

## Entry Requirements, Selection, Enrolment and Orientation

Carrick recruits students in an ethical and responsible manner and provides information that enables students to make informed decisions about studying at Carrick. Carrick ensures that students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

Carrick upholds flexibility and equal opportunity encouraging applications 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.

### 1.0 Minimum Age Entry Requirements

1.1 The minimum age for entrance into English and Vocational and courses is 16 years of age.

1.1.1 The minimum age for international students visiting Australia on a study tour\* and enrolling in an English course is 13 years of age.

\* Students will only be accepted as part of a group of 10 or more students.

### 2.0 Entry Requirements for Local and International Students studying Vocational Courses

#### 2.1 Academic Entry Requirements

	<b>Advanced Diplomas &amp; Diplomas</b>	<b>Certificates</b>
Australia	Year 11 or equivalent	Year 10 or equivalent

<b>Africas</b>	<b>Advanced Diplomas &amp; Diplomas</b>	<b>Certificates</b>
Zimbabwe	GCE O levels *	GCE O levels
Zambia	Zambian School Certificate *	Zambian School Certificate *
Kenya	Kenya Certificate of Secondary Education (KCSE)*	Kenya Certificate of Secondary Education (KCSE)*

<b>Americas</b>	<b>Advanced Diplomas &amp; Diplomas</b>	<b>Certificates</b>
Brazil	Year 11 Ensino Medio, Year 11 Upper Secondary Schooling or Martin College Certificate IV	Year 10 Ensino Medio, Year 10 Upper Secondary Schooling

Student Management Policy SMP 10

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Responsibility: Executive Director of Campus Operations, Marketing Manager, and Group Customer Service Manager

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Peru	Certificado de Educacion Secundaria Completa or Martin College Certificate IV	Year 10 of Educacion Secundaria
Venezuela	Year 11 (quinto año) of Educacion Media Completa or Martin College Certificate IV	Year 10 (cuarto año) of Educacion Media
Chile	Year 11 (Tercer año medio) of Licencia de Educacion Media or Martin College Certificate IV	Year 10 (Segundo año medio) of Licencia de Educacion Media
Colombia	Bachillerato or Martin College Certificate IV	Year 10 of Upper secondary schooling
Mexico	Year 11 Ciclo Medio Superior or Martin College Certificate IV	Year 10 Ciclo Medio Superior

<b>Asia</b>	<b>Advanced Diplomas &amp; Diplomas</b>	<b>Certificates</b>
Bangladesh	Higher Secondary Certificate *#	Higher Secondary Certificate*
China	Gao San	N/A
Hong Kong	Form 5 (HKCEE)	Form 4
India	Standard XI (with a first class pass) or Standard XII *#	Standard XI (with a first class pass) or Standard XII *
Indonesia	Australian Year 11 equivalent	Australian Year 10 equivalent
Japan	Upper Secondary School Grade 2	Upper Secondary School Grade 1
Korea	Senior High School Grade 2	Senior High School Grade 1
Macau	Form 5 or Senior Middle 2	Form 4 or Senior Middle 1
Malaysia	SPM or Senior Middle 2	Form 4 or Senior Middle 1
Nepal	Higher Secondary Certificate/Standard XII *#	Higher Secondary Certificate/Standard XII *
Taiwan	Senior year 2 (when packaged with Cert IV + Diploma) Senior year 3 for Diploma of IT (Systems Admin)	Senior Year 2 for Cert IV/Senior Year 1 for Cert III
Thailand	Upper Secondary School Matayom 5	Upper Secondary School Matayom 4
Vietnam	Year 12	Year 11

<b>Europe</b>	<b>Advanced Diplomas &amp; Diplomas</b>	<b>Certificates</b>
Czech Republic	Year 11 of Secondary Education or Martin College Certificate IV	Year 10 High School or equivalent
Sweden	Year 11 of Upper Secondary School or Martin College Certificate IV	Year 10 High School or equivalent

Switzerland	Year 11 of Gymnasium or Martin College Certificate IV	Year 10 of Gymnasium or equivalent
Turkey	Lise Diploması or Martin College Certificate IV	Year 10 of Secondary Education

