

## ENTRY REQUIREMENTS POLICY AND PROCEDURE

### Purpose

The purpose of this policy is to describe Australian College of Professional Careers(ACPC) minimum requirements for entry into ACPC Vocation Education and Training (VET) courses.

### Scope

This policy and procedure applies to all VET students (both domestic and overseas) seeking enrolment at ACPC.

ACPC Admissions staff will apply this policy and procedure when considering applications for places in any ACPC VET courses.

### Policy Statement

The academic and English proficiency entry requirements outlined in this document are the minimum requirements determined by the ACPC for admissions into its courses.

The Department of Hume Affairs sets its own requirements for student visa assessments which are independent of ACPCs course entry requirements. Student must refer to Department of Human Affairs guidelines for such requirements.

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

ACPC publishes its course entry requirements on the ACPC website.

### Academic Entry Requirements Procedure

Country	Academic Requirement
Australia	Year 12 certificate
Bangladesh	Higher Secondary Certificate GCE A-Level (3 passes)
Brazil	Certificado/diploma de Ensino Medio
Cambodia	Diploma of Upper Secondary Education/Baccalaurate
Canada	High School Graduation Diploma
Chile	Tecnico Medio
China	Senior High School Graduation Certificate
Colombia	Bachillerato
Egypt	Thanawiyya al-A'aama (General Secondary Education Certificate)
Fiji	Fiji Form 7 Examination/Fiji School Leaving Certificate (FSLC)
France	Baccalaureat/Brevet professionnelles

Hong Kong	Hong Kong Advanced Level Examination: Two advanced level passes Grade E or above and Three HKCEE passes Grade E or above OR Hong Kong Diploma of Secondary Education (HKDSE)
Indonesia	Senior Secondary School Certificate of Completion (ijazah/STTB SMA/STTB SMK/ STTB/MA)
India	All India Senior School Certificate Indian School Certificate Senior Secondary (Year 12 Examination, GCE A-Level)
Italy	Diploma di superamento dell'esame di stato conclusivo dei corsi di istruzione secondaria superiore (Upper Secondary School Leaving Certificate) OR Diploma liceale (Diploma of State examination)
Japan	Kotogakko Sotsugyo Shosho (Upper Secondary School Certificate)/Shomeisho
Jordan	General Secondary Education Certificate Examination (Tawjihi)
Kenya	Kenya Certificate of Secondary Education (KCSE)
Republic of Korea (South)	General/Academic Senior High School Certificate/ Diploma (Kodung Hakkyo Choreupchang)/HS Diploma
Malaysia	Sijil Tinggi Pelajaran Malaysia (STPM) OR GCE A-Level (2 passes)
Mauritius	GCE A-Level or equivalent including at least two subjects at GCE A-Level
Mexico	2-3 year Preparatoria or Bachillerato program
Nepal	Higher Secondary Education Board Certificate (Grade 12)
Pakistan	Higher Secondary School Certificate/Intermediate Certificate
Peru	Secundaria Comun Completa
Philippines	Two years of university
Saudi Arabia	General Secondary Education Certificate (3 years) (any stream)
Singapore	GCE A-Level
South Africa	National Senior Certificate/ Senior Certificate
Sri Lanka	Sri Lankan GCE A-Level (3 passes) or British GCE A-Level (2 passes)
Taiwan	Senior High School Leaving Certificate (Diploma)
Thailand	Certificate of Secondary Education/M6
Turkey	Lise Diplomasi (Secondary School Diploma) Technical or Vocational School Diploma (Teknik or Meslek Lise Diplomasi)
United Arab Emirates	Tawjihiyya or Thanawiyya Al'aama (Secondary School Certificate)
United Kingdom	General Certificate of Secondary Education (GSCE) or a GCE A/S Level (2A level + 2 As Level)

United States of America	High School Diploma
Vietnam	Upper Secondary Education Graduation Diploma (Bang Tot nghiep Trung hoc Pho thong)
Zimbabwe	Zimbabwe GCE A-Level (minimum 2 subjects at A Level (Grade E or above), and minimum of 5 subjects passed in the Zimbabwe GCE O Level

### Alternative Academic Requirements

- Successful completion of Certificate IV level qualification (AQF) in Australia or
- Successful completion of Foundation Programs in Australia

### English Proficiency Entry Requirements Procedure

In addition to the above academic entry requirements, overseas students must meet the English proficiency entry requirements

English test results or other preparation	Requirement
IELTS	5.5 or above
TOEFL iBT	46 or above
Pearson Test of English (PTE)	42 or above
ISLPR	2+ in all areas
Cambridge English: Advanced (CAE) Cambridge English: Proficiency (CPE) Cambridge English: First (FCE)	Overall score 162 or above
GCE A	Grade D or better in English
Cambridge International General Certificate of Secondary Education (IGCSE)	Grade C or better
High school completed in a country where English is the official language and medium of instruction	Successful completion
Completion of Year 12 in Australia	Successful completion
Completion of Certificate IV or above level qualification in Australia (Medium of instruction must be English)	Successful completion
Completed General English course in Australia (CRICOS approved)	Intermediate level or above
ACPC English Proficiency Test	Pass

Education in Hong Kong	Level 3 in English in the Hong Kong Diploma of Secondary Education (HKDSE) or Pass in English at E or better from Hong Kong Advanced Level Examination (HKALE) or Pass in English at grade of D or better from Hong Kong Certificate of Education Examination (HKCEE)
Foundation Program in Australia	Successful completion of foundation programs from a university in Australia
International Baccalaureate Diploma/Certificate	Grade 4 or above in either A1 or A2 level at Standard Level (SL) or Higher Level (HL), or Grade 5 in English B (HL)
Education in Malaysia	Full pass in English in the Sijil Pelajaran Malaysia (SPM examination) or Sijil Tinggi Persekolahan Malaysia (STPM) or Malaysian Independent Chinese Secondary Schools Unified Examination Certificate
Education in Singapore	A score of D or better in the General Paper in the Singapore Cambridge General Certificate of Education (Advanced Level) OR a grade of C or better in English Language in the SingaporeCambridge General Certificate of Education (Ordinary Level).
Education completed in English speaking countries (UK, USA, Canada, NZ or Republic of Ireland)	Successful completion of Secondary Education or higher
Education completed in Australia	Successful completion of Year 12 or successful completion of Certificate IV or above

### Responsibilities

The **CEO** is responsible for overseeing the implementation of this policy and approving changes to this policy

The **Principal** is responsible for implementation and monitoring of this policy

The **Marketing Manager** is responsible for:

- ensuring that course entry requirements are clearly described in advertising and marketing media, including the website and course brochures.
- checking that students applying to study at ACPC meet entry requirements

**Admin staff** is responsible for maintaining records of the related student evidence in student files.

### **Associated Policies and Documents**

Enrolments and Transfers policy and procedure

ACPC Student Hand Book

ESOS Act 2000

National Code 2018

Student Enrolment Form