

RTO Student Entry Requirement Policy

Any student wanting to enrol at the RTO must meet the entry requirements specified by the RTO.

Entry Requirements including Literacy

The following entry requirements are stipulated within all marketing materials.

- International Students must be over 18 years or over.
- Completion of Year 12 or high school or equivalent in applicant's home country (* Subject to the country Assessment Level).
 - Completing a senior school certificate or higher secondary school certificate.
 - Course relevant working knowledge, skills, experiences and Year 11 completion certificate or secondary school certificate [If unable to provide equivalent year 12]
 - Course relevant working knowledge, skills, experiences and Year 10 completion certificate or secondary school certificate [If unable to provide equivalent year 12]
- International Students must have a good command of written and spoken English. If English is not their first language or was not the medium of instruction and assessment in their secondary or tertiary studies, students must demonstrate their proficiency in English Language.
 - Students must have either an IELTS score of 5.5 total or above with no band lower than 5.0 or
 - Paper based (PBT) TOEFL score of 550 or above or
 - Internet based (iBT) TOEFL score of 78 or above and must provide documentation to that effect or
 - PTE Academic- 43-50 or
 - Successful completion of a qualification from an Institute where mode of instructions was English and where the course duration was no less than 12 months or
 - Completion of an approved English Language course with equivalent level

**** Academic Entry requirement for the BSB60420 Advanced Diploma of Leadership and management**

Student must meet the following requirements

- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).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.

Providing Students with Entry Requirements Information

Students will be informed of their entry requirements by way of:

- Website and downloading course information (when site is active)
- Requesting a hard copy of course information
- Receiving information from an education agent (if and when agents are engaged)

Assessing Entry Requirements

Prior to the acceptance of Enrolment, the RTO will assess each learner's ability to meet the entry requirement by verifying they hold:

- results of the IELTS Exam with a score of 5.5 or equivalent.

Or the student is able to attend the Institute and demonstrate proficient reading and writing skills.

Related National Code Standard 2

APPENDIX 1: AC ACADEMIC REQUIREMENT & EQUIVALENCIES

AC Requirement	Equivalent Year (Overseas)
Year 12	Completing a senior school certificate or higher secondary school certificate.
	Course relevant working knowledge, skills, experiences and Year 11 completion certificate or secondary school certificate [If unable to provide equivalent year 12]
	Course relevant working knowledge, skills, experiences and Year 10 completion certificate or secondary school certificate [If unable to provide equivalent year 12]

APPENDIX 2: AC ENGLISH REQUIREMENT & EQUIVALENCIES

TM Requirement	IELTS score	Equivalent English Level (Successful completion of each level)	PTE ACADEMIC	OET	TOFEL
IELTS score of 5.5 total or above with no band lower than 5.0	4.5 – 5.5	Intermediate (20 weeks) or Upper-intermediate (20 weeks)	43-50	PASS GRADE	PBT (PAPER) SCORE 550 iBT (INTERNET) score 78

* English language waiver: All international students are required to full fill English language requirements. However, the following exceptions can be applicable:

1. English language requirements will waive for those students who primarily educated in the following countries/territories:
 - i. English-speaking country - Canada, New Zealand, South Africa, United Kingdom, United States of America, Republic of Ireland.
 - ii. Another Country - American Samoa, Antigua and Barbuda, Bahamas, Barbados, Belize, Bermuda, Botswana, Cameroon, Cook Islands, Dominica, Falkland Islands, Fiji, Gambia, Gibraltar, Grenada, Ghana, Guyana, Ireland, Jamaica, Kenya, Kiribati, Lesotho, Liberia Malawi, Maldives, Mauritius Namibia Nauru, Nigeria, Papua New Guinea, Sierra Leone, Singapore, Solomon Islands, Philippines, Samoa, Seychelles, St Kitts and Nevis, St Lucia Tanzania Tonga, Trinidad and Tobago, Uganda, Vanuatu Zambia, Zimbabwe.
2. Students who have recently completed one-year full time tertiary study in Australia or another English-speaking country.
3. Students who have recently completed Secondary study or at least one-year full-time tertiary study in another country that listed above and the language in which this qualification was undertaken must be in English.