

Document Owner	Director, Marketing & Admissions
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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 Certificate IV Tertiary Preparation streams are determined by Curtin College.
- 2.4. Entry standards to Tertiary Access Programs (TAP) are determined by Curtin College.
- 2.5. This policy applies to all applications for admission to the College and any partner provider.
- 2.6. 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. Stage one is for students who have completed Year 11 or equivalent. After successful completion of stage one students progress onto stage two of the Diploma. Stage two is for students who have completed Australian year 12 or equivalent. Stage One is comprised of seven units equating to 200 credits and Stage Two consists of eight units equating to 200 credits.
- 3.4. **NARIC** - National Recognition Information Centre provides information on how overseas qualifications compare with UK qualifications.

- 3.5. **NOOSR** - National Office of Overseas Skills Recognition provides information on how overseas qualifications compare with Australian qualifications.
- 3.6. **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.
- 3.7. **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 Certificate IV Tertiary Preparation Program, Diploma Stage One and Tertiary Access Program 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 <http://aei.gov.au/AEI/CEP/Default.htm>

- 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.

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.
- 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:
V2.1 (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 5.5 no band below 5.0 (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.

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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

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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

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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