

Document Owner	Director Marketing & Admissions
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Related Documents:	Access, Diversity, Equity and Inclusion Policy Admission Guidelines and Procedures Credit for Recognised Learning Policy Curtin College Course Guides (Brochures) Deferral, Suspension and Cancellation Policy Document Certification Guidelines Enrolment Policy Refunds Policy Tuition Fees and Charges Policy Transfer between Registered Provider Policy Younger Student Management Policy

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:
 - 1.2.1. Education Services for Overseas Students (ESOS) Act and the National Code of Practice for Overseas Students (The National Code).
 - 1.2.2. Australian Qualifications Framework (AQF)
 - 1.2.3. Tertiary Education Quality Standards Agency- Higher Education Standards Framework (Threshold Standards)
 - 1.2.4. Curtin College (the College)/Curtin University (Curtin) Agreement.
- 1.3. 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. Organisational Scope

- 2.1. Entry standards to Diploma programs are guided by Curtin University through the Curtin College – Curtin University Agreement and minimum entry requirements into year one of an undergraduate course.
- 2.2. Entry standards to Diploma (Stage One) streams and CRL are determined by Curtin College.
- 2.3. Entry standards to Diploma (Stage Two) with CRL are determined by Curtin University.
- 2.4. This policy applies to all applications for admission to the College and any partner provider.
- 2.5. All qualification documents (originals and translations) must be submitted 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 comparable. 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 with ATAR or comparable. Both stages consist of 200 credit points each.
- 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. Curtin College entry standards are approved by the College Academic Board following benchmarking with Curtin University, and other institutions as required.
- 4.2. Curtin College adheres to the entry requirements approved by Academic Board.
- 4.3. All applicants who have met the College's published entry requirements are considered for places in the program (subject to quota restrictions for selected programs).
- 4.4. Applicants must provide certified copies of their academic record in English as per Curtin College Document Certification Guidelines.
- 4.5. Documents that are not in English, must be translated by an official and accredited translator. Both the original and English translation must be provided to the College.
- 4.6. The College reserves the right to reject applications that do not satisfy Navitas pre-screening processes.
- 4.7. Applicants who provide false/ misleading information or falsified documents will have their offer or enrolment cancelled. Refer Deferral, Suspension and Cancellation Policy.
- 4.8. Curtin College welcomes applications from Aboriginal and Torres Strait Islander (ATSI) peoples and provides a range of support services that may assist ATSI, and other students, succeed in their studies.
- 4.9. Entry requirements are communicated clearly to applicants via program guides, College and other websites and additional forms of media as required.

5. Policy Implementation

All applicants must satisfy both academic and English standards commensurate with the selected program as detailed in Schedules 1 and 2. This requirement includes any program or unit prerequisites.

5.1. Academic Standard

5.1.1. Academic qualifications required for admission are 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 English Language proficiency to the minimum standard as detailed in Schedule 1.

5.2.1. Successful completion of the Diploma meets Academic and English entry into the 2nd year of the corresponding bachelor's degree course at Curtin University. Except for the Bachelor of Science (Nursing), where diploma graduates must also demonstrate English proficiency – as detailed by Curtin University – in order to proceed with the Bachelor Degree.

5.3. Program Specific Requirements

5.3.1. Applicants may be required to provide evidence of completion of course or subject pre-requisites which may include higher English Language requirements.

5.3.2. If program 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 program or stream.

5.4. Comparable 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 Diploma entry requirements beyond their control due to having experienced disadvantages in accessing and participating in education, may be eligible through a Supplementary Portfolio. Entry is assessed on a case-by-case basis by a Curtin College panel. Supplementary portfolio is open to Aboriginal Torres Strait Islanders (ATSI), mature-aged applicants, those who are affected by a medical condition, or have experienced disruption due to multiple relocations, bereavement or other compassionate and/or compelling circumstances. All applicants are assessed against information and evidence to support the 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 programs.

5.5.3. Special admission may be granted based on the skills, competence or learning, whether formal or informal by the Academic Director following a recommendation by the Director Marketing and Admissions or Admissions Manager.

