

# Admissions Policy

## REFERENCE

This policy responds to ‘Standard 2.2 – Student engagement before enrolment’ of the ‘National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2018 which states: “ The registered provider must have and implement a documented policy and process for assessing whether the overseas student’s English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.”

## 1 PURPOSE

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1.1 The purpose of the Admissions Policy is to provide a broad and flexible framework for the student selection process at National Training Centre of Australia (NTCA) and an efficient and equitable student selection process for applicants.

## 2 SCOPE OF POLICY

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2.1 This policy applies to all new students enrolling in a course at NTCA and is to be used by the RTO Manager, Administration Services (or appropriate delegate) when assessing student applications, issuing letters of offer and acceptance Agreement and CoE’s.

2.2 The procedure aims at identifying specific processes that, if implemented, may shorten the length of a student’s study period to gain this qualification and/or may reduce the course fee, and/or identify other study or career options for the student. This may include:

- a) National Recognition: This may be granted to those students who have attained recognition by an RTO of an Australian Qualification Framework (AQF) qualification and/or a Statement of Attainment issued by the same RTO or all other RTOs.
- b) Recognition of Prior Learning (RPL) which is the acknowledgment of a person’s current skills and knowledge acquired through previous training, work or life experience.
- c) Credit Transfer – this may grant to those students who have previously completed a course which provides equivalent learning or competency outcomes to those required within the student’s current course of study

## 3 ENTRY REQUIREMENTS

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3.1 Entry requirements differ from course to course. These would be as defined in the Training and Assessment Strategy for each of the courses and can also be found in the Individual Course Flyers or NTCA website.

### 3.2 General Entry Requirements.

- Applicants must be minimum 18 years of age at the time of commencement
- Successful completion of a minimum Australian Equivalent Year 12 Qualifications or higher

- Minimum IELTS score of 5.5 or PTE score of 42 or Certificate equivalent\*
- All the students must complete LLN test (at appropriate level) before commencing the course

### 3.3 In addition

- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point)
- Should meet specific entry criterion listed for entry into each of the desired qualification. Please refer to individual course flyers for more details available on NTCA website or contact [contact@ntca.edu.au](mailto:contact@ntca.edu.au)

#### **Note:**

\*In the absence of formal English qualifications NTCA may proffer NTCA English Placement Test. For equivalency of various English Languages proficiency testing, and other forms of equivalency refer Appendix A.

3.4 Where the Academic qualification have been issued overseas, their equivalency can be checked by using the table at Appendix B.

## 4 ADMISSIONS PROCESS

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4.1. Admission to NTCA course is offered to applicants who meet the applicable entry criteria for both academic and English entry requirements and where required any special requirements for specific courses, such as pre-requisites etc.

4.2. Applicants must complete and return the Student Enrolment Form and fill in all sections and provide all required information. After receiving the Enrolment Form, Administration will assess the application. If deemed necessary, such as, where there is a doubt as to the requirements of entry into the course being fulfilled or where there is a clarification to be sought regarding the enrolment details, NTCA will inform the applicant via SMS or email of the date and time the phone / face to face contact would be made.

4.3 After receiving the confirmation from the applicant, the administration staff will satisfy themselves of the correctness of all the details in the enrolment form and to ascertain the student's suitability or other wise to undertake the course.

4.4. NTCA will inform the prospective student of the outcome of the application including eligibility of RPL/Credit Transfer under National recognition and suitability of course, via e mail or SMS.

4.5 If necessary, information is not provided in the application, a "conditional letter of offer" can be issued stating what is required to be provided before the CoE can be issued.

4.6. If a student is enrolled in another course before coming to NTCA and their enrolment at NTCA is subject to them achieving the other course, this must be noted on the CoE and a reminder set to check whether the student completed the course satisfactorily before entering NTCA to commence studies. This may happen when a student is required to complete an English course before coming to NTCA.

