

Document Owner	Director, Marketing & Admissions
Contact Officer:	Admissions Manager
Policy Number:	QMKPO003
Approved by:	Academic Board
Date First Approved:	November 2009
Last Reviewed:	March 2016
Related Documents:	Admission and Student Selection Guidelines Curtin College Course Guides (Brochures) Document Certification Guidelines

1. Overview

- 1.1. This policy ensures that all individuals who gain entry into Curtin College or its partner provider(s) meet specific entry requirements in order to be successful in their studies. Curtin College upholds flexibility and equal opportunity and encourages all qualified students to apply for enrolment irrespective of ethnic or socio-economic background.
- 1.2. This policy has been developed with reference to the Australian Qualifications Framework (AQF).
- 1.3. This policy has been developed in line with requirements set out in the Curtin College (the College)/Curtin University (Curtin) contract, the ESOS Act 2000, the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (amendment effective July 2007) (The National Code).

2. Organisational Scope

- 2.1. Curtin College is Curtin University's major pathway provider and so in principle the College's entry requirements are set below those of Curtin University's direct entry requirements to provide maximum access to potential students.
- 2.2. Entry standards to Diploma courses are guided by Curtin University through the Curtin College – Curtin University Agreement and minimum entry requirements into year one of an undergraduate course.
- 2.3. Entry standards to Diploma (Stage One) streams are determined by Curtin College.
- 2.4. Entry standards to Diploma (Stage One) with CRL are determined by Curtin College.
- 2.5. Entry standards to Diploma (Stage Two) with CRL are determined by Curtin University.
- 2.6. This policy applies to all applications for admission to the College and any partner provider.
- 2.7. All qualification documents (originals and translations) must be certified as per Curtin College Document Certification Guidelines.

3. Definitions

- 3.1. **Country Education Profiles** - information and guidelines on comparing qualifications on the NOOSR website.
- 3.2. **CRL** - Credit for Recognised Learning is credit for units within a course based on previous study or work experience.
- 3.3. **Diploma** - a Higher Education accredited award comprising of two stages. Diploma (Stage One) is for students who have completed Year 11 or equivalent. After successful completion of Stage One student's progress onto Diploma (Stage Two). Diploma (Stage Two) is for students who have completed Australian year 12 or equivalent. Diploma (Stage One) is comprised of seven units equating to 200 credits and Stage Two consists of eight units equating to 200 credits.

3.4. **Disability** as outlined in the “Disability Discrimination Act 1992” means:

- Total or partial loss of the person's bodily or mental functions.
- Total or partial loss of part of the body.
- The presence in the body of organisms causing disease or illness.
- The presence in the body of organisms capable of causing disease or illness.
- The malfunction, malformation or disfigurement of a part of the person's body.
- A disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction.
- A disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour;

and includes a disability that:

- Presently exists.
- Previously existed but no longer exists.
- May exist in the future;
- Is imputed to a person

and results in:

- A reduced ability to access educational services provided by the College; and
- A need for support services to overcome these barriers

3.5. **NARIC** - National Recognition Information Centre provides information on how overseas qualifications compare with UK qualifications.

3.6. **NOOSR** - National Office of Overseas Skills Recognition provides information on how overseas qualifications compare with Australian qualifications.

3.7. **Partner Provider** - an institution that provides a course which is CRICOS registered as being offered by Curtin College, who, for the purposes of this document oversees all matters relating to the delivery of those courses.

3.8. **Successful completion** - completion of a period of study, the results of which would normally allow a student to progress to the next level of study.

4. Policy Principles

4.1. The purpose of this policy is to ensure that:

- 4.1.1. Curtin College adheres to the entry requirements approved by Academic Board outlined in the annually published Course Guides and on various websites including, but not limited to, the College and the websites of partner providers.
- 4.1.2. All applicants who have met the College's published entry requirements are considered for places in the course (subject to quota restrictions for selected courses).
- 4.1.3. Entry into Diploma courses are guided, for the most part, by the Curtin College – Curtin University Agreement and Curtin University's minimum entry requirements for acceptance into year one of an undergraduate degree. However, the College does reserve the right to exercise discretion when assessing applications.
- 4.1.4. Entry requirements for the Diploma (Stage One) and CRL for Diploma (Stage One) are set by the College.
- 4.1.5. Entry requirements are communicated clearly to applicants via course guides, various websites and other communication expressions.

