternate admission options may be available to enter some programs. These can include, completion of an Entrance Test, an assessment of individual HSC subject results or successful completion of a RH Institute preparation program. Previous complete or incomplete higher education or vocational education and training study and work and life experience can also be used as a basis for admission (refer below).

*I have faced some disadvantage in the last few years*

RH Institute provides courses tailored to students who have experienced a disadvantage during their secondary school education. If you have suffered hardship because of circumstances beyond your control, RH Institute will consider this as part of the assessment of your application to study these courses. Hardship considerations include: financial hardship; disrupted schooling; home and environment responsibilities; English language difficulty; personal illness/disability. Hardship may also be considered alongside other admission criteria for entry to other RH Institute courses.

### Interstate or Overseas Year 12

#### Interstate

You can use your ATAR (Australian Tertiary Academic Rank) or equivalent (e.g. ENTER, International Baccalaureate (IB) and QLD's Overall Position (OP)) to apply for study.

#### Overseas

If you are an Australian citizen or permanent resident who has completed your high school education overseas, and it is comparable to an Australian Year 12 qualification you may be able to use your results to study at RH Institute. RH Institute converts all results to an ATAR, so to be considered for admission, each applicant needs to reach the current minimum ATAR required for the course they are applying for.

Please apply directly to RH Institute. The friendly team at RH Institute Future Students can advise if your qualification is equivalent to a Year 12 qualification in Australia and can be considered for admission.

#### Completed bridging or enabling course

You may be able to use the results you obtained from a bridging or enabling course at another institution as a basis for entry to a RH Institute course. You will need to provide a record of your achievement with your application for assessment.

## 3. Additional Information

### *Aboriginal and Torres Strait Islander People*

RH Institute's commitment and encouragement for Aboriginal and Torres Strait Islander peoples to engage and participate in tertiary education is actively cultivated through the Indigenous Resource Centre. The Centre is responsible for ensuring access and support to RH Institute Indigenous Australian students.

If you identify as an Aboriginal or Torres Strait Islander person, you are encouraged to contact the Centre to discuss your study and support options. You can also contact the [Future Students Team](#) directly for more information about entry to RH Institute courses.

#### *Domestic applicants with overseas qualifications*

If you are an Australian citizen or permanent resident who has completed your high school education overseas and it is equivalent to an Australian Year 12 qualification, you may be able to use your results as the basis for admission to a RH Institute program.

Please apply here or contact the [Future Students Team](#) who can advise if your qualification is equivalent to a Year 12 qualification in Australia and can be considered for admission.

#### *English language proficiency*

All RH Institute Higher Education courses, vocational education and training courses are taught in English, relying on different levels of proficiency.

If English is not your first language, you may also need to satisfy the English language requirements for your preferred course. The English language requirements for each course can be found on Coursefinder. RH Institute offers a range of English courses to enable you meet these requirements.

## 4. How to apply

If you are an Australian citizen, permanent resident or New Zealand citizen currently studying your HSC or the International Baccalaureate (IB), you can apply for selected RH Institute courses through the [Universities Admissions Centre \(UAC\)](#). Your application will then be processed by UAC. Visit the ['Apply'](#) section of the UAC website to nominate up to 5 courses you would like to study, in order of preference. Be sure to check UAC's application guidelines and key dates. If you're currently studying your HSC or the IB and the course you're interested in is not offered through UAC, you can apply directly to RH Institute either online or by completing an application form.

If you are not currently studying your HSC or the International Baccalaureate (IB), you can apply directly to RH Institute.

### **The Process**

There is no application fee to apply directly to RH Institute. Provided you have submitted all relevant information, the assessment generally takes up to two (2) weeks to process. However, if you are applying for credit for prior learning, applications may take a little longer. Following submission of your application, you will receive an acknowledgement of receipt of application via email and further email correspondence which will include the unique RH Institute student number allocated to you and next steps. Once your application has been assessed, you will be notified of the outcome by email.

## 5. Enrolment

### **Accepting your offer**

Once you have received your offer to study at RH Institute, please read through your letter of offer carefully. To take your place at RH Institute, you will need to accept your offer by following the steps outlined. Depending on which course you are studying, offer acceptance can be either by returning a signed acceptance form or via the online enrolment system.

### **Prepare for enrolment and orientation**

To prepare for your on-campus orientation and enrolment session, please check your offer for details of the date, time and location. Your offer will also list the documents you will need to bring with you to your orientation and enrolment session.