4.7. Applicants with disabilities should indicate on their Enrolment Form, their disability status. Such students may be asked to provide further details of their disability for NTCA to assess whether there are any special study requirements. No policy or practice of NTCA will discriminate against persons with disabilities except where, in the opinion of the CEO and RTO Manager, the provision of additional goods, services or facilities would impose unjustifiable hardship on NTCA.

4.8. NTCA reserves the right to reject applications on the grounds that it would be either in the best interest of NTCA and/or the student to do so.

4.9. Applicants will receive a Letter of Offer and Acceptance of Agreement Form which will contain information on:

- identify the course or courses in which the student is to be enrolled and any conditions applicable to their enrolment
- provide an itemised list of course fees payable by the student
- provide information on refunds, payment options and other related policies
- Set out the circumstances in which personal information about the student may be shared between NTCA and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service.
- Advise the student of his or her obligation to notify the registered provider of a change of address while enrolled in the course.

4.10 The following information, in relation to refunds of course fees in the case of student and provider default, will also be included:

- amounts that may or may not be repaid to the student
- processes for claiming a refund
- a plain English explanation of what happens in the event of a course not being delivered, and
- a statement that “This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws”.

4.11. The offer letter and the acceptance of agreement must be signed by the applicant and returned, and the indicated fees paid before the Electronic Confirmation of Enrolment (eCoE) is issued.

## 5 SELECTION POLICY

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5.1 Applicants must provide copies of their academic qualifications (this can include overseas qualifications or qualifications/statements of attainment completed/attained within Australia). Only certified copies are accepted. Agents are also authorised to certify documents for this purpose.

5.2 Administration Staff will analyse the Enrolment form and make judgment in the best interest of the applicant’s vocational benefit.

5.3 Applicants who wish to defer the start date of their course, after having received a CoE, may be able to do so. (Refer to ‘Deferral, Suspension, Cancellation Policy’).

5.4 Students who provide false information (such as qualifications, IELTS scores, VISA status etc) on their application may have their offer cancelled/enrolment at a later stage even, stating the reasons for cancellation. In such cancellation, due to misleading/false information provided by the applicant, no refund may be provided to the applicant.

5.5 Students who wish to apply for Recognition of Prior Learning (“RPL”) should fill in the RPL application form which will be assessed by the Administration team in consultation with Academic Coordinator.

5.6 Where an application is received from a former NTCA student, Admissions staff will refer to the student's file and, if there are concerns about the student (e.g. progress during previous enrolment or poor payment history), consult the appropriate person (e.g. the RTO Manager, CEO) prior to issuing any Letter of Offer.

5.7 Admission of a student transferring from another provider will be processed as per the 'Transfer of Provider Policy'.

## 6 RECEIVING OF COURSE FEES

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6.1. NTCA cannot accept course fees from the student until the student has signed or otherwise accepted the Letter of Offer and returned signed Acceptance Agreement Form. The letter of offer must clearly state that payment should not be made until the Acceptance Agreement has been completed and returned.

6.2. NTCA may accept course fees received at the same time as the verification of Acceptance Agreement (for example, if a student sends a signed Acceptance Agreement with an accompanying payment or brings the payment along with the Acceptance Agreement into NTCA's office).

6.3. If a student, or agent, in the same physical location as NTCA offers NTCA course fees, NTCA cannot accept this payment if it has not received the Acceptance Agreement.

6.4. In this case, NTCA must tell the student or agent that it cannot accept course fees until the accepted written agreement has been received. If the student or agent is unable to supply the accepted written agreement at that time.

6.5. A fax or email copy of the "Acceptance Agreement" is suitable as notification of acceptance, as long as it is signed.

## 7 ADDITIONAL CHECKING TO BE COMPLETED IN RELATION TO THE LETTER OF OFFER

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7.1. The Administration Staff should verify the signature of the student on the Acceptance Agreement with that of Student's passport or any such document. If there are any concerns about the validity of the signature (e.g. concerns that the form has been signed by the Education Agent), the application should be temporarily rejected till, the matter is resolved to establish proper identification. Administration staff should note that there are occasions when a signature will still not match. For example, some students will have changed their signature since their passport was signed. Also, some students have one signature in their own language and one signature that is used in English.

