

Appendix C Information

1. About

Curtin College, Perth, Western Australia

Curtin College is located in Building 205 on Curtin University's, Bentley Campus. Curtin College is a pathway to Curtin University, Western Australia's largest university and has had approximately 9000 students progress into Year 2 of their bachelor degree at Curtin University.

Students can apply in person at the campus or via online: <https://www.curtincollege.edu.au/how-to-apply/apply-now/>

Contact Details

Telephone: (618) 9266 4888

Facsimile: (618) 9266 4889

Email: info@curtincollege.edu.au

Term Dates:

Curtin College courses follow one of two academic calendars, depending on which course you have chosen. Your studies may follow the semester calendar, with two 14-week study periods each year, or the trimester calendar, with three study periods each year.

The College has 5 intakes per year (trimester / semester). Orientation provides students with information and advice relating to their studies and new environment. It is an opportunity to make new friends, meet lecturers and discover what is available to you at Curtin College.

Trimester programs Orientation dates for Diploma of Commerce, Built Environment and Arts & Creativity are:

Trimester 3, 2017

Orientation: 11th October 2017

Classes Start: 16th October 2017

Classes End: 26th January 2018

Tuition Free Period: 18th December – 2 January 2018

Exam Period: 22nd – 26th January 2018

Trimester 1, 2018

Orientation: 21st February 2018

Classes Start: 26 February 2018

Classes End: 15th June 2018

Tuition Free Period: 2nd April – 6th April & 28th May – 1st June 2018

Exam Period: 4th – 8th June 2018

Semester Programs: Orientation dates for Diploma of Engineering, Health Science and Information Technology are:

Semester 2, 2017

Orientation: 26th July 2017

Classes Start: 31st July 2017

Classes End: 24th November 2017

Tuition Free Period: 28th August – 1st September, 25th – 29th September & 6th – 10th November 2017
Exam Period: 13th-23rd November 2017

Semester 1, 2018

Orientation: 22nd February 2018
Classes Start: 26 February 2018
Classes End: 22nd June 2018

Tuition Free Period: 2nd April – 13th April & 4th – 8th June 2018
Exam Period: 11 June to 22 June 2018

2. Admission Criteria

2A. Applicants with higher education study

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

- 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>
- The National Recognition Information Centre (NARIC) (UK company.) NARIC can be accessed online at www.naric.org.uk.
- Curtin University Matriculation Guide (known more formally as *Qualifications Accepted as Meeting Minimum Entry Requirements for Undergraduate Study at Curtin University*)
- Australian Qualification Framework (AQF)

2B. Applicants with vocational education and training (VET) study

Vocational Education and Training (VET) qualifications are assessed against the Australian Qualification Framework (AQF) to determine if applicants meet entry and into what Diploma Stage.

The following table of Academic and English is entry requirements are applied for applicants who seek entry based upon a completed Australian TAFE qualification:

TAFE Qualification	Academic Entry	English Entry
Cert III	Yes (Stage One only)	No
Cert IV	Yes (Stage One and Stage Two without pre-reqs)	Yes (Stage One only)
Cert IV (English)	No	Yes (Stage One only)
Diploma	Yes (Stage One and Stage Two without pre-reqs)	Yes

Students may apply for CRL where they have successfully completed units at a similar level and standard in previous VET studies. To be assessed for CRL, students must provide the College with detailed unit outlines of all completed units in the previous qualification.

CRL for individual units must be applied for prior to enrolment, but will be accepted up until the end of Week 4 of the relevant study period. After this date, CRL may still be granted but the College's Refund Policy will apply and no refund will be given for any units for which CRL has been granted. Should a student apply for CRL for a unit in which they are currently enrolled and not making satisfactory academic progress, CRL application will not be processed.

2C. Applicants with recent secondary education (within the past two years)

Australian Year 12 students

Course	Curtin College (Diploma Stage Two)	Curtin College (Diploma Stage One with CRL)	Curtin College (Diploma Stage One)
Arts & Creative Industries	ATAR 50	Year 12 with 50%	Year 11 with 50%
Built Environment*	ATAR 50	Year 12 with 50%	Year 11 with 50%
Commerce	ATAR 50	Year 12 with 50%	Year 11 with 50%
Engineering*	ATAR 60	ATAR 50	Year 11 with 50%
Information Technology*	ATAR 50	Year 12 with 50%	Year 11 with 50%
Health Science*	ATAR 60, except • Pharmacy ATAR 70	ATAR 50, except • Pharmacy ATAR 65	Year 11 with 50%

* In addition, some majors require course pre-requisites to be met

ATAR-related adjustments

Curtin College does not apply any types of adjustments to ATAR-based admissions.

Criteria that may apply in addition to ATAR

In addition to an overall ATAR score, applicants might be required to meet course and major specific pre-requisites.

Other admission options

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.

Interstate Year 12

Interstate Year 12 applicants must complete a Year 12 with an Australian Tertiary Admission Rank (ATAR) at least equivalent to the College minimum ATAR requirements.

