



## **Student Entry Requirements, Selection, Enrolment & Orientation**

### **1.0 Entry Requirements**

This policy is in place to ensure that all individuals who gain entry into a Nationally Accredited Program have the appropriate skills and abilities they require to be successful in their studies.

Furthermore, Carrick Higher Education 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 at the highest level.

The following outlines entry requirements for both local and international students intending to undertake study at Carrick Higher Education.

#### **1.1. Entry Requirements for Local Students**

- Entry into degree courses requires successful completion of Year 12 or equivalent schooling or Certificate IV or equivalent.
- In addition to meeting the academic requirements applicants must demonstrate their competence in literacy and numeracy levels when submitting their application.
- Mature age entry (over 21 years of age) can be made without minimum educational requirements but with relevant work experience within chosen area of study.
- All applicants are required to attend an interview with an Admissions Officer.
- All applicants are required to provide original statements of results and certificates or certified copies. Where the originals are written in a language other than English a certified translation must be provided. All academic achievements and qualifications are checked by the Admissions Officer on the AEI-NOOSR database for equivalency with Australian qualifications.

## 1.2 Entry Requirements for International Students

- An English Language proficiency level of **one** of the following:
  - IELTS band score of 6.0 (academic test version) or equivalent internationally recognised exam result) in line with DIAC regulations;
  - Satisfactorily completing the Carrick Higher Education English for Academic Purposes (EAP) course;
  - Satisfactorily passing the Carrick Higher Education Academic Entry Test
  - an articulation agreement directly with Carrick Higher Education *and*
- Completion of secondary studies in applicant's home country equivalent to an Australian Year 12 qualification *or*
- Completion of a Senior Secondary Certificate of Education in Australia with a satisfactory pass in English *or*
- Completion of recognised foundation course in Australia or other recognized country with a pass in all subjects.
- Mature age students will also be considered without minimum education requirement but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements.

**Note: All documents that are presented on application for enrolment at Carrick Higher Education must be translated into English.**

## 1.3. English Language Recommendations – Number of Weeks

Listed below are recommendations for students wishing to undertake English language programs at Carrick Higher Education. Students may be required to complete additional weeks of English based on the assessment of the Head of English Language.

Assessment Level Country*	Visa Sub Class	Current IELTS	No of Weeks
<b>4</b>	<b>572</b>	5.0	20 weeks
		5.5	10 weeks
	<b>573</b>	5.0	20 weeks
		5.5	10 weeks
<b>3</b>	<b>572</b>	6.0	0 weeks
		5.0	20 weeks
		5.5	10 weeks
	<b>573</b>	5.0	20 weeks
		5.5	10weeks

*\*For clarification of Assessment Level County, students should consult Department of Immigration and Citizenship (Australian Government).*

## 2.0 Student Selection

The Carrick Higher Education student selection process is conducted in an ethical and responsible manner. Entry requirements are in accordance with equal opportunity regulations in Australia and *Entry Requirements* as stated in Carrick Higher Education CHESMP 10 Selection, Enrolment and Orientation Policy, Section 1.0 Student Entry Requirements. Selection is also based on an interview with a Carrick Higher Education representative. An international student enrolling will be interviewed for suitability to the course by a Carrick Higher Education approved agent ensuring s/he meets entry requirements.

The following requirements will be addressed in student interviews:

### 2.1 Local Students

- 2.1.1. Year 12 is recommended as a minimum requirement. In the course of the interview the applicant is assessed on aptitude and suitability to the course and the industry.
- 2.1.2. During the interview, applicants are also provided with information on the following;
  - Course details (contact hours per week, recommended textbooks, etc...)
  - University Pathways,
  - Teaching and assessment methods,
  - Fee structures,
  - Institute requirements,
  - Recognition of other AQF qualifications, and Credit Transfer information,
  - Student welfare and counselling services within Carrick Higher Education,
  - Legislative and regulatory education guidelines and requirements.