7.2 Where the administration department still has concerns about the signature, they should take further steps to ensure that the student has signed the acceptance Agreement. This could include contacting the student directly and requesting confirmation that they have signed the acceptance of offer or requesting that the student come in to NTCA' campus and re-sign the letter of offer and acceptance agreement.

7.3 Where the administration officer believes that the agent has signed the acceptance of offer on behalf of the student, this should be brought to the attention of one of the marketing staff and/or the RTO Manger

who should contact the Education Agent to discuss the matter and consider what follow up is required in accordance with NTCA' policy on education agents.

## 8 STUDENT FILE CREATION

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8.1. Where a student has applied to enrol at NTCA, the Enrolment Form (and all supporting documentation) should be printed/scanned saved and filed in individual student files maintained by the Student Administration. The Letter of Offer should also be filed with this paperwork once issued. The file should include the initial application, supporting documents (e.g. IELTS score, academic transcripts) Letter of Offer and completed Acceptance Agreement, along with initial payment receipts.

8.2. The file shall always be kept locked to maintain privacy of information and protect the files from being accessed by persons who are not authorised/do not need to see the information therein for the performance of their duties as a NTCA member of staff.

## APPENDIX A

(Refers to para 3.2 of the admissions and student selection policy and procedure)

### ENGLISH PRE-REQUISITES BY ASSESSMENT LEVEL

Some Student visa applicants are required to provide the results of an English language test.

Department of Immigration and Border protection (formerly DIAC) will accept test results from the following specified English language tests for Student visa purposes taken in any country:

- Test of English as a Foreign Language Internet-Based test (TOEFL iBT)
- Pearson Test of English (PTE) Academic
- Cambridge English: Advanced (CAE) test (also known as Certificate in Advanced English).

The department will continue to accept test results from the International English Language Testing System (IELTS) test and the Occupational English Test (OET) taken in any country. The TOEFL Paper-Based Test (TOEFL PBT) is accepted in the following countries where IELTS is not available: Belarus, Ecuador, El Salvador, Guatemala, Honduras, Kyrgyzstan, Mali, Moldova, Solomon Islands, Suriname, Tajikistan, Tanzania, Uganda and Uzbekistan.

Below are the test score equivalencies:

English Language Tests for Student Visas											
Test	Test Score Band										
IELTS	4.0	4.5	5.0	5.5	6.0	6.5	7.0	7.5	8.0	8.5	9.0
TOEFL iBT	31	32	35	46	60	79	94	102	110	115	118
PTE Academic	29	30	36	42	50	58	65	73	79	83	86
Cambridge English: Advanced (CAE)	32	36	41	47	52	58	67	74	80	87	93
OET	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
TOEFL PBT	433	450	500	527	550	n/a	n/a	n/a	n/a	n/a	n/a

NTCA may accept English entry equivalence from other sources as well, which are:

- Satisfactory completion from at least a Certificate IV level qualification in Australia (more than 50% of the course load allotted to the student) delivered and assessed in English.
- In the absence of formal English qualifications NTCA may proffer Oxford English Placement Test with desired score of 162, achievable in B2 first or C1 advance.

## APPENDIX B

(Refers to para 3.4 of the admissions and student selection policy and procedure)