5.6. Applicants with a disability

- 5.6.1. Applicants with disabilities must indicate their disability status on their application. Depending on the disability the College may request further details to ensure it can support a student with special study requirements. No policy nor practice at the College shall discriminate against a person with a disability, however, an application will be declined where, in the opinion of the College Director and Principal, the provision of additional goods, services or facilities would go beyond “reasonable adjustment” and impose an unjustifiable financial or other hardship on the College.
- 5.6.2. Any letter of offer to an applicant with a disability will specify the adjustments that the College can offer 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.
- 5.6.3. 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 detailed in the letter of offer.
- 5.6.4. The College takes the integrity of applications very seriously. Unfortunately, increasing numbers of students neglect to declare the full extent of their disability, which does not become known to the College until the applicant’s enrolment. Principle 4.6 will apply in these circumstances if the interventions required to support a student with a disability once they commence classes would incur an unjustifiable financial or operational hardship on the College.

5.7. Sponsored Applicants

- 5.7.1. Applicants who are sponsored must provide a written confirmation (Financial Guarantee) from their sponsor outlining those fees and other expenses that will be covered by the sponsor.

6. Administrative Procedures

- 6.1. Upon receipt of applications, Curtin College Admissions staff will assess whether academic and English entry requirements have been met.
- 6.2. Based on application review, applicants will be given one of the following:
 - 6.2.1. 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.
 - 6.2.2. 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.
 - 6.2.3. Request for further documents and/or information to reach a final assessment decision.
 - 6.2.4. Regret letter as applicant does not qualify for a Curtin pathway offer.
 - 6.2.5. English pathway Letter of Offer – based upon an English test an English course must be completed to meet English entry into the course. Additional conditions may apply to the Letter of Offer and must be met prior to releasing the CoE’s.

Version (Date):	Improvements made:
V2.7 (Aug 2020)	<ul style="list-style-type: none"> • Updated ‘related documents’ section of this policy • Updated 4.7 to refer to the ‘Deferral, Suspension and Cancellation Policy • Updated position title in 5.5.3

7. Appendices

- 7.1. [Schedule 1](#) – Academic Standard and English Language Entry Requirements
- 7.2. [Schedule 2](#) – Entry Requirements by Country

Schedule 1

1. Academic Standard Entry Requirements

Academic qualifications required for admission are:

1.1 Diploma Programs

- *Stage 1:* Successful completion of Australian Year 11 or other comparable qualification.
- *Stage 2:* Successful completion of Australian Year 12 with a prescribed minimum ATAR (which may change from year to year) or other comparable qualification.

1.2 Postgraduate Programs

- *Postgraduate Preparation Course:* An overseas post-secondary qualification which is 3 years in duration and comparable to an AQF Level 6.
- *Graduate Certificate:* A completed Curtin College Postgraduate Preparation Course or a Bachelor Degree comparable to an AQF Level 7.

2. English Language Standard Entry Requirements

The language of instruction is English.

All applicants are expected to meet the English Language requirements to the minimum standard of:

2.1 Diploma Courses

- *Stage 1:* IELTS 5.5 with no band below 5.0 or its equivalent.
- *Stage 2:* IELTS 5.5 with no band below 5.5 or its equivalent (Commerce, Arts & Creative Industries (Design and Art Streams), Engineering and Information Technology).
- *Stage 2:* IELTS 6.0 with no band below 6.0 or its equivalent (Arts & Creative Industries (Mass Communication), Built Environment, and Health Science).

Note: *Certain Diploma Programs may have a higher English competency requirement. Refer to the [Curtin College](#) website for full information*

2.2 Postgraduate Programs

- *Postgraduate Preparation Program:* IELTS 6.5 with no band below 5.5 or its equivalent.
- *Graduate Certificate:* IELTS 6.5 with no band below 6.0 except one band at 5.5

