

Insearch Limited – Admissions Information for Domestic Students

UTS Insearch is the pathway to the University of Technology Sydney (UTS), Australia's number one young university. Our purpose is to prepare students to succeed at UTS and beyond. We provide student support through our committed and highly qualified teachers, dedicated administration and student support teams. We work in collaboration with UTS to ensure your studies prepare you for your next step at university. You can start on your journey today – we will be there with you, helping you to succeed and thrive. Whatever your future direction, we have the course to help get you started.

This document is intended for Domestic students only.

Domestic students are Australian Citizens, Australian Permanent Residency Visa Holders and New Zealand Citizens.

This document does not apply to International Students

If you are an international student, please contact one of our [agent representatives](#) to find out more and start your application. We work with a network of authorised education representatives throughout the world who can help you apply for our English language programs, UTS Foundation Studies and our diploma courses

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About Insearch

Location

The UTS Insearch campus is located within the UTS precinct in Sydney's vibrant central business district. Studying on a campus that has industry and innovation on its doorstep is a great advantage - there are entrepreneurs and start-ups bursting with energy, new opportunities and inspired ways of thinking all around.

The campus is accessible to major transport services including bus, rail and light rail. Major attractions, cafes, restaurants, shops, galleries, theatres, nightlife and shopping are all within an easy stroll. Students can benefit from the convenience of having everything for study and leisure at their fingertips.

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Important dates

Course dates:

All our Insearch Diploma courses are offered three times a year, please visit our website to find your [preferred intake](#). Semester dates can be found in our [Academic Handbook](#). Most of our Diplomas end in January or May allowing for a smooth transition into the Autumn or Spring intake at UTS.

Applications dates:

UTS Insearch accepts applications all year around. Find out more about how you can submit your application under [How to Apply](#) further down, in our [Domestic Application form](#) and on our [website](#).

Open Days and Info Nights:

Open Days are held at UTS in collaboration with UTS. UTS Open Days are one of the best ways to find out what UTS has to offer you. Spend the day touring the amazing campus, discover the latest technology and facilities on offer, talk to academics and staff about your course options and attend one of the many information sessions being held throughout the day. Plus, there will be live demos, an array of food, lots of student activities, free entertainment and more.

UTS Insearch Info Nights are held at Insearch prior to every intake. During our Info Nights, you will be able to talk to Program Managers about the course you are interested in, meet experienced Admissions staff to assist you, tour our campus and enjoy refreshments along the way.

Details about upcoming Open Days and Info Nights are published on our [homepage](#) closer to the time.

Campus visits can be arranged anytime upon request, please [contact us](#) anytime to arrange a tour.

Contact details

Phone: 1800 896 994

Email: courses@insearch.edu.au

Visit: Student Centre, Ground Floor, 187 Thomas Street, Haymarket NSW 2000
Monday to Friday (9am – 5pm) except Public Holidays
[Campus Map](#)

Nearest Public Transport: Railway Square and Central Station

You can also submit an [enquiry online](#) anytime

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Admission Criteria

Taking the first step towards achieving your university dream can start today. You can submit your application anytime online, by email, post or in person, we are here to support you in meeting your study and career goal. You may apply early to secure your place with us and set up your path to UTS and beyond.

UTS Insearch has a wide range of pathway programs leading to UTS, with some of our courses offering guaranteed entry in a UTS bachelor's degree if GPA criteria is met. For many of our programs you'll receive Credit Points towards UTS degrees.

Check out our website to find more information about our UTS Insearch [Diploma](#) courses and UTS [GPA criteria](#). For UTS degree majors, credit points and Career prospects, click on the relevant Diploma program, then scroll down to Degree majors and Career prospects.

If you have any questions regarding our pathway courses and articulation to UTS, please [contact us](#) anytime.

For further information on applying, please see our [Student application, admission and enrolment policy](#).

Pre-requisites

Required Knowledge for the UTS Insearch Diploma of Engineering.

The UTS Insearch Diploma of Engineering accelerated (2 semester) and standard (3 semester) program is offered to students who have successfully completed Year 12 subjects in Mathematics, Physics and/or Chemistry.

Students who do not meet the pre-requisite may be considered for the extended program (4 semesters). The extended program includes three additional enabling subjects to ensure students have the core fundamentals before progressing onto more advanced subjects.

Check out our [website](#) for additional information.