### **Enrolment**

Depending on which course you are studying, enrolment is either completed online or in person on campus in designated enrolment sessions. If you are eligible for online enrolment, you will receive an email within a week or so of receiving your offer. Once you have received this, you can start your online application. If you are required to attend a designated enrolment session, you will receive an email outlining the session date, time and location.

For more information, head to the [RH Institute Enrolment Information Page](#).

### **Attend your orientation session**

Meet RH Institute staff and people you'll be studying with, explore the campus, get important information and find out what to expect at your orientation session. Please bring along any documentation as outlined in your offer letter as well as photo ID, such as your passport or drivers licence, as you will need to show ID to collect your student ID card.

### **Fees and charges**

Fees and charges will vary depending on the course you are studying. Please refer to your letter of offer for further details.

Depending on your chosen course and circumstances, you may be eligible for financial assistance. If you are a domestic student, details of course fees and loan options are available [here](#). Scholarship details are [here](#). Domestic students may also be eligible for Youth and Student Allowance.

If you are an international student, details of course fees are available [here](#).

### **Deferral**

In some circumstances, you can defer your offer to study at RH Institute. Assessments are made on a case by case basis and in accordance with the [RH Institute Deferral Suspension and Cancellation Policy](#). Contact the [Future Students Team](#) for more information and to discuss your circumstances.

### **Credit for prior learning**

Your previous study, work experience and training may count as credit towards your RH Institute course. This can reduce both the length and cost of your course. If you think you may be eligible for

credit for prior learning, please complete and submit an Application for Credit for Prior Learning form at the time you apply for admission to RH Institute.

## 6. RH Institute student and campus services

RH Institute gives our students access to a range of comprehensive services including:

- Accommodation
- Careers
- Chaplaincy
- Childcare
- Counselling
- UOW Security and Emergency services
- Exchange programs
- Health services
- Computer Labs at RH Institute
- Library
- Sports and recreation
- Student organisations
- Support services for LGBTIQ Students
- Disability services
- Transport

*Learning assistance:*

- Peer Assisted Study Sessions (PASS)
- YourTutor

*Quick Reference Guide*

- Careers Advisers & Schools
- Students and Parents

## 7. Financial Assistance

If you would like information on youth and student allowances please refer to the Centrelink website, <https://www.humanservices.gov.au/individuals/centrelink> .

If you would like information on student loans, including information on HELP, please refer to the StudyAssist website, <https://www.studyassist.gov.au/> .

Information on student scholarships is available on the scholarship section of the RH Institute website.



## 8. Student Profile

The table below provides data on students that commenced study at RH Institute in 2017, including students admitted through the year and international students studying in Australia.

Applicant background	2017	
	Number of students	Percentage of all students
(A) Past higher education study (includes a bridging or enabling course)	1265	30.2%
(B) Past vocational education and training (VET) study	356	8.5%
(C) Work and life experience (Admitted on the basis of previous achievement not in the other three categories)	63	1.5%
(D) Recent secondary education:		
<ul style="list-style-type: none"> <li>Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points)</li> </ul>	1530	36.5%
<ul style="list-style-type: none"> <li>Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)</li> </ul>	22	0.5%
<ul style="list-style-type: none"> <li>Admitted on the basis of other criteria only and ATAR was not a factor (e.g. special consideration, audition alone, schools recommendation with no minimum ATAR)</li> </ul>	45	1.1%
International students	907	21.7%
<b>All students</b>	<b>4188</b>	<b>100.0%</b>

Notes: "<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.

We welcome the diversity of nationalities and view it as an opportunity for students to immerse themselves in different cultures in preparation for their career in a culturally diverse workforce.

## 9. Where to Get Further Information

### Tertiary Education Quality and Standards Agency

TEQSA is Australia's independent national regulator of the higher education sector. Its [national register](#) lets you search for accredited higher education providers and courses.

### Quality Indicators for Learning and Teaching (QILT)

The federal government's [QILT website](#) helps you easily compare the study experience and employment outcomes from Australian higher education institutions. You can also compare the different study areas of different institutions, with all results based on thousands of surveys completed by students across Australia.

### Universities Admissions Centre (UAC)

The [Universities Admissions Centre](#) processes applications for admission to courses at participating institutions (mainly located in NSW and the ACT), including RH Institute.

### Admissions appeal and grievance processes

If you are dissatisfied with the outcome of your application, for example not receiving the offer you expected, you can contact the [Future Students Team](#) to get an understanding of the outcome. If you are not satisfied with the rationale for why you were unsuccessful in your application, you have the right of appeal against the decision. See the RH Institute Admissions Policy for more information.