Subject equivalencies to meet pre-requisites for interstate results are obtained by using the the Pre-requisite Studies Guide from <http://www.tisc.edu.au/static/guide/prerequisites-index.tisc>

2D. Applicants with work and life experience

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.

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.

3. Additional information

Aboriginal and Torres Strait Islander people

Aboriginal and Torres Strait Islander peoples are welcome at the College. The College has a range of learning interventions that we offer students on an as needs basis. Our Diploma programs allow entry following completion of Year 11 or Year 12 or equivalent. Any Aboriginal and Torres Strait Islander person wishing to enrol at the College is encouraged to contact us via the website www.curtincollege.edu.au or on 9266 4888.

Domestic applicants with overseas qualifications

Domestic applicants with 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*)

English language proficiency

[\[Outline the general requirements for proficiency in English that must be met for admission to courses at the institution. Any higher or lower requirements that may apply to specific courses would be detailed in the relevant course information.\]](#)

4. How to apply

There are 4 ways to submit your application to Curtin College.

1. Apply **online** via www.curtincollege.edu.au
The online application process will take the applicant through the application and allows the applicant to attach all academic documents, English proficiency documents, and passport. A confirmation email is sent to the applicant or nominated agency confirming that the online application has been successfully lodged with the College.
2. Apply **via an agent** overseas or within Australia.
The nominated agency will send the College a copy of the Curtin College application form, all academic documents, English proficiency documents, and passport.
3. Apply **in person at Curtin College** (Building 205 on the Curtin University campus).
A copy of the Curtin College application form, all academic documents, English proficiency documents, and passport will be taken and forwarded to the Admissions department.
4. Apply **via post/paper** application.
Applicants will need to send the College copies of the Curtin College application form, all academic documents, English proficiency documents, and passport.

The turn-around time to contact the applicant or nominated agent with the outcome of the application is 24 to 72 after receiving the application. All applicants and nominated agents will be contacted via email. No correspondence – unless requested – takes place via post/paper.

5. Enrolment

The Curtin College Letter of Offer outlines the:

- Curtin College/Curtin University course that has been offered,
- Duration of Study,
- Commencement Dates,
- Tuition and Enrolment Fees,

- Conditions of the Offer (including requests for official or certified copies of academic transcripts, evidence of English proficiency etc). Prior to accepting the Letter of Offer, students must provide evidence to meet the outstanding conditions.

To accept the Curtin College Letter of Offer, a student must complete the following steps:

1. If applicable, meet any outstanding conditions of offer
2. Complete and sign the Letter of Acceptance (Section 2 and 3 of the Letter of Offer)
3. Email the Letter of Acceptance to Curtin College together with the following documents:
 - a copy of your payment or FEE-HELP documents, and
 - a copy of your passport or citizenship (if not provided yet)

Advanced standing/academic credit/recognition of prior learning (RPL)

To be eligible for CRL, previous studies must have been completed within 10 years prior to the year of application.

Students may apply for CRL where they have successfully completed units at a similar level and standard in previous studies. To be assessed for CRL, students must provide the College with detailed unit outlines of all completed units in the previous qualification.

CRL for individual units must be applied for prior to enrolment, but will be accepted up until the end of Week 4 of the relevant study period. After this date, CRL may still be granted but the College's Refund Policy will apply and no refund will be given for any units for which CRL has been granted. Should a student apply for CRL for a unit in which they are currently enrolled and not making satisfactory academic progress, CRL application will not be processed.

Deferral

Students wishing to defer studies must notify the College in writing stating the reason for their request. The College will re-assess the applicants eligibility for the next available study period and issue a Letter of Offer accordingly. Curtin College will retain all fees which will be used towards the following study period charges. If a refund is requested rather than transferring the funds to the next study period or the student subsequently withdraws, the Refund Policy applies.

6. Student and campus services

Academic Environment

Students at the College are exposed to a variety of teaching methods designed to promote a stimulating learning experience. Lecturers provide an outline for each unit of study, and ensure students acquire the relevant knowledge and skills. Lecture groups average between 30 and 50 students.

The smaller class sizes at Curtin College ensure lecturers are able to get to know your personal study needs and will normally have more contact hours than in the equivalent undergraduate classes at the university.

Tutorials and seminars are designed to complement the preceding lectures and provide a workshop environment to ensure students receive dedicated attention from the lecturers.

Every effort is made to ensure academic success, however students are expected to undertake private study, usually at least one hour of study per hour of class per week, per unit.

Students can expect a combination of written examinations, assignments, essays and presentations, depending on the area of study. Participation in seminars and tutorials is also taken into consideration. Coursework may include group projects and practical work.

Academic Support

Curtin College students are offered academic support vital to the success of their studies at university. Curtin College staff are dedicated to empowering every student to meet the demands of University study.