Applicants with recent secondary education (within the past two years)

As a Year 12 student completing your Higher School Certificate (HSC) in NSW, you may apply to us directly, we do not use the Australian Tertiary Admissions Ranking (ATAR) for admission to our courses. Instead, we use the average mark from the HSC results, calculated from your results in English and three best non-Vocational Education & Training (VET) HSC subjects (all 4 subjects must be A Category).

Interstate or overseas year 12

Interstate

If you have completed your HSC in Queensland, assessment is based on your Overall Position (OP).

International Baccalaureate is assessed based on your final Aggregate (forecast results accepted if official results are pending release).

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For all other Interstate year 12 qualifications, please [contact us](#) for additional information.

The NSW HSC average grade, IB aggregate and Queensland OP requirements for your preferred course can be found in our [Academic Entry Requirements](#).

Overseas

If you are an Australian citizen or a permanent resident who has completed high school education overseas, you may be eligible to use your results to study a Diploma at UTS Insearch. In some cases, additional English requirements may apply. Please refer to our [Academic](#) and [English](#) Entry Requirements, and our [experienced staff](#) are here to support you with any questions.

Finished secondary education more than two years ago

If you have completed secondary education more than two years ago, please [contact us](#) for more information.

Applicants with higher education study

If you have completed a higher education program with another provider, or have commenced a bachelor's degree, you may be able to use that qualification to apply for an UTS Insearch Diploma course. You will need to provide your HSC results, up to date Higher Education transcript and final qualification if available, at time of application.

Subjects completed in your previous study that are comparable to subjects of your chosen UTS Insearch Diploma program may be used as credit towards your Diploma, reducing both cost and possibly length of study. Applications for Recognition of Prior Learning can be made at time of application. Please [contact us](#) for more information, additional information can also be found in our [Recognition of Prior Learning Policy](#).

Applicants with vocational education and training (VET) study

If you have completed a Diploma level qualification that is recognized by the [Australian Qualifications Framework \(AQF\)](#), it may be used as a basis for admission into one of our Diploma programs. Please provide us with your transcript and Diploma at time of application.

Subjects completed in your previous study that are comparable to subjects of your chosen UTS Insearch Diploma program may be used as credit towards your Diploma, reducing both cost and possibly length of study. Applications for Recognition of Prior Learning can be made at time of application. Please [contact us](#) for more information, additional information can also be found in our [Recognition of Prior Learning Policy](#).

Applicants with work and life experience

Work and life experience are not criteria of our assessment.

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Additional Information

Aboriginal and Torres Strait Islander applicants

We welcome and encourage applications from Aboriginal and Torres Strait Islander people, and have scholarships available through the Jumbunna Direct Entry Program. These scholarships and admissions are based on an evaluation and recommendation by UTS. Additional information on the Jumbunna Direct Entry Program can be found [here](#).

Domestic applicants with overseas qualification

If you are an Australian citizen or a permanent resident who has completed high school education overseas, you may be eligible to use your results to study a Diploma at UTS Insearch. In some cases, additional English requirements may apply. Please refer to our [Academic](#) and [English](#) Entry Requirements, and our [experienced staff](#) are here to support you with any questions.

English language proficiency

At UTS Insearch, all 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. UTS Insearch offers high quality Academic English courses to enable you meet these requirements. Learning English here is a life-changing experience, and our programs can help improve your ability to communicate in English and gain the skills to succeed in your academic study.

How to apply

You can submit your application [online](#) if you have completed or will complete HSC in NSW. Applications for assessment based on qualifications other than NSW HSC must be submitted by email, in person or by post. For paper-based applications, please download our [Domestic Application Form](#) and follow the How to apply guide on page two.

Apply online

If you are an Australian citizen, permanent resident or New Zealand citizen and are about to complete your HSC in NSW, you can apply [online](#) by entering your information and attach relevant documents.

Apply by email

To submit your application by email, complete our [Domestic Application Form](#) and send it together with all relevant documents outlined in the form to registrar@insearch.edu.au

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Apply in person

You can visit our Student Centre to lodge your application. Bring along the completed [Domestic Application Form](#) and supporting documents outlined in the form.

Our Student Centre is located on the Ground Floor, 187 Thomas Street, Sydney NSW 2000, and we are open Monday to Friday (9am – 5pm) except Public Holidays.

