

Admissions and Student Selection Policy (CC)

Colleges of Business and Technology (WA) Pty Ltd
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Document

Document Name	Admissions and Student Selection Policy
Brief Description	The Admissions and Student Selection Policy outlines the criteria and processes for evaluating applicants to ensure a fair, transparent, and equitable selection procedure.
Responsibility	Director Marketing and Admissions
Initial Issue Date	11/2009

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
7/12/2020	2.7	<ul style="list-style-type: none"> Updated 4.7 to refer to the 'Deferral, Suspension and Cancellation Policy Updated position title in 5.5.3 	Academic Director
30/11/2023	2.8	Minor Updates	Admissions Manager/Academic Director
12/02/2024	3.0	Placed into new Template document and added entry requirements for the Masters Qualifying Program	Director of Admissions and Marketing

Related Documents

Name	Location
Access, Diversity, Equity and Inclusion Policy	Curtin College website and Curtin College 'H' Drive
Admissions and Student Selection Procedure	Curtin College website and Curtin College 'H' Drive
Credit for Recognised Learning Policy	Curtin College website and Curtin College 'H' Drive
Deferral, Suspension and Cancellation Policy	Curtin College website and Curtin College 'H' Drive
Documentation Certification Guidelines	Curtin College website and Curtin College 'H' Drive
Enrolment Policy	Curtin College website and Curtin College 'H' Drive
Glossary of Policy Terms	Curtin College website and Curtin College 'H' Drive
Refunds Policy	Curtin College website and Curtin College 'H' Drive
Transfer between Registered Provider Policy	Curtin College website and Curtin College 'H' Drive

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1 Introduction

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 Purpose and Scope

2.1 Purpose

The purpose of this Policy is to provide information to prospective and current students on the procedures governing admissions at Curtin College.

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. All consideration given to student admission is fair and ethical and conducted in a transparent manner.

2.2 Scope

- This policy applies to all applications for admission to the College and any partner provider.
- Curtin College adheres to the entry requirements approved by the Academic Board.
- This policy applies to admission requirements for both domestic and international applicants, in Australia or offshore. It applies to the College's diploma and non-award programs.
- The College's Academic Board determines the general admission requirements set out in this policy and the specific admission requirements for each course or unit.
- 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.
- Entry standards to Diploma (Stage One) streams and Credit for Recognized Learning (CRL) are determined by Curtin College.
- Entry standards to Diploma (Stage Two) with CRL are determined by Curtin University.

3 Key Principles

- 3.1. Curtin College entry standards are approved by the College Academic Board following benchmarking with Curtin University, and other institutions as required.
- 3.2. Curtin College adheres to the entry requirements approved by the Academic Board.
- 3.3. 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).
- 3.4. Applicants must provide certified documents of their academic record in English as per Curtin College Document Certification Guidelines.
- 3.5. 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 as per the Curtin College Documentation Certification Guidelines.
- 3.6. The College reserves the right to reject applications that do not satisfy Navitas pre-screening processes.
- 3.7. Applicants who provide false/ misleading information or falsified documents will have their offer or enrolment cancelled. Refer Deferral, Suspension and Cancellation Policy.
- 3.8. 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.

3.9. Entry requirements are communicated clearly to applicants via program guides, College and other websites and additional forms of media as required.

4 Standards and Qualifications

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.

4.1. Academic Qualifications

4.1.1. Academic qualifications required for admission are specified in Schedule 1 and detailed in Schedule 2.

4.1.2. 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'.

4.2. English Language Standard

4.2.1. The language of instruction is English. All applicants are expected to have English Language proficiency to the minimum standard as detailed in Schedule 1.

4.2.2. 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's degree.

4.3. 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 Program Specific Requirement

5.1. Applicants may be required to provide evidence of completion of course or subject prerequisites which may include higher English Language requirements.

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

5.3. Curtin College may apply quotas on the number of admissions to any program or stream.

6 Special Admission

6.1. Recognition of qualifications will be at the discretion of the College.

6.2. 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.

- 6.3. All applicants are assessed against information and evidence to support the application's 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.
- 6.4. 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.
- 6.5. Students who are previously terminated at Curtin College (Perth or Singapore) may apply to switch to the other campus for re-admission. Admission will be assessed based on supporting documentation provided, including any extenuating, compassionate and/or compelling circumstances.

7 Applicants with a disability

- 7.1. 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.
- 7.2. 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.
- 7.3. 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.
- 7.4. 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 3.6 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.

8 Sponsored Applicants

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.

9 Responsibilities

- 9.1. The Admissions Manager is responsible for staff training and the implementation of this policy.
- 9.2. The Admissions team are responsible for:
 - Assessing whether the applications received meet the academic and English entry requirements.
 - Seeking approval from the Academic Director or delegate, where an applicant has previously studied with Curtin University or Curtin College.