The College has a number of free Academic Support programs available for students to access:

Academic Drop in Sessions

Academic Drop in Sessions are scheduled for two hours every week, starting in Week 3 on a Wednesday from 12 – 2pm. This is another opportunity for students to access one to one help without having to make an appointment. Students simply go along to the session get the help they need and get back to their day. The most common forms of help provided are individual assistance with the preparation and presentation of assignments, referencing, language skills and general study skills.

Study Kiosk

The Study Kiosk is an online Moodle (Learning Management System) unit that students can access at any time: <https://moodle.curtincollege.edu.au/enrol/index.php?id=226>

The Study Kiosk has been developed to and build on skills in key areas necessary to succeed at university such as time management, referencing, report writing, essay writing, and academic writing. These workshops are delivered online to ensure that students can access support exactly when they need the help.

Academic Peers

Most units have an Academic Peer who can offer you academic support. Academic Peers are high achieving students who are happy to assist you in your subjects. This is a great way to get advice from other students who have experienced many of the issues you may be facing. A list of academic peers can be found for each unit you are studying on Moodle.

English Language Support

Academic Language Enrichment Program (ALEP)

Curtin College is committed to ensuring that all students have the necessary English language skills to be successful in their chosen academic field. ALEP is a nine (9) week program offered to all Diploma students in Stage 2. It begins in week 3 and classes are 2 hours per week. It is tailored to provide program specific language support in each of the courses offered at Curtin College. Students will be developing the academic and language skills necessary to succeed in

Student Mentors

Each new student will have a Student Mentor who will assist students as they transition into their new College life. They are experienced students who are there to share their expertise about their life, studies and other challenges you may face as a new student. They will be there for you right from day 1 of your studies.

Student Counsellor

The has a dedicated Student Counsellor who can provide you with information and advice on how to improve your personal well-being and is available by appointment to discuss any physical, mental, or emotional issues that you may encounter during the course of your studies.

Campus Facilities

Curtin College students can take advantage of many of the facilities and services provided by Curtin University. For full details on the services available please go to:

<https://www.curtincollege.edu.au/about-curtin-college/campus-facilities/>

Library & Information Services

Curtin's five-story [Robertson Library](#) is at the centre of the Bentley campus and houses the latest computer systems, information technology and resources. An Enquiries Desk is located on level two where Library staff are available to answer questions.

Transport

- **Bus Station:** The bus station at the Bentley campus has seven different services stopping frequently during study periods. The Circle Route runs between Perth's universities, train stations and shopping centres every 15 minutes between 6:30am and 6:00pm on weekdays. Some buses, including the Circle Route, connect with train services that run to the outer metropolitan area. For more information on Transport routes and timetables, click [here](#).
- **Canning Bridge Station:** The Canning Bridge Station connects to train lines and buses that can take you to the city or all the way to Mandurah. To find the Canning Bridge station, click [here](#)
- **Curtin University Courtesy Bus and Free Bus Service:**
- The courtesy bus that runs during the University semester, weekday evenings from 5.30pm-1.15am (pickup outside the Robertson library).
- A free service operates with routes through Waterford and St James. This service operates during the university semester weekdays from 7.00am-10.30pm.

Safety and Security

Curtin Security provide 24-hour support every day of the year. Buildings are only accessed via security cards and students can utilise the Safezone Student Safety App to stay connected to Curtin Security.

7. Financial Assistance

Eligible fee-paying students at Curtin College have access to FEE-HELP to pay part of, or all, their tuition fees.

As an approved Higher Education provider, Curtin College is eligible to offer FEE-HELP places for its Diploma programs. Australian citizens and holders of permanent humanitarian visas are eligible for FEE-HELP assistance.

The following students are NOT eligible for FEE-HELP and must pay their fees upfront:

- New Zealand Citizens
- Permanent Visa Holders (other than holders of a permanent humanitarian visa)
- International Students

8. Student Profile

Applicant background	Semester 1, 2017	
	Number of students	Percentage of all students
(A) Past higher education study (includes a bridging or enabling course)	15	3%
(B) Past vocational education and training (VET) study	21	4%
(C) Recent secondary education:		
<ul style="list-style-type: none"> • Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points) • Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR) • 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) 	71	14%
	15	3%
	157	31%
(D) Work and life experience (Admitted on the basis of previous achievement other than the above)	9	2%
International students	216	43%
All students	504	100.0%

Notes: L/N - Low numbers: the number of students is less than 5.

9. Where to get further information

- Curtin College www.curtincollege.edu.au
- FEE-HELP <http://studyassist.gov.au/sites/studyassist/help-payingmyfees/fee-help/pages/fee-help->
- National Office of Overseas Skills Recognition (NOOSR) Country Education Profiles (CEPs) <https://internationaleducation.gov.au/services-and-resources/pages/qualifications-recognition.aspx>
- TISC <http://www.tisc.edu.au/static/guide/prerequisites-index.tisc>
- National Recognition Information Centre (NARIC) www.naric.org.uk