

Admissions and Student Selection Policy (CC)

Colleges of Business and Technology (WA) Pty Ltd

Trading as Curtin College, a member of Navitas Pty Limited

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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
12/02/2024	3.0	Placed into new Template document and added entry requirements for the Masters Qualifying Program	Director of Admissions and Marketing
26/11/2025	3.1	Added link to College website for academic and English entry requirements, updated 4.2.1 to confirm Academic Board approval of all entry requirements, included details on program changes for new students, and removed Schedules 1 and 2.	Admissions Manager

Related Documents

Name	Location
Access, Diversity, Equity and Inclusion Policy	Curtin College website
Admissions and Student Selection Procedure	Curtin College website
Credit for Recognised Learning Policy	Curtin College website
Documentation Certification Guidelines	Shared Drive
Enrolment Policy	Curtin College website
Glossary of Policy Terms	Curtin College website
Refund Policy	Curtin College website

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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 Enrolment 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 on the Curtin College website [Academic Entry Requirements](#) and [English Language Entry Requirements](#). This requirement includes any program or unit prerequisites.

4.1. Academic Qualifications

- 4.1.1. Academic qualifications required for admission are specified on the College's website. Academic entry requirements for International students can be found [here](#) and for domestic students can be found [here](#)
- 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 approved by the Academic Board and detailed under the [English Language Entry Requirements on the Curtin College website](#).
- 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 UK National Information Centre (UK ENIC, previously UK NARIC) can be accessed online at [Homepage | UK ENIC](#)
- 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 pre-requisites 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 or withdrawn at Curtin College (Perth or Singapore) may apply for re-admission. Admission will be assessed based on supporting documentation provided, including any extenuating, compassionate and/or compelling circumstances.
- 6.6. New students who wish to change their program prior to enrolment should direct their request to Admissions. Admissions will consider each application to change program on a case-by-case basis. In some instances, it may not be possible/viable to transfer to another program for reasons of timing, visa conditions, program availability, current academic performance or not meeting entry requirements.

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 after 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.
- ENIC - UK ENIC, previously UK NARIC 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