Schedule 2 Entry Requirements

Country	All Diplomas (Stage 1)	Diplomas of Built Environment, Commerce, Arts & Creative Industries and Information Technology (Stage 2)	Diplomas of Engineering and Health Sciences (Stage 2)*
Australia	Year 11 with 50%	Minimum ATAR/UAI 50 OR AQF Certificate IV OR comparable Foundation Year grades OR WAUFP with a CPS of 40	Minimum ATAR/UAI 60 OR equivalent Foundation Year grades OR comparable WAUFP CPS score
Bangladesh	10 + 1 with 70%	Bangladesh 10+2 with 60%	Bangladesh 10+2 with 70%
China & Macau	Senior Middle 2 with 70% OR Hui Kao with 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) with 75% in 4 academic subjects
Gambia, Ghana, Nigeria, Sierra Leone	WASSC with D7 average (5 subjects)	WASSC with C5 average (5 subjects)	WASSC with B3 average (5 subjects)
Hong Kong	Form 5 with 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	10 + 1 with 50%	10+2 with 55% from 4 academic subjects	10+2 with 65% from 4 academic subjects
Indonesia	SMA II with average of 7.0	SMA III (school exam) with average of 60% and SKHUN (national exam)	SMA III (school exam) with average of 65% and SKHUN (national exam)
Kenya	GCE O-Levels with 4 passes (D grade or better)	KCSE with C plain average OR a minimum of 2 points from 2 GCE A-Levels subjects (2 AS-Level subjects may be used for 2nd subject)	KCSE with B - average OR a minimum of 3 points from 3 GCE A-Levels subjects (2 AS-Level subjects may be used for 3rd subject)
Malaysia	SPM, Form 5 or UEC with 4 passes	STPM - Minimum CGPA / NGMP of 2 from 2 relevant subjects with no grade less than C (NGMP 2.00) 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 Malaysian Unified Examination Certificate (UEC) with 4 Bs.
Middle East	General Secondary Education Certificate with 60%	Pre-University with GPA 13	Pre-University with GPA 15
Nepal	10 + 1 with 60%	10+2 with 60%	10+2 with 70%
Pakistan	10 + 1 with 50%	10+2 with 55%	10+2 with 65%
Singapore	NiTec	Minimum of 2 points from 2 GCE A-Levels subjects (2 AS-Level subjects may be used for 2nd subject) OR Higher NiTec with a passing Grade of C	Minimum of 4 points from 3 GCE A-Level OR 2 points from 1 GCE A-Level and 2 points from AS-Level OR Higher NiTec on a case-by-case basis
Vietnam	Year 11 with 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
Worldwide Qualifications			
GCE	GCE O-Levels with 4 passes (D grade or better)	A minimum of 2 points from 2 GCE A-Levels subjects (2 AS-Level subjects may be used for 2nd subject)	A minimum of 3 points from 3 GCE A-Levels subjects (2 AS-Level subjects may be used for 3rd subject)
IB	Year 1 of IB Diploma with 18 points (minimum of 4 subjects)	IB Diploma with 20 points from 6 IB subjects	IB Diploma with 22 points from 6 IB subjects

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

Pre-Requisites

Diploma Course	Stage 1 Pre-requisites	Stage 2 Pre-requisites	Stage 2 Pre-Requisites WACE
Built Environment (Construction Management)	None	Mathematics	Mathematics: Application ATAR
Engineering	Mathematics	Mathematics and 1 Science subject	Mathematics: Methods ATAR and 1 science ATAR subject - at least one of the following: Animal Production Systems ATAR, Applied Information Technology ATAR, Biology ATAR, Chemistry ATAR, Computer Science ATAR, Earth and Environmental Science ATAR, Engineering Studies ATAR, Human Biology ATAR, Integrated Science ATAR, Marine and Maritime Studies ATAR, Physics ATAR, Plant Production Systems ATAR or Psychology ATAR
Health Sciences (Nutrition and Food Science)	Mathematics and one Science subject (desirable)	Chemistry (required), Mathematics (desirable)	Chemistry ATAR (required), Mathematics Applications ATAR or Mathematics Methods ATAR (desirable)
Health Sciences (Occupational Therapy)	Mathematics and one Science subject (desirable)	One Science subject (Biological Sciences, Chemistry, Earth and Environmental Science, Human Biological Science, Integrated Science or Physics) (required)	At least one of the following: Biology ATAR, Chemistry ATAR, Earth and Environmental Science ATAR, Human Biology ATAR, Integrated Science ATAR, Physics ATAR or Psychology ATAR
Health Sciences (Pharmacy)	Mathematics and one Science subject (desirable)	Mathematics and Chemistry (required), Human Biology/Biology (desirable)	Chemistry ATAR and Mathematics Applications ATAR (required), Human Biology/Biology (desirable)
Health Sciences (Physiotherapy)	Mathematics and one Science subject (desirable)	One Science Subject (Biological Sciences, Chemistry, Earth and Environmental Science, Human Biological Science, Integrated Science, Physics or Psychology) (required)	At least one of the following: Biology ATAR, Chemistry ATAR, Earth and Environmental Science ATAR, Human Biology ATAR, Integrated Science ATAR, Physics ATAR, or Psychology ATAR
Information Technology	Mathematics	Mathematics	Mathematics Applications ATAR