The closest transport hubs are Central Station and Railway Square, use our [Location and campus map](#) to help you find us.

Apply by post

You can also post your application. Complete our [Domestic Application Form](#) and return it together with all necessary documents outlined in the application form to: UTS Insearch Student Admissions, PO Box K1085, Haymarket NSW 1240, Australia.

Process

There is no application fee for Domestic students to apply for a course at Insearch.

If you are eligible to apply online, you are issued with a provisional offer within two business days.

If you lodge your application by email, you'll hear back from us within two business days.

Postal applications may take a bit longer, and you'll hear back from us via email within two to four business days from the date we receive your application.

If you prefer to visit us, your application will be assessed on the spot.

Note; for all applications not lodged online, please ensure that you provide us with a fully completed application form and all necessary supporting documents outlined in our Domestic Application Form.

Applications for credit of prior learning can be lodged at the same time as submitting your application for entry into UTS Insearch. However, applications for exemptions with all necessary documentation can be made up until the end of week one of the first semester of study at UTS Insearch. A decision will be made within five business days of receiving a completed application. Please refer to our [Recognition of Prior Learning Policy](#) for additional information or [contact us](#) to find out more.

Rules around application for a Diploma program at UTS Insearch can be found in our [Student application, admission and enrolment policy](#), you may also be interested in our [UTS Insearch terms and conditions](#) and [Privacy Policy](#).

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Enrolment

Accepting your offer

Once you have received an offer, we invite you to accept that offer so you can get started on your higher education journey.

Provisional Offer

If you have a provisional offer letter, please contact the Admissions Team by email registrar@insearch.edu.au or by phone: +61 2 9218 8689 to seek advice about how to finalise your offer and enrolment.

Full Offer

Once you have received your full offer to study at UTS Insearch, please read through the letter carefully. When you are ready to accept the offer, follow the detailed instructions on how secure a place in your preferred Diploma program at UTS Insearch. You will need to accept our offer, and either pay your fees or apply for FEE-HELP (if eligible).

Accepting your offer and applying for FEE-HELP is done online via eStudent, by following the instructions outlined in our offer letter. If you are under 18 years of age, the acceptance form needs to be signed by you and your parent/legal guardian and returned as outlined in the offer. You may still apply for FEE-HELP online.

For offer acceptances other than FEE-HELP, you can accept your offer using eStudent following the instructions outlined in our offer letter, and you will need to provide us with proof of payment to finalize admission.

Other helpful information can be found on our website [Accepting your offer](#), [FEE-HELP](#), [Fee Help Student Policy](#), [Deferring and Cancelling Student Enrolment Policy](#), and [Refund Policy](#).

Prepare for enrolment and orientation

To prepare for your on-campus orientation and enrolment sessions, please check your Academic Orientation and Prep Week Letter that will be sent to your email address two weeks prior to the course commencement. The letter includes detailed information about dates, times and locations, what to bring, what to expect, and any other information that may be relevant to your Diploma.

In the meantime, after admission for your preferred Diploma program has been finalised, we'll provide you with information what you can do to get ready for your study.

Enrolment

Enrolment for all our Diploma programs is completed on campus in designated enrolment sessions, with experienced staff to assist you with choosing your time table.

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Attend your orientation session

Orientation covers all the important things you need to know and do before you start, such as enrolling into your classes, getting your timetable and collecting your books. You will also meet your other fellow students and find out where everything is around the campus. You can also join a range of fun activities and excursions to help you settle in and begin making friends.

After Orientation, you'll participate in the Academic Preparation Week. It's your first step towards academic success at UTS Insearch. Just like Orientation, it's compulsory you attend because you learn exactly what's expected from you (and what you can expect from your course).

Please bring along any documentation as outlined in the Academic Orientation and Prep Week letter as well as phot ID, such as your passport or driver's license as you will need to show ID to collect your student ID card.

[Find out more](#) about Orientation, activities that you'll take part during the Academic Prep Week, and our last published Orientation Schedule.

Deferment

Offered stage

UTS Insearch offers are non-binding and you can request a revised offer anytime. Depending on the circumstances we may re-assess your application. Our friendly staff is here to [assist you](#).

