



## 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 Institute of 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 and the administration of application for admission to students intending to undertake study at Carrick Institute of Education.

#### 1.1. Entry Requirements for Local Students

- Minimum Australian Year 11 required, if less, a demonstrated ability to succeed in the chosen course.
- Entry into diploma courses generally requires successful completion of an Australian Year 12 qualification or equivalent. However, selection is not based purely on academic performance. Relevant work experience, work samples and other documentation submitted will also be considered.
- 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 18 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.

#### 1.2 Entry Requirements for International Students

- An English Language proficiency level of **one** of the following:
  - IELTS band score of 5.5 (academic test version) or equivalent internationally recognised exam result) in line with DIAC regulations;
  - Satisfactory completion of the Carrick English for Vocational Education (EVE) course;
  - Satisfactory completion of ELICOS at Upper Intermediate level at Carrick Institute of Education;
  - Satisfactory completion of Upper Intermediate level from a National ELT Accreditation Scheme (NEAS) Accredited English Institution or an articulation agreement directly with Carrick Institute of Education;

- Achieving a pass mark of 65% or higher on the Carrick Institute of Education Vocational Entry Test. All English Language proficiency tests are assessed by a suitably qualified staff member within the English Language Department.
- Academic Requirements
  - Satisfactory completion of secondary studies in applicant's home country equivalent to an Australian Year 11 qualification is required for entry into Certificate IV level qualifications (for students applying from *Assessment Level Country 1 and 2 only*) or
  - Satisfactory completion of secondary studies in applicants home country equivalent to an Australian Year 12 qualification is required for entry into Diploma or Advanced Diploma qualifications (for students applying from *Assessment Level Country 3 and 4*) or
  - Completion of a Year 12 Certificate of Education in Australia with a satisfactory pass in English or
  - Satisfactory completion of a recognised foundation course in Australia or other recognized countries 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. Submitted relevant work experience evidenced by work reference letter on company letterhead; work samples; and curriculum vitae will be considered.

**Note: All documents that are presented on application for enrolment at the Institute 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 Institute of Education.

Assessment Level Country*	Visa Sub Class	Current IELTS	No of Weeks
4	572	5.0	12 weeks
		5.5	0 weeks
		6.0	0 weeks
3	573	5.0	12 weeks
		5.5	6 weeks
		6.0	0 weeks
	572	4.5	18 weeks
		5.0	12 weeks
		5.5	0 weeks
573	5.0	12 weeks	
	5.5	6 weeks	

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

## 2.0 Student Selection

The Carrick Institute of Education Vocational and English Language 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 Institute of Education SMP10 Selection, Enrolment and Orientation Policy, Section 1.0.

Note: Carrick restricts entry to applicants wishing to apply with extensive credits for Vocational programs.

### 2.1 Local Students

- 2.1.1. Completed and signed Carrick Institute of Education Application Form;
- 2.1.2. Certified academic transcript of Year 11 is recommended as a minimum requirement;
- 2.1.3. Interview with an Institute representative is required. In the course of the interview the applicant is assessed on aptitude and suitability to the course and the industry;
- 2.1.4. During the interview, applicants are also provided with information on the following;
  - Course details (contact hours per week, recommended textbooks, etc...);
  - Teaching and assessment methods;
  - Fee structures;
  - Recognition of other AQF qualifications, Recognition of Prior Learning & Credit Transfer information if applicable;
  - Student welfare and counselling services within the Institute;
  - Legislative and regulatory education guidelines and requirements.
- 2.1.5. Successful applicants will receive a full or conditional Letter of Offer and Agreement.

### 2.2 International Students

- 2.2.1. Completed and signed Carrick Institute of Education Application Form;
- 2.2.2. Certified academic transcript in line with Carrick Institute of Education's entrance requirements;
- 2.2.3. Proof of English proficiency of an IELTS score of 5.5 (academic test) or equivalent is required (refer to acceptable English proficiency at 1.2);
- 2.2.4. Forward all documents, along with the signed Application Form, to Carrick Institute of Education appropriate campus.
- 2.2.5. Where student does not meet the required English level for entrance into the Carrick Institute of Education Vocational courses, a compulsory offer for English is made based on the number of weeks the student will require (refer to English Language Recommendations of required course duration at 1.3)
- 2.2.6. Successful applicants will receive a full or conditional Letter of Offer and Agreement.

- 2.2.7. International students may use this letter for presentation to the Australian High Commission/Embassy or Consulate for Visa process or PVA (Pre Visa Approval).

### 3.0 Enrolment Process

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

#### 3.1. Local and International Students' Enrolment Process

- 3.1.1. To secure the offer a signed Carrick Institute of Education Agreement is submitted along with a non-refundable enrolment fee of AUD\$200 (international students only), tuition fee deposit and any other fees as outlined in the Letter of Offer. Payment plans are available; conditions apply. (Refer to SMP 28 Student Refund Policy). Applicants under 18 years of age must have a parent or legal guardian co-sign the Agreement.

Please note: Agreement **must** be signed and submitted prior to any fees being paid or with deposit; and **all** pages of the Agreement must be returned.

- 3.1.2. Fees may be paid by cash, cheque, major credit cards, direct payment into the Institute's bank account or by sending an international bank draft in Australian dollars (refer to SMP 3 Student Fees and Charges Policy).
- 3.1.3. Upon receiving tuition fees and a signed Agreement Carrick Institute of Education will then issue a Confirmation of Enrolment (CoE) for international students. Students 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>.
- 3.1.4. International students or their student representative (Carrick Authorised Agent) are sent an Orientation flyer and COE via email.
- 3.1.5. Local student's Orientation details are sent directly to students via post.

### 4.0 Orientation

Prior to commencement with the Institute students must attend the orientation program conducted by Carrick Institute of Education Student Services Department. The orientation program is designed to introduce students to key personnel, familiarise them with the premises and procedures of the Institute as well as to welcome them. If students are required to relocate premises, notification will be given to all students involved 20 working days prior to relocation date.

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 Student Diary, which documents services offered by the Institute as well as other useful information.

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

### **Related Policies**

SMP 3 Student Fees and Charges

SMP 28 Refund Policy

### **Policy Locations**

P: Drive

Website

MyCarrick