10 Risk and Compliance Management

This policy document has been developed with reference to the:

- Australian Qualifications Framework (AQF),
- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students (ESOS) Act and the National Code of Practice for Overseas Students (The National Code), and
- Curtin College (the College)/Curtin University (Curtin) Agreement.

11 Definitions

- Country Education Profiles - information and guidelines on comparing qualifications on the NOOSR website.
- NARIC - National Recognition Information Centre provides information on how overseas qualifications compare with UK qualifications.
- NOOSR - National Office of Overseas Skills Recognition provides information on how overseas qualifications compare with Australian qualifications.

12 Review

- 12.1. This Policy is reviewed every two years by the Director of Marketing and Admissions in line with the continuous improvement schedule, and any changes to the regulatory compliance requirements, legislation, regulation and guidelines.
- 12.2. This review process aims to ensure alignment to appropriate strategic direction and continued relevance to the College's current and planned operations.

13 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Director Marketing and Admissions	Policy HUB	Permanently in Policy Hub	Archived once updated or reviewed

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 Master's Qualifying Program

Completion of 3 year post-secondary (post Year 12 equivalent) qualification OR hold a Bachelor degree (or equivalent) from a recognised University which is comparable to an AQF Associate Degree

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 Master's Qualifying Program

IELTS 6.0 with no band below 5.5 or its equivalent

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)*	Master's Qualifying Program
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	Completion of 3 year post-secondary (post Year 12 equivalent) qualification OR hold a Bachelor degree (or equivalent) from a recognised University which is comparable to an AQF Associate Degree
Bangladesh	10 + 1 with 70%	Bangladesh 10+2 with 60%	Bangladesh 10+2 with 70%	Completion of a full-time Honours Bachelor degree.
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	Three year, post-secondary qualification from an institution recognised by the Chinese Ministry of Education Bachelor degree 学士学位 from a regular degree-granting or Junior Colleges and adult higher education institutions
Gambia, Ghana, Nigeria, Sierra Leone	WASSC with D7 average (5 subjects)	WASSC with C5 average (5 subjects)	WASSC with B3 average (5 subjects)	Completion of 3 year post-secondary (post Year 12 equivalent) qualification OR hold a Bachelor degree (or equivalent) from a recognised University which is comparable to an AQF Associate Degree
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)	Completion of 3 year post-secondary (post Year 12 equivalent) qualification OR hold a Bachelor degree (or equivalent) from a recognised University which is comparable to an AQF Associate Degree

India	10 + 1 with 50%	10+2 with 55% from 4 academic subjects	10+2 with 65% from 4 academic subjects	Completion of 3 year, full-time Bachelor degree in Pass division.
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)	A Sarjana (S1), awarded by a Section 1 institution in or after 1998 following a program identified as accredited by BAN-PT with a rating of C - at least eight semesters (four years) of full-time study (144-160 credits)
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)	Completion of 3 year post-secondary (post Year 12 equivalent) qualification OR hold a Bachelor degree (or equivalent) from a recognised University which is comparable to an AQF Associate Degree
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.	Completion of 3 year post-secondary (post Year 12 equivalent) qualification OR hold a Bachelor degree (or equivalent) from a recognised University which is comparable to an AQF Associate Degree
Middle East	General Secondary Education Certificate with 60%	Pre-University with GPA 13	Pre-University with GPA 15	Refer to the Curtin College website for full information
Nepal	10 + 1 with 60%	10+2 with 60%	10+2 with 70%	Completion of a 3 year, full-time Bachelor degree at pass division
Pakistan	10 + 1 with 50%	10+2 with 55%	10+2 with 65%	Completion of a 3 year, full-time Bachelor or Honours Bachelor degree at pass division

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	Completion of 3 year post-secondary (post Year 12 equivalent) qualification OR hold a Bachelor degree (or equivalent) from a recognised University which is comparable to an AQF Associate Degree
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	Completion of 3 year post-secondary (post Year 12 equivalent) qualification OR hold a Bachelor degree (or equivalent) from a recognised University which is comparable to an AQF Associate Degree
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)	N/A
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	N/A

* 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

MQP Programs	Pre-Requisites
Computing	Bachelor degree in IT, Info Systems, Computer Sciences, Cyber Security or Engineering/Science disciplines
Predictive Analytics	Bachelor degree in Science, Engineering or Business

Sexology	https://study.curtin.edu.au/applying/application-requirements/master-sexology CV Personal statement 2 referee reports (academic reference preferred)
Health Administration	CV desirable
Public Health	https://www.curtin.edu.au/study/application-requirements/master-public-health/?rdr=fsproject Detailed CV describing duties and responsibilities (or) publication (a 1 page list is not sufficient) Personal statement using template provided in link above