

Appendix D Information | COMMERCE

1. About

The Diploma of Commerce has been designed to prepare you for the challenges in the global business environment, business and commerce students will study foundation areas of accounting, economics, business law, management, marketing and technology. More information about this course can be accessed online: <https://www.curtincollege.edu.au/courses/business-commerce/>

2. Essential Requirements for Admissions

All applicants must meet the following academic entry requirements to meet entry into the Diploma of Commerce:

- Diploma Stage One: Year 11 with 50%
- Diploma Stage Two with CRL: Year 12 with 50%
- Diploma Stage Two: ATAR 50

Year 12 English with a 50% or better meets English entry into the Diploma of Commerce.

3. Admissions criteria

3A. Applicants with higher education study

All (Overseas) academic qualifications are assessed for comparability to the AQF 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*)
- d) Australian Qualification Framework (AQF)

The College general admission criteria – Academic and English - are outlined on the Curtin College website: <https://www.curtincollege.edu.au/how-to-apply/entry-requirements/>

Applicants who have completed successfully one semester of full time Undergraduate or higher level of study at an Australian University (including Open University Australia, Open Learning Australia and Extension (NFD) Studies) do meet Academic entry into the Diploma of Commerce (Stage 2). Separate evidence of English competence is not required.

The College also accepts successful completion of one of the Group of Eight universities foundation program listed below. Entry into the Diploma of Commerce (Stage 2) requires a CWA of 45% or GPA 4.5 out of 10.

- UWA, University of Western Australia Foundation Program (UWAFP)
- University of Sydney, University of Sydney Foundation Program (USFP)
- University of New South Wales, UNSW Foundation Studies
- Monash University, Monash University Foundation Year (MUFY)
- The University of Melbourne, Trinity College Foundation Studies (TCFS)
- The University of Queensland, International Education Services Foundation Year
- The University of Adelaide, Foundation Studies Program
- The Australian National University, Foundation Studies Program

3B. 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)	Yes (Stage One only)
Cert IV (English)	No	Yes (Stage One only)
Diploma	Yes (Diploma Stage One and Stage Two)	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.

3C. Applicants with recent secondary education (within the past two years)

Course	Curtin College ATAR (Diploma Stage Two)	Curtin College (Diploma Stage One with CRL)	Curtin College (Diploma Stage One)
Commerce	ATAR 50	Year 12 with 50%	Year 11 with 50%

(ATAR-based offers only, across all offer rounds) [Note: this table relates to all students selected on the basis of ATAR alone or ATAR in combination with other factors. To ensure comparability across all providers, the "ATAR" figures used must reflect the original unadjusted figures without the impact of 'bonus points' or other adjustments. "Selection Rank" figures (if used) will reflect the same cohort but including the impact of 'bonus points' or other adjustments. Students selected on the basis of special consideration or otherwise not on the basis of their ATAR should not be included in this table.]	ATAR (OP in QLD) (Excluding adjustment factors) [required] [NB: Raw ATAR profile for all students offered a place wholly or partly on the basis of ATAR]	Selection Rank (ATAR/OP plus any adjustment factors) [optional / only if relevant] [NB: Selection Rank profile for the same students as in previous column]
Highest rank to receive an offer *	83.5	n.nn [L/N if < 5 offers]
75 th percentile rank to receive an offer #	66.15	n.nn [N/P if < 25 offers]
Median rank to receive an offer #	63.15	n.nn [N/P if < 25 offers]
25 th percentile rank to receive an offer #	55.2	n.nn [N/P if < 25 offers]
Lowest rank to receive an offer *	50.95	n.nn [L/N if < 5 offers]

Notes: * L/N indicates low numbers if less than 5 ATAR-based offers made
- indicates figure is not published if less than 25 ATAR offers made

3D. 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.

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. 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.

6. 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)	0	0%
(B) Past vocational education and training (VET) study	4	3%
(C) Recent secondary education:		
• Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points)	25	17%
• Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)	6	4%
• 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)	38	27%
(D) Work and life experience (Admitted on the basis of previous achievement other than the above)	0	0
International students	71	49%
All students	144	100%

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

7. 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->