

Entry Requirement and Selection Policy and Procedure (International)

Purpose

The purpose of this policy and procedure is to ensure that the selection and admission of applicants is equitable, fair and in accordance with Central Melbourne Institutes (CMI) procedure, training package requirements and other relevant legislation (ESOS Act 2000, National Code 2018 and Standards for Registered Training Organisations 2015).

This policy is in place to ensure that all individuals who gain entry into a course with Central Melbourne Institute have the appropriate skills and abilities required to be successful in their studies. Furthermore, CMI upholds flexibility and equal opportunity; encouraging people to apply for enrolment without discrimination through a variety of means so that an optimal number of students can participate in education and training.

1. Entry Requirements

The following outlines entry requirements for international student applicants and the administration of application for admission to students intending to undertake study at CMI.

- 1.1 Prospective students applying for a course must be provided with adequate pre-enrolment information prior to application in order to make an informed decision.
- 1.2 Once a decision has been reached to apply with CMI, the applicant must complete “Application for Enrolment form”, which must be signed and dated by the applicant. This application must be supported with sufficient documentary evidence including:
 - All students must be the age of 18 years or over at the time of applying for admission
 - Entry in to this course requires IELTS band score of a minimum of 5.5 or equivalent in line with DHA regulations (IELTS Equivalent Requirement Policy)
 - Satisfactory completion of studies in applicant’s home country equivalent to an Australian Year 12 qualification is required for entry into this course
 - Students who have previously completed a qualification in Australia will be accepted.

Or

Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years supervision experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae submitted will be considered.

- **For BSB60420 - Advanced Diploma of Leadership and Management, Applicant must provide Successfully completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).**
- Or
- **Have two years’ equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.**
- **For AUR40216 Certificate IV in Automotive Mechanical Diagnosis qualification, student must have completed an automotive mechanical Certificate III qualification, or be able to demonstrate equivalent competency.**
- **Entry to SIS40215 - Certificate IV in Fitness qualification is open to individuals who hold a current first aid and CPR certificate and have been recognised as competent through a recognised training program or recognition process against the following units of competency:**
 - SISFFIT001 Provide health screening and fitness orientation
 - SISFFIT002 Recognise and apply exercise considerations for specific populations
 - SISFFIT003 Instruct fitness programs
 - SISFFIT004 Incorporate anatomy and physiology principles into fitness programming
 - SISFFIT005 Provide healthy eating information
 - SISFFIT006 Conduct fitness appraisals
 - SISFFIT014 Instruct exercise to older clients
 - SISXCCS001 Provide quality service

Physical fitness

Automotive courses AUR30620 and AUR40620 involve manual handling e.g. heavy lifting, moving part and tyres, so all students should be able to handle physical work required for this course.

1.3 Applicants seeking enrolment into any course offered by CMI will be required to satisfy CMI’s English proficiency requirements in one of three ways:

a) Official English Language Test Score

Qualification	Minimum Score/Grade
International English Language Testing System (IELTS)	5.5
Test of English as a Foreign Language (TOEFL) paper based	527
Test of English as a Foreign Language (TOEFL) internet based test	46
Cambridge English: Advanced (Certificate in Advanced English)	162
Pearson Test of English Academic (PTE)	42

b) By completing an English course with the outcome of upper intermediate, advanced or equivalent.

c) By completing an English language placement test. This test will be conducted by one of the Institute’s trainers/assessors to ensure satisfactory English proficiency is held by the student which will enable them to successfully complete their course. This test is to be completed before enrolment via video conferencing (if the student is offshore) or in person.

d) If English Language proficiency cannot be shown, CMI may decide to conduct an English Language Proficiency test to assess applicants ability.

e) English language proficiency is NOT required form applicants who:

- I. have completed at least five years’ study in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
- II. are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
- III. has completed study in Australia or in English language
- IV. Evidence of I. – III. Must be provided

2. Learning, Literacy and Numeracy (LLN) and Pre-training Review

Students undertaking the course must possess sound Numeracy skills since it requires them to do calculations or any other course related work. All students are required to undertake a language, literacy and numeracy (LLN) test according to the following qualification:

- ACSF Level 3 HLT42015 Certificate IV in Massage Therapy Practice
- ACSF Level 4 HLT52015 Diploma of Remedial Massage
- ACSF Level 2 SIS30315 Certificate III in Fitness
- ACSF Level 3 SIS40215 Certificate IV in Fitness
- ACSF Level 3 AUR30620 Certificate III in Light Vehicle Mechanical Technology
- ACSF Level 4 AUR40216 Certificate IV in Automotive Mechanical Diagnosis
- ACSF Level 3 BSB40920 Certificate IV in Project Management Practice
- ACSF Level 4 BSB50820 Diploma of Project Management
- ACSF Level 3 BSB40520 Certificate IV in Leadership and Management
- ACSF Level 4 BSB50420 - Diploma of Leadership and Management
- ACSF Level 4 BSB60420 - Advanced Diploma of Leadership and Management

If students do not meet English and LLN requirements, students will be asked to take further Language, literacy and numeracy training e.g. English Language Intensive Course for Overseas Students (ELICOS) programs.

All students will be required to sit the LLN Robot, language, literacy and numeracy test here at the CMI campus. Students must achieve the required result applicable to their chosen course. Students who do not achieve the desired result will either be re-directed to a lower level course or where relevant be supported with a system generated individualised LLN Training Supplement which will be included in their individual training plan. A copy of the plan will be stored on the student's file with a further copy given to the student's trainer for the provision of ongoing support.

A register of students will be maintained, where students fail to meet the requirements of the ACSF level of the student's intended course enrolment.

3. PROCEDURE

3.1 The student selection process at CMI is conducted in an ethical and responsible manner. Entry requirements are in accordance with equal opportunity regulations in Australia.

- Complete and sign CMI's Application Form.
- Attach all relevant certified academic transcripts in line with Institute's entrance requirements or its equivalent.
- Proof of English proficiency of an IELTS score of 5.5 or equivalent if applicable.
- If accepted, successful applicants will receive a full or conditional Letter of Offer.
- Applicants are required to sign the acceptance of offer and return to CMI with initial payment.
- A Confirmation of Enrolment (CoE) will be issued.
- All students must attend a compulsory Orientation session.

4. UNDER 18s

4.1 Central Melbourne Institute does not enrol international students who are under the age of 18 on a student visa.

5. STUDENTS WITH DISABILITY/SPECIAL NEEDS

5.1 CMI encourages students with special needs and/or disabilities to apply for study.

Note: Non-English documents must be translated into English. If you are in Australia, your translator must be accredited by the National Accreditation Authority for Translators and Interpreters. If you are outside of Australia, contact the Australian commission in the country that issued the documents for a translator.