5. Policy Content

All applicants must satisfy both academic and English competencies commensurate with the selected course and as outlined in previously mentioned sources, including course or subject prerequisites, if any.

5.1. Academic Standard

- 5.1.1. Academic qualifications required for admission as specified in Schedule 1 and detailed in Schedule 2.
- 5.1.2. Applicants with qualification documents in a language other than English must provide their original qualification plus an English translation from 1) an official and accredited translator, or 2) a person of authority at the issuing institution'.

5.2. English Language Standard

The language of instruction is English. All applicants are expected to have good English Language to the minimum standard as detailed in Schedule 1.

5.3. Course Specific Requirements

- 5.3.1. Applicants may be required to provide evidence of completion of course pre-requisites which may also include higher English Language requirements.
- 5.3.2. If course specific requirements are not met, applicants cannot be considered for selection.
- 5.3.3. Curtin College may apply quotas on the number of admissions to any particular course.

5.4. Equivalent overseas qualifications

Overseas academic qualifications are assessed for comparability using, but not limited to, the following resources:

- a) The National Office of Overseas Skills Recognition (NOOSR) Country Education Profiles (CEPs). These can be accessed online at <https://internationaleducation.gov.au/services-and-resources/pages/qualifications-recognition.aspx>
- b) The National Recognition Information Centre (NARIC) (UK company.) NARIC can be accessed online at www.naric.org.uk.
- c) Curtin University Matriculation Guide (known more formally as *Qualifications Accepted as Meeting Minimum Entry Requirements for Undergraduate Study at Curtin University*)

5.5. Special Admission

- 5.5.1. Recognition of qualifications will be at the discretion of the College.
- 5.5.2. Applicants who are unable to meet entry requirements may be eligible through a Supplementary Portfolio. Entry is assessed on a case-by-case basis by Curtin College. Applicants are assessed against information to support applications circumstances where a broader assessment of school results, work experience, community engagement and other training/education achievements will demonstrate suitability for admission to the College's courses.
- 5.5.3. Special admission may be granted based on the basis of skills, competence or learning, whether formal or informal at the discretion of Director, Marketing and Admissions or Admissions Manager in line with current practice. These include mature age applicants who are 21 years or more.

5.6. Applicants with a disability

- 5.6.1. Applicants with a disability will be assessed by Admissions who will consult with the Student Advisory Team (SAT), Program Managers and the Academic Director in determining whether the College can provide the physical, mental and learning support required for the applicant. This will be done on the basis as to whether the College can provide reasonable accommodation (refers to administrative, physical or procedural alterations required, such as extending writing time, seating arrangements or exam schedules) to ensure the student with a disability will be able to participate in the learning and teaching environment on the same basis as students without a disability.

Written approval from the Student Advisory Manager, Program Manager and Academic Director (or delegates) are required in order for Admissions to proceed with a Letter of Offer for the applicant.

- 5.6.2. Where necessary the Student Advisory Manager will also refer details of the applicant’s disability to Curtin’s Disability Services to receive expert advice on the capacity for the College and the University in providing the required adjustments for the applicant over the duration of their study package.
- 5.6.3. The letter of offer will specify the adjustments that the College has agreed to as a condition of accepting the applicant and will include Curtin University’s Disability Access and Inclusion Plan if such plan has been deemed necessary.
- 5.6.4. Where insufficient information is provided by the applicant about the extent of the disability and the adjustments required to accommodate the applicant’s disability further information will be requested by the Student Advisory Team, Academic Director or Program Manager to reach a decision. The application will remain to be incomplete until sufficient documents or information have been provided to reach a decision.
- 5.6.5. If subsequent to enrolment, the extent of a student’s disability becomes known and is shown to be significantly different to that disclosed in the application documents, the College will not be held accountable for any additional adjustments to the student’s learning environment, other than that agreed to during the application process, or for the student’s academic success.