### 2.2 International Students

- 2.2.1. Selection for course enrolment is done by interview process to ensure all students meet the minimum requirements as outlined in CHESMP 10 Selection, Enrolment and Orientation Policy, Section 1.0 Student Entry Requirements.
- 2.2.2. An international student enrolled into an English Language Course is required to sit an English Language test conducted by a suitably qualified staff member within the English Language department to determine his/her level of English and place him/her into the class best suited to his/her needs.

- 2.2.3. International students applying to enter Higher Education courses are required to do an Academic English assessment and gain a pass mark of 65% prior to enrolment or obtain official documentation of an IELTS test result of 6.0 in all bands academic (or equivalent internationally recognised exam result).
- 2.2.4. All Carrick Higher Education and English Language student selection processes are conducted in an ethical and responsible manner. All English Language proficiency tests are carried out by a suitably qualified staff member within the English Language Department.
- 2.2.5. During the interview, applicants are provided with information on the following;
- Course details (contact hours per week, recommended text books, etc...)
  - University Pathways,
  - Teaching and assessment methods,
  - Fee structures,
  - Institute requirements,
  - Recognition of other AQF qualifications, and Credit Transfer information,
  - Student welfare and counselling services within Carrick Higher Education,
  - Legislative and regulatory education guidelines and requirements.
  - Pre-departure briefing regarding familiarisation of Australian culture and the city where the campus is located.

### **3.0 Application & Enrolment Process**

This procedure outlines the administration of application for admission to Carrick Higher Education.

#### **3.1. Australian and International Students Application Process**

- 3.1.1. Attend a course interview
- i.* Local students and International students currently in Australia attend an interview with a Carrick Higher Education Admissions Officer at Carrick Higher Education.
  - ii.* International applicants attend an interview with a Carrick Higher Education approved agent in their city/country.
- 3.1.2. Complete and sign an application form.
- 3.1.3. Attach all relevant certified transcripts and records.
- 3.1.4. International applicants to degree courses must provide proof of English proficiency, (as mentioned above).
- 3.1.5. Forward all documents, including the signed application form, to Carrick Higher Education.

- 3.1.6. Successful applicants will receive a full or conditional Letter of Offer and Agreement.
- i.* International students may use the Letter of Offer to present it to the Australian High Commission/Embassy or Consulate for Visa process or PVA (Pre Visa Approval).
- 3.1.7. A non-refundable enrolment fee of AUD\$250 (international students only), tuition fee payment and signed Agreement are then required to secure the offer. Payment plans are available; conditions apply. (Refer to CHESMP 28 Refund Policy).
- 3.1.8. Fees may be paid by cash, cheque, major credit cards, direct payment into Carrick Higher Education's bank account or by sending an international bank draft in Australian dollars (refer to CHESMP 3 Student Fees and Charges Policy).
- 3.1.9. Upon receiving tuition fees and a signed Agreement, Carrick Higher Education will then issue a CoE (Confirmation of Enrolment) for international students. Students can then use the CoE to apply for a student visa to study in Australia. More information on visa requirements can be found on the DIAC home page at <http://www.immi.gov.au/students/index.htm>.

#### **4.0 Orientation**

Prior to commencement with Carrick Higher Education, students must attend the orientation program conducted by a Carrick Higher Education staff member. The orientation program is designed to introduce students to key personnel, familiarise them with the premises and procedures of Carrick Higher Education as well as to welcome them.

Topics covered at orientation include:

- students support services
- legal services
- emergency and health services
- facilities and resources
- complaints and appeals processes
- student visa conditions relating to course progress and attendance

Students will also be given a Diary, which documents services offered by Carrick Higher Education as well as other useful information.

Students are introduced to the *MyCarrick* student portal where they can view Carrick Higher Education services, facilities and all the relevant policies and procedures.

#### **5.0 Procedures for Relocating Premises**

If students are required to relocate premises, notification will be given to all students involved, 20 working days prior to relocation date.

### **Related Policies**

CHETA 3 Student Assessment  
CHESMP 3 Student Fees and Charges  
CHESMP 28 Student Refund Policy

### **Policy Locations**

P: Drive  
Website