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 so that maximum access is provided to potential students.

2.2. Entry standards to Certificate IV Tertiary Preparation streams are determined by Curtin College.

2.3. This policy applies to all applications for admission to the College and any partner provider.

3. Definitions

3.1. **National Office of Overseas Skills Recognition** (NOOSR) – provides information on how overseas qualifications compare with Australian qualifications.

3.2. **Country Education Profiles** – provides information and guidelines on comparing qualifications.

3.3. **NARIC** – National Recognition Information Centre for the UK.

3.4. **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.

3.5. **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:

- Curtin College adheres to the stated entry requirements, outlined in the annually published Course Guides and on various websites including, but not limited to, the College and the websites of partner providers.
Entry Requirement Policy

- 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).
- Entry into Diploma courses are guided, for the most part by 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.
- Entry requirements for the Certificate IV Tertiary Preparation Program are set by the College.
- Entry requirements are communicated clearly to applicants via course guides and the various websites.

5. Policy Content

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

5.2. Academic Standard

Academic qualifications required for admission are:

5.2.1. Diploma Courses
- Completion of Australian Year 1 with a prescribed minimum ATAR (which may change from year to year) or other comparable qualification.

5.2.2. Certificate IV Tertiary Preparation Program
- Successful completion of Australian Year 11 or other comparable qualification.

5.3. English Language Standard – Curtin College, Bentley and Singapore

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

5.3.1. Diploma Courses
- IELTS 5.5 with no band below 5.5 or its equivalent (Arts & Creative Industries (Design stream), Commerce and Information Technology).
- 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).

5.3.2. Certificate IV Tertiary Preparation Program
- IELTS 5.5 with no band below 5.0 or its equivalent.
- Certain Certificate IV streams may have a higher English competency requirement. Refer to the Curtin College Course Guide for full information.

5.3.3. Tertiary Access Program
- IELTS 5.5 with no band below 5.0 or its equivalent.
- IELTS 6.0 with no band below 5.5 or its equivalent – Nursing.

5.4. English Language Standard – Curtin College Sydney

5.4.1. The Diploma Courses
- IELTS 6.0 with no band below 5.5 or its equivalent (Commerce)
- IELTS 6.0 with no band below 6.0 or its equivalent (Arts & Creative Industries - Mass Communication stream)

5.4.2. For Certificate IV courses
- IELTS 5.5 with no band below 5.0 or its equivalent.
5.5. Course Specific Requirements

Applicants may be required to provide evidence of completion of course pre-requisites which may also include higher English Language requirements. (See section 5.3)

If course specific requirements are not met, applicants cannot be considered for selection.

Curtin College may apply quotas on the number of admissions to any particular course.

5.6. Equivalent overseas qualifications

Overseas academic qualifications are assessed for comparability using

a) the National Office of Overseas Skills Recognition (NOOSR) Country Education Profiles (CEPs). These can be accessed online at http://aet.gov.au/AEI/CEP/Default.htm

b) The National Recognition Information Centre (NARIC). (UK company.) Naric can be accessed 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)

5.7. Special Admission

Recognition of qualifications will be at the discretion of the College. Special admission may be granted based on the basis of skills, competence or learning, whether formal or informal at the discretion of Director, Admissions and Marketing 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 annually in the Curtin College Course Guide (The Brochure) and publications including but not limited to the Curtin College website in advance of the applications for the next 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:

- Conditional letter of offer where most 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 (Recognition of Prior Learning – RPL)

- Unconditional Letter of Offer – all entry requirements have been met. This letter may or may not include credit exemptions allowed (Recognition of Prior Learning - RPL) that will be made. This is sent along with the Letter of Acceptance, Invoice and Payment Methods and Terms of Offer.

- Rejection letter – entry requirements have not been met.

7. Other Related Documents

7.1. Curtin College Course Guides.