6. Administrative procedures

- 6.1. Entry requirements will be published annually in the Curtin College Course Guide (The Brochure) and other publications including, but not limited to, the Curtin College website. Entry requirements are published in advance for applicants for the next available academic enrolment. All entry requirements are subject to change.
- 6.2. Upon receipt of applications, Curtin College Admissions and Marketing staff will assess whether entry requirements have been met.
- 6.3. Based on application review, applicants will be given one of the following:
 - 6.3.1. Conditional Letter of Offer – almost all entry requirements have been met and it will be possible for the applicant to meet the remaining entry requirements before commencement. This letter may or may not include credit exemptions allowed (Credit for Recognised Learning – CRL). The conditional Letter of Offer is sent along with the Letter of Acceptance, Invoice and Payment Methods and Terms and Conditions.
 - 6.3.2. Unconditional Letter of Offer – all entry requirements have been met. This letter may or may not include credit exemptions allowed (Credit for Recognised Learning – CRL). The Letter of Offer is sent along with the Letter of Acceptance, Invoice and Payment Methods and Terms and Conditions.
 - 6.3.3. Rejection letter – entry requirements have not been met.

7. Appendices

7.1. Schedule 1

Version (Date):	Improvements made:
V2.2 (Mar 2016)	<ul style="list-style-type: none"> • Added Definition for ‘Disability’ • Updated 2.3, 2.4,3.3,4.1.4 to reflect the new Diploma programs that have two entry points • Section 5.6 ‘Applicants with a Disability’ added
V2.1 (Sept ‘15)	<ul style="list-style-type: none"> • Added items 2.6 and 5.1.2
V2.0 (Jun ‘15)	<ul style="list-style-type: none"> • Approval Committee changed from Senior Management to Academic Board • Added definition for Diploma • Added item 2.2 and 2.4 • Updated items 4.1.9, 5.1, 5.2, 5.5, 6.3.1, and 6.3.2 • Updated content at Item 3 - Definitions • Added Schedule 1 and Schedule 2

Schedule 1

Academic Standard

Academic qualifications required for admission are:

Diploma Courses

Stage One: Successful completion of Australian Year 11 or other comparable qualification.

Stage Two: Successful completion of Australian Year 12 with a prescribed minimum ATAR (which may change from year to year) or other comparable qualification.

Tertiary Access Program

Successful completion of Australian Year 12 and/or prescribed minimum ATAR which is insufficient to meet the required academic scores and/or pre-requisites into the Diploma Course.

Certificate IV Tertiary Preparation Program

Successful completion of Australian Year 11 or other comparable qualification.

English Language Standard

The language of instruction is English. All applicants are expected to have good English Language to the minimum standard of:

Diploma Courses

- Stage One: IELTS 5.5 with no band below 5.0 or its equivalent.
- Stage Two: IELTS 6.0 with no band below 5.5 or its equivalent (Commerce, Arts & Creative Industries (Design and Art Streams) and Information Technology).
- Stage Two: IELTS 6.0 with no band below 6.0 or its equivalent (Arts & Creative Industries (Mass Communication & Social Sciences streams), Built Environment, Engineering and Health Science).

Note: Certain Diploma Courses may have a higher English competency requirement. Refer to the Curtin College Course Guide for full information.

Provisional Entry into Diploma (Stage 2)

- Students with an IELTS of 6.0 overall and only one band of 5.5 (plus the required academic score) may be accepted into the Diplomas of Commerce or Arts and Creative Industries (Design and Art Streams) with an initial enrolment into two academic diploma units and the required one trimester Tertiary Communication Skills unit. In the two subsequent trimesters students in the Provisional Entry option will take the balance of their Diploma course.
- Tertiary Access Program IELTS 6.0 with no band below 5.5 or its equivalent.
- IELTS 6.0 with no band below 6.0 or its equivalent (Health Science streams - Pharmacy, Physiotherapy, Occupational Therapy)

Certificate IV Tertiary Preparation Program

- IELTS 5.5 with no band below 5.0 or its equivalent.

