



Student Entry Requirements, Selection, Enrolment & Orientation

Policy

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 guidelines outline entry requirements and application and admission procedures for local and international students intending to undertake study at Carrick Higher Education.

1.0 Undergraduate Courses Entry Requirements for Local and International Students

- 1.1. The minimum age for entrance into undergraduate courses is 18 years of age.
- 1.2. Entry into undergraduate courses requires successful completion of Year 12 or equivalent schooling or Certificate IV or equivalent.
- 1.3. Mature age entry (over 21 years of age) can be made without minimum educational requirements.
 - 1.3.1. Applicants are required to demonstrate capacity to meet course requirements through interview with Course Coordinator, Program Manager or Academic Director.
- 1.4. International students must demonstrate their English language competency by one of the following means:
 - IELTS band score of 6.0 across all bands academic (with no individual band less than 6.0) or equivalent internationally recognised exam result in line with DIAC regulations; or
 - Satisfactory completion of a NEAS-approved English for Academic Purposes course; or
 - Satisfactorily passing the Carrick Higher Education Academic Entry Test.

2.0 Postgraduate Courses Entry Requirements for Local and International Students

2.1. Entry into postgraduate courses requires:

- successful completion of an undergraduate qualification as recognized by AEI-NOOSR or equivalent database; or
- significant work experience in the field of study at the management level.

2.2. International students must demonstrate their English language competency by one of the following means:

- IELTS band score of 6.5 across all bands academic (with no individual band less than 6.5) or equivalent internationally recognised exam result in line with DIAC regulations; or
- Satisfactory completion of a NEAS-approved English for Academic Purposes course.

3.0 Documentation

3.1. All applicants are required to provide original statements of results and certificates or certified copies.

3.2. All academic achievements and qualifications are checked by the Admissions Officer on the AEI-NOOSR database for equivalency with Australian qualifications.

3.3. **All documents that are presented on application for enrolment at Carrick must be translated into English. Translations must be undertaken by an official translation agency / body, at the applicant's expense.**

4.0 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 Section 1.0 Student Entry Requirements of this policy.

4.1. Local Students must meet the following selection criteria:

4.1.1. Completed and signed Carrick Application Form.

4.1.2. Certified academic transcript of highest academic level obtained.

4.1.3. Interview with a Carrick representative may be required.

4.1.3.1. In the course of the interview the applicant is assessed on aptitude and suitability to the course and the industry.

- 4.1.3.2. 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 qualifications, Advanced Standing & Credit Transfer information if applicable;
 - Student welfare and counselling services available at Carrick;
 - Legislative and regulatory education guidelines and requirements;
 - FEE-HELP if the student is eligible.
- 4.1.4. Students may be required to complete a literacy and numeracy test.
- 4.1.5. Successful applicants will receive a full or conditional Letter of Offer and Enrolment Agreement.
- 4.2. International Students must meet the following selection criteria:
- 4.2.1. Completed and signed Carrick Application Form.
- 4.2.2. Certified academic transcript in line with Carrick's entrance requirements.
- 4.2.3. Proof of English proficiency (refer to acceptable English proficiency at Point 3.0);
- 4.2.3.1. Where a student does not meet the required English level for entrance into Carrick Higher Education courses, a compulsory offer for English is made based on the number of weeks the student will need to meet the English proficiency requirements.
- 4.2.4. All documents must be received by Carrick Admissions.
- 4.2.5. Successful applicants will receive a full or conditional Letter of Offer and Enrolment Agreement.
- 4.2.5.1. International students may use this letter for presentation to the Australian High Commission/Embassy or Consulate for Visa process or PVA (Pre Visa Approval).

5.0 Enrolment Process

- 5.1. The following guidelines outline the enrolment procedures for students intending to undertake study at Carrick.
 - 5.1.1. To secure the offer, the student must submit a signed Enrolment Agreement with the non-refundable enrolment fee of AUD\$250 (international students only), the agreed tuition fee deposit and any other fees as outlined in the Letter of Offer.
 - 5.1.1.1. The Agreement **must** be signed and submitted prior to any fees or deposit being paid and **all** pages of the Agreement must be returned to Carrick.
 - 5.1.2. Fees may be paid online, by cash, cheque, major credit cards, direct payment into the Carrick's bank account or by sending an international bank draft in Australian dollars (refer to CHESMP 3 Student Fees and Charges policy).
 - 5.1.3. International students will be issued a Confirmation of Enrolment (CoE), upon receipt of tuition fees and the signed Agreement.
 - 5.1.3.1. The CoE is used to apply for a student visa to study in Australia.
 - 5.1.3.2. More information on visa requirements can be found on the DIAC home page at <http://www.immi.gov.au/students/index.htm>.
- 5.2. At the completion of the enrolment process, all students are sent (via email) details of orientation for their course.

6.0 Orientation

- 6.1. Each course commences with orientation and all students must attend the orientation program.
- 6.2. Timetables, including campus location and room allocation, and course structure information are provided to new students at orientation.
- 6.3. The orientation program is designed to introduce students to key personnel, and familiarise them with the premises and procedures at Carrick as well as to welcome them.
 - 6.3.1. Topics covered at orientation include, but are not limited to:
 - students support services
 - legal services
 - emergency and health services
 - student security and safety

- facilities and resources
 - complaints and appeals processes
 - student visa conditions relating to course progress and attendance.
- 6.3.2. Students are also given a Student Handbook, which documents services offered by Carrick as well as other useful information.
- 6.3.3. Students are introduced to the *MyCarrick* student portal where they can view Carrick's services, facilities and all the relevant policies and procedures.
- 6.4. If students are required to relocate premises midway through a term, notification will be given to all students involved 20 working days prior to the relocation date.

Related Policies

CHETA 3 Higher Education Assessment

CHESMP 3 Student Fees and Charges

CHESMP 6 Advanced Standing and Credit Transfer

CHESMP 28 Refund Policy

Policy Locations

P: Drive

MyCarrick

Website