### ENTRY REQUIREMENTS - ACADEMIC PRE-REQUISITES BY COUNTRY

Country	Year 12	Year 11/Year 10
<b>Other countries not listed below</b>	Contact <a href="mailto:admissions@ntca.edu.au">admissions@ntca.edu.au</a> and you will be provided with information on equivalent <b>academic qualifications for your specific country of enquiry.</b>	
Bahrain	2nd Year of Secondary School Certificate (Yr 2 of Tawjihiya)	Tawjahiya or Secondary School Leaving Certificate
Bangladesh	10 + 2 minimum of 50% average	10 + 1 minimum of 50% average
Brazil	Ensino Medio (Upper Secondary Schooling)	Year 11 Ensino Medio, Year 11 Upper Secondary Schooling
Brunei	2 passes in the GCE 'A' levels	4 GCE 'O' levels 'D' grade or higher
Canada	Grade 12	Grade 11/Grade 10
China	Senior Secondary School Certificate	Senior Secondary School Certificate (Year 11 equivalent level)
Colombia	Bachiller/bachillerato	Upper Secondary School Certificate
France	Baccalaureat	Baccalaureat (year 11 equivalent level) or Brevet d'Etudes du Premier Cycle du second Degree (BEPC)
Germany	Gymnasium	Realshule or Hauptschule
Gull States	School certificate with very high grades	School certificate pass grades
Hong Kong	Form 6 or equivalent	Form 5 or equivalent
India	High Secondary School Certificate (10 + 2) 50%	10 + 1 minimum of 50% average
Indonesia	SMU3	SMU2/SMU1
Iran	Certificate of Pre-University Graduation or High School Diploma 4-year program	High School 3-year program
Japan	Koukou sannen satsugyo shikaku	Koukou ninen sotsugyou shikaku/koukou ichinen sotsugyou shikaku
Kenya	KCSE C average or GCE AS or A level 2 subject	KCSE Pass or 'O' levels
Malawi	GCE A or AS levels 2 subject passes	4 passes in school certificate
Malaysia	2 passes in the STPM or UEC	4 passes in GCE 'O' Levels/SPM 'D' grade or higher
Mauritius	2 passes in the GCE 'A' levels	4 GCE 'O' levels 'D' grade or higher
Mexico	2 or 3-year preparatoria or bachillerato program	Completion of Secondary Vocational Studies/School
Myanmar	Minimum completed 2 years at Professional College or Secondary Technical	Basic Education High School Matriculation 45% or higher
Nepal	Higher School Certificate 55%	Senior School Certificate

Oman	Certificate of General Education or Secondary School Leaving Certificate	Secondary School Leaving Certificate (Year 11 equivalent level)
Pakistan	10 + 2 minimum of 50% average	10 + 1 minimum of 50% average
Philippines	School certificate plus a local diploma	School certificate
Poland	Egzamin Maturalny (Matura)/swiadect wo Dojrzalosci Liceum Ogolnksztalcego or Zawodowego or Technikum	Egzamin Gimnazjalny (Junior High School Leaving Exam)
Reunion Island	Baccalaureat	Baccalaureat (year 11 equivalent level) or Brevet d'Etudes du Premier Cycle du Second Degre(BEPC)
Singapore	2 passes in the GCE 'A' levels	4 GCE 'O' levels 'D' grade or higher
South Africa	Year 12	Year 11/Year 10
South Korea	High School leaving certificate or 12 years of	11 years of school/10 years of school
Sri Lanka	GCE A levels 2 subject passes	GCE 'O' levels (4 subject passes)
Switzerland	Maturite	Cycle d' Orientation
Taiwan	Senior High School or Senior Vocational School	Senior High School 2 <sup>nd</sup> year/Senior High School 1 <sup>st</sup> year
Thailand	Matayom 6 or Certificate in Vocational Education	Matayom 5/Matayom 4
UAE	Tawjihyya or Thanawiyya Al'aama (Secondary School Certificate)	Tawjihyya or Thanawiyya Al'aama (Secondary School Certificate year 11 equivalent level)
UK	GCE A levels 2 subject passes	GCE 'O' levels (4 subject passes)
Vietnam	School certificate plus a local diploma or Diploma of General Education	Senior Secondary schooling (year 11 equivalent level)
Zambia	GCE A or AS levels 2 subject passes	ECZ or O level 4 subject passes
Zimbabwe	GCE A or AS levels 2 subject passes	O levels 4 subject passes