Admissions and Student Selection Policy

Schedule 2

COUNTRY	ENTRY REQUIREMENT Certificate IV Tertiary Preparation Program/ /Diploma (Stage 1)	ENTRY REQUIREMENT Diploma (Stage 2) – Built Environment, Commerce, Arts & Creative Industries, Information Technology	ENTRY REQUIREMENT Diploma (Stage 2) Engineering and Health Sciences *
Australia	Year 11 @ 50%	Minimum ATAR/UAI 50 OR AQF Certificate IV OR equivalent Foundation Year grades	Minimum ATAR/UAI 50 OR equivalent Foundation Year grades
Canada	Year 11 @ 50%	Year 12 OR Ontario Secondary School Diploma 55% average from 6 academic units	Year 12 OR Ontario Secondary School Diploma 65% average from 6 academic units
China[^]	SM2 @ 70% OR Hui Kao @ 60%	Senior Middle 3 (Gao San) with 70% average in 4 academic subjects	Engineering: Senior Middle 3 (Gao San) at 75% in 4 academic subjects Health Science (non-quota): Senior Middle 3 (Gao San) at 75% in 4 academic subjects Health Science (quota): Gao Kao (enquire at Curtin College)
Brunei, Singapore**	O-Level / Sec 4 @ 5 passes	Minimum of 2 points from 2 GCE A-Level OR 1 point from 1 GCE A-Level and 2 points from GCE AS-Level	Minimum of 4 points from 3 GCE A-Level OR 2 points from 1 GCE A-Level and 2 points from AS-Level
France, Reunion Island	Premiere @ 60%	Completion of Certificat de Fin d'Etudes Secondaires (CFES)	Baccalaureate or Diplome de Bachelier de l'enseignement due with minimum of 10
Hong Kong***[^]	Form 5 @ 50%	HKDSE with 10 points from the best 4 subjects (category A subjects)	HKDSE with 12 points from the best 4 subjects (category A subjects)
India, Pakistan, Bangladesh, Nepal	India = 10+1 @ 50% Nepal = 10+1 @ 60% Bangladesh = 10+1 @ 70% No entry requirement set for Pakistan at the moment.	India, Pakistan 10+2 with 55% or above; Bangladesh 10+2 with 60% or above; Nepal 10+2 with 60% or above	India, Pakistan 10+2 with 65% or above; Bangladesh 10+2 with 70% or above; Nepal 10+2 with 70% or above
Indonesia	SMU2 @ 7.0	SMU III with average of 7.0	SMU III with average of 7.5 (assessed individually)
International Baccalaureate (IB)	N/A	Minimum of 21 points over 6 IB units in one sitting	Minimum of 25 points over 6 IB units in one sitting

Admissions and Student Selection Policy

COUNTRY	ENTRY REQUIREMENT Certificate IV Tertiary Preparation Program/ /Diploma (Stage 1)	ENTRY REQUIREMENT Diploma (Stage 2) – Built Environment, Commerce, Arts & Creative Industries, Information Technology	ENTRY REQUIREMENT Diploma (Stage 2) Engineering and Health Sciences *
Iran	High School Diploma @ 55%	Pre-University with GPA 13	Pre-University with GPA 15
Japan ^	Kotogakko Year 2 @ 60%	Kotogakko Certificate with a GPA>3	Kotogakko Certificate with a GPA GPA>4
Kenya **	O-Level @ 4 passes	KCSE with C plain average OR a minimum of 2 points from 2 GCE A-Level OR 1 point from 1 GCE A-Level and 1 point from GCE AS-Level	KCSE with B - average OR a minimum 4 points from 3 GCE A-Level OR 2 points from 1 GCE A-Level and 2 points from AS-Level
Macau ^	SM2 @ 60%	Senior Middle 3 (Gao San) with 70% average in 4 academic subjects	Engineering: Senior Middle 3 (Gao San) at 75% in 4 academic subjects Health Science (non-quota): Senior Middle 3 (Gao San) at 75% in 4 academic subjects Health Science (quota): enquire at Curtin College
Malaysia ** ^	SPM / Form 5 / UEC @ 4 passes	STPM - Minimum CGPA / NGMP of 2 from 2 relevant subjects with no grade less than C (NGMP 2.00) OR minimum of 2 points from 2 GCE A-Level OR 1 point from 1 GCE A-Level and 1 point from GCE AS-Level OR Malaysian Unified Examination Certificate (UEC) with 2 Bs and 2 Cs	STPM - Minimum CGPA/NGMP of 2.33 from 2 relevant subjects with no grade less than C (NGMP 2.00) OR a minimum 4 points from 3 GCE A-Level OR 2 points from 1 GCE A-Level and 2 points from AS-Level OR Malaysian Unified Examination Certificate (UEC) with 4 Bs
Mauritius **	O-Levels @ 4 passes	Minimum of 2 points from 2 GCE A-Level OR 1 point from 1 GCE A-Level and 1 point from GCE AS-Level	Minimum of 4 points from 3 GCE A-Level OR 2 points from 1 GCE A-Level and 2 points from AS-Level
Middle East	GSEC @ 60%	Pre-University with GPA 13	Pre-University with GPA 15
Myanmar ^	Matriculation @ 55%	Certificate IV from YIUS or EduLink. All other qualifications are assessed on a case-by-case basis	Certificate IV in the Engineering Stream from YIUS or EduLink. All other qualifications are assessed on a case-by-case basis