Course commenced

Domestic students can withdraw from their program up to the CENSUS date of their first semester study without incurring academic or financial penalty, or FEE-HELP debt. Students must follow the correct process when requesting to withdraw to ensure that the withdrawal can be finalized by the CENSUS date. You can find more information in our [Academic Handbook](#) and the [Deferring and Cancelling Student Enrolment Policy](#). Deferral requests made after the first semester CENSUS date has passed are made on a case by case basis and in accordance with the [Deferring and Cancelling Student Enrolment Policy](#). [Contact us](#) for more information and to discuss your circumstances.

Fees and charges

Fees and charges vary depending on the course you are studying. Please visit our website to find our overall [Diploma course fees](#) and a more detailed [Schedule of Fees](#). Your offer letter will have detailed fee information relating to your program.

Australian citizens, holders of humanitarian permanent resident visas and some New Zealand citizens may be eligible for FEE-HELP, an Australian Government loan scheme. You can out more about FEE-HELP and Frequently Asked Questions [here](#).

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Recognition of prior learning

If you are seeking exemption from subjects at UTS Insearch based on an equivalent level of study at a previous institution, you can apply at the same time as submitting your application for entry into UTS Insearch. Applications for exemptions with all necessary documentation can be made up until the end of week one of the first semester of study at UTS Insearch. Please [contact us](#) for more information, additional information can also be found in our [Recognition of Prior Learning Policy](#).

The UTS Insearch [Assessment Policy](#) outlines the principles on formal examinations, moderation, appeals against grades, special consideration and special needs. UTS Insearch uses an assessment method that refers to pre-set criteria resulting in grades: High Distinction, Distinction, Credit, Pass, Fail.

Student and campus services

We hope you will really enjoy your time here and make the most of your study experience. We have a wide range of services and support available to help you along the way:

- [Academic governance policies on all aspects of admissions](#)
- [Academic and student support](#)
- [Accommodation](#)
- [Childcare](#)
- [Counselling and learning assistance](#)
 - Learning support
 - Support services for English students
 - Study Success Advisers
 - Study success sessions
 - Mental health & counselling services
 - Sexual assault, indecent assault & sexual harassment
- [Insearch facilities](#)
 - Classrooms
 - Student Centre
 - Computer Labs
 - Lounges
 - Auditorium
 - Lecture Theatres
- [Sports, recreation and Student organisations](#)
 - UTS Insearch Activities Club
 - Activate UTS
 - Student Council
- [Support services](#)
 - Telephone counselling services
 - Online resources
 - Community help
 - UTS self-help guides and resources

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- [Transport](#)
- [UTS services](#)
 - Library
 - UTS Fitness Centre
 - UTS Counsellors
 - Health Services
 - Legal Services
- [Welfare services](#)

Where to get further information

[Tertiary Education Quality and Standards Agency \(TEQSA\)](#) - Australia has a national regulator for the higher education sector. Their [national register](#) allows you to confirm the status of registered higher education providers in Australia.

[Quality Indicators for Learning and Teaching \(QILT\)](#) - helps you compare universities and higher education institutions, coursework and student experiences.

Information on student complaints and appeals [policy](#) and [procedure](#) is available to assist with any concerns about admission or enrolment decisions.

Student profiles

You'll enjoy meeting new people. Our students come from all over Sydney and from around the world to study here. In fact, you'll have the chance to make friends with students from more than 50 countries. Here is a profile of students recently enrolled in our courses in Sydney:

[Overall Diploma](#)

[Business Diploma](#)

[Communication Diploma](#)

[Design Diploma](#)

[Engineering Diploma](#)

[IT Diploma](#)

[Science Diploma](#)

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Overall Diploma

Applicant background	Full year intake 2019	
	Number of students	Percentage of all students
(A) Higher education study (includes a bridging or enabling course)	0	0%
(B) Vocational education and training (VET) study	0	0%
(C) Work and life experience (Admitted on the basis of previous achievement not in the other three categories)	0	0%
(D) Recent secondary education: Admitted solely on the basis of ATAR (regardless of whether this includes the consideration of adjustment factors such as equity or subject bonus points)	N/A	0%
Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)	N/A	0%
Admitted on the basis of other criteria only and ATAR was <i>not</i> a factor (e.g. special consideration, audition alone, school's recommendation scheme with no minimum ATAR requirement)	673	35%
International students	1,228	65%
All students	1,901	100%

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.

