

# P15 ENTRY REQUIREMENT & SELECTION POLICY & PROCEDURE (INTERNATIONAL)

## 1.0 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 2017 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.

## 2.0 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.

- 2.1 Prospective students applying for a course must be provided with adequate pre-enrolment information prior to application in order to make an informed decision.
- 2.2 Once a decision has been reached to apply with CMI, the applicant must complete F26 Application for Enrolment form, which must be signed and dated by the applicant. This application must be supported with sufficient documental 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 (refer P36\_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 Advanced Diploma of Leadership Management, Applicant must provide Successfully completed a previous qualification to at least AQF Level 5 (Diploma of Business or Diploma of Leadership and Management), or a higher degree - this a CMI's requirement.**
- 2.3 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.

### 3.0 Learning, Literacy and Numeracy (LLN) and Pre-Training Review

Students undertaking their chosen 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 AUR30620 Certificate III in Light Vehicle Mechanical Technology*

*ACSF Level 4 AUR40216 Certificate IV in Automotive Mechanical Diagnosis*

*ACSF Level 4 AUR50216 Diploma in Automotive Technology*

*ACSF Level 3 HLT42021 Certificate IV in Massage Therapy*

*ACSF Level 4 HLT52021 Diploma of Remedial Massage*

*ACSF Level 4 BSB50820 Diploma of Project Management*

*ACSF Level 4 BSB50420 Diploma of Leadership and Management*

*ACSF Level 4 BSB60420 Advanced Diploma of Leadership and Management*

*ACSF Level 6 BSB80120 Graduate Diploma of Management (Learning)*

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.

## 4.0 Procedure

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.

### 4.1 UNDER 18s

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

### 4.2 STUDENTS WITH DISABILITY/SPECIAL NEEDS

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.*