Admissions and Student Selection Policy

COUNTRY	ENTRY REQUIREMENT Certificate IV Tertiary Preparation Program/ /Diploma (Stage 1)	ENTRY REQUIREMENT Diploma (Stage 2) – Built Environment, Commerce, Arts & Creative Industries, Information Technology	ENTRY REQUIREMENT Diploma (Stage 2) Engineering and Health Sciences *
South Africa	Year 11 @ 60%	Aggregate D in National Senior Certificate or Matriculation with minimum 3 subjects at 'higher level'	Aggregate C in National Senior Certificate or Matriculation with minimum 3 subjects at 'higher level'
South Korea[^]	High School Year 2 @ 65%	High School Year 3 with a Rank 5	High School Year 3 with a Rank 4
Sri Lanka**** [^]	O-Levels @ 5 passes	Minimum of 2 points from 2 GCE A-Level OR 1 point from 1 GCE A-Level and 1 point from GCE AS-Level OR 2 points from 2 Sri Lanka A-Level	Minimum of 4 points from 3 GCE A-Level OR 2 points from 1 GCE A-Level and 2 points from AS-Level OR 4 points from 3 Sri Lanka A-Level
Thailand	Matayom 5 GPA @ 2.5	Matayom 6 (or Certificate of Secondary Education) with a minimum GPA 2.0	Matayom 6 (or Certificate of Secondary Education) with minimum GPA 2.5
Vietnam	Year 11 @ 6.0	Year 12 (Bang Tot nghiep Trung hoc Pho thong) with an average grade of 6.0	Year 12 (Bang Tot nghiep Trung hoc Pho thong) with an average grade of 7.0
Zimbabwe, Zambia, Tanzania**	O-Levels @ 4 passes	Minimum of 2 points from 2 GCE A-Level OR 1 point from 1 GCE A-Level and 1 point from GCE AS-Level	Minimum of 4 points from 3 GCE A-Level OR 2 points from 1 GCE A-Level and 2 points from AS-Level
All other countries	Enquire at Curtin College	Enquire at Curtin College	Enquire at Curtin College

* Entry into some courses may also require successful completion of pre-requisite subjects.

** GCE A-level scores are calculated from 2 subjects where A=5, B=4, C=3, D=2, E=1. Advanced Supplementary (AS) level results may be included in the aggregate and contribute the equivalent at GCE A-level A=2.5, B=2, C=1.5, D=1, E=0

*** Hong Kong Diploma of Secondary Education (HKDSE) point system is 1 = 1 Pt / 2 = 2 Pts / 3 = 3 Pts / 4 = 4 Pts / 5 = 5 Pts / 5 = 5.5Pts / 5 = 6 Pts

**** The points system for Sri Lanka A-Level is five points for an 'A', four points for a 'B', three points for a 'C' and one point for an 'S'.

[^] See 'Background information for amendments in entry requirements' for more information