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Business Diploma

Applicant background	Full year intake 2019	
	Number of students	Percentage of all students
(A) Higher education study (includes a bridging or enabling course)	0	0%
(B) Vocational education and training (VET) study	0	0%
(C) Work and life experience (Admitted on the basis of previous achievement not in the other three categories)	0	0%
(D) Recent secondary education: Admitted solely on the basis of ATAR (regardless of whether this includes the consideration of adjustment factors such as equity or subject bonus points)	N/A	0%
Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)	N/A	0%
Admitted on the basis of other criteria only and ATAR was <i>not</i> a factor (e.g. special consideration, audition alone, school's recommendation scheme with no minimum ATAR requirement)	179	27%
International students	486	73%
All students	665	100%

Notes: "<5" – the number of students is less than 5.

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Communication Diploma

Applicant background	Full year intake 2019	
	Number of students	Percentage of all students
(A) Higher education study (includes a bridging or enabling course)	0	0%
(B) Vocational education and training (VET) study	0	0%
(C) Work and life experience (Admitted on the basis of previous achievement not in the other three categories)	0	0%
(D) Recent secondary education: Admitted solely on the basis of ATAR (regardless of whether this includes the consideration of adjustment factors such as equity or subject bonus points)	N/A	0%
Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)	N/A	0%
Admitted on the basis of other criteria only and ATAR was <i>not</i> a factor (e.g. special consideration, audition alone, school's recommendation scheme with no minimum ATAR requirement)	63	35%
International students	115	65%
All students	178	100%

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Design Diploma

Applicant background	Full year intake 2019	
	Number of students	Percentage of all students
(A) Higher education study (includes a bridging or enabling course)	0	0%
(B) Vocational education and training (VET) study	0	0%
(C) Work and life experience (Admitted on the basis of previous achievement not in the other three categories)	0	0%
(D) Recent secondary education: Admitted solely on the basis of ATAR (regardless of whether this includes the consideration of adjustment factors such as equity or subject bonus points)	N/A	0%
Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)	N/A	0%
Admitted on the basis of other criteria only and ATAR was <i>not</i> a factor (e.g. special consideration, audition alone, school's recommendation scheme with no minimum ATAR requirement)	155	45%
International students	186	55%
All students	341	100%

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Engineering Diploma

Applicant background	Full year intake 2019	
	Number of students	Percentage of all students
(A) Higher education study (includes a bridging or enabling course)	0	0%
(B) Vocational education and training (VET) study	0	0%
(C) Work and life experience (Admitted on the basis of previous achievement not in the other three categories)	0	0%
(D) Recent secondary education: Admitted solely on the basis of ATAR (regardless of whether this includes the consideration of adjustment factors such as equity or subject bonus points)	N/A	0%
Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)	N/A	0%
Admitted on the basis of other criteria only and ATAR was <i>not</i> a factor (e.g. special consideration, audition alone, school's recommendation scheme with no minimum ATAR requirement)	100	46%
International students	117	54%
All students	217	100%

Notes: "<5" – the number of students is less than 5.

N/A – Students not accepted in this category

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IT Diploma

Applicant background	Full year intake 2019	
	Number of students	Percentage of all students
(A) Higher education study (includes a bridging or enabling course)	0	0%
(B) Vocational education and training (VET) study	0	0%
(C) Work and life experience (Admitted on the basis of previous achievement not in the other three categories)	0	0%
(D) Recent secondary education: Admitted solely on the basis of ATAR (regardless of whether this includes the consideration of adjustment factors such as equity or subject bonus points)	N/A	0%
Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)	N/A	0%
Admitted on the basis of other criteria only and ATAR was <i>not</i> a factor (e.g. special consideration, audition alone, school's recommendation scheme with no minimum ATAR requirement)	82	26%
International students	234	74%
All students	316	100%

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Science Diploma

Applicant background	Full year intake 2019	
	Number of students	Percentage of all students
(A) Higher education study (includes a bridging or enabling course)	0	0%
(B) Vocational education and training (VET) study	0	0%
(C) Work and life experience (Admitted on the basis of previous achievement not in the other three categories)	0	0%
(D) Recent secondary education: Admitted solely on the basis of ATAR (regardless of whether this includes the consideration of adjustment factors such as equity or subject bonus points)	N/A	0%
Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)	N/A	0%
Admitted on the basis of other criteria only and ATAR was <i>not</i> a factor (e.g. special consideration, audition alone, school's recommendation scheme with no minimum ATAR requirement)	75	48%
International students	80	52%
All students	155	100%

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