<b>Middle East</b>	<b>Advanced Diplomas &amp; Diplomas</b>	<b>Certificates</b>
Bahrain	2nd Year of Secondary School Certificate (Yr 2 of Tawjihiya)	Secondary School Leaving Certificate (Tawjihiya)
Egypt	General Secondary School Certificate (Thanaweya A'ama) *	General Secondary School Certificate (Thanaweya A'ama) *
Iran	Iranian High School Diploma *	Iranian High School Diploma
Israel	Australian Year 11 equivalent	Australian Year 10 equivalent
Kuwait	3rd Year of General Secondary School Certificate (Kuwaiti Yr 11)	General Secondary School Certificate (Shahadat-al-thanawia-al-a'ama)
Lebanon	Baccalauréat Général *#	Baccalauréat Général
Oman	2nd Year of Secondary School Certificate (Yr 2 of Thanawiya amma)	Secondary School Leaving Certificate (Thanawiya amma)
Saudi Arabia	2nd Year of General Secondary Education Certificate (Yr 2 of Tawjihiyah)	General Secondary Education Certificate (Tawjihiyah)
UAE	2nd Year of Secondary School Certificate (Yr 2 of Tawjihiyya)	Secondary School Certificate (Tawjihiyya)

	<b>Advanced Diplomas &amp; Diplomas</b>	<b>Certificates</b>
Russia	Certificate of Secondary Education (Attestat)	Year 10 of Secondary Education

\* Due to 572 Visa Requirements

# Students undertaking a Certificate level course can only do so if it is one year in length or is packaged with a Diploma or Advanced Diploma

## 2.2 Pre-requisites

2.2.1 Some courses require completion of specific subjects as a condition of enrolment. For example, students enrolling into the Advanced Diploma of Business, Management or Marketing or Diploma of Events must have completed the appropriate pre-requisite courses.

2.2.2 Students enrolling in Advanced Diploma of Hospitality (Commercial Cookery) must have completed the appropriate pre-requisite course Certificate III in Hospitality (Commercial Cookery SIT30607 or THH31502) or recognised equivalent. Applicants will be informed of requirements at the time of application.

## 2.3 English Language Entry Requirements for International Students

### 2.3.1 International students must demonstrate their English language competency by one of the following means:

- Successful completion of Diploma or Advanced Diploma qualification where English was the language of instruction (written proof from the school confirming language of instruction is required if not in Australia); or
- 2 or more years of academic study to at least Australian Year 10 or overseas equivalent where English was the language of instruction (written proof from the school confirming language of instruction is required if not in Australia); or
- IELTS band score of 5.5\* ( no individual band less than 5.0 ) (or equivalent internationally recognized exam result in line with DIAC regulations); or
- A passing grade in First Certificate in English (FCE); or
- GCE 'O' Level C6 or SPM English C6 or HKCEE English Level 3; or
- TOEFL (paper) 525 with TWE 4.5, TOEFL (iBT) 197 incl. Test of Written English (TWE) score of 4.5; or
- TOEIC 700; or
- Recommendation of IELTS band score of 5.5 equivalency from an NEAS accredited English Pathway provider; or
- Successful completion of the English for Vocational Education (EVE) course or:
- Successful completion of the English for Academic Purposes 1 (EAP 1) course or:
- Satisfactory completion of General English (ELICOS) at Upper Intermediate level at Carrick - Satisfactory completion of General English (ELICOS) at Upper Intermediate level from an accredited National ELT Accreditation Scheme (NEAS) English Institution
- Achieving the required level in the Carrick English Language test.
- Any other certificated level of English for the purposes of entry requirements deemed satisfactory by the Head of English Language

\*Please note for some courses such as the Diploma of Dental Technology, the IELTS band score must be 6.0, or an equivalent recognised exam result.

2.3.2 Students should note that IELTS is the only acceptable language test for students from some countries. Check with Carrick to determine if you require an IELTS score.

**2.3.3 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**

### 3.0 Entry Requirements for International Students studying English Language Courses

3.1 General English - Not applicable

3.2 English for Academic Purposes (EAP)

- EAP 1: IELTS band score of 5.0 or equivalent internationally recognized exam result in line with DIAC regulations.
- EAP 2: IELTS band score of 5.5 or equivalent internationally recognized exam result in line with DIAC regulations or successful completion of EAP 1

3.3 First Certificate in English (FCE)

- IELTS band score of 5.0 or equivalent internationally recognized exam result in line with DIAC regulations

3.4 IELTS Preparation

- IELTS band score of 5.0 or equivalent internationally recognized exam result in line with DIAC regulations.

3.5 English for Vocational Education (EVE)

- IELTS band score of 5.0 or equivalent internationally recognized exam result in line with DIAC regulations.

3.6 High School Preparation (HSP)

- IELTS band score of 4.5 or equivalent internationally recognized exam result in line with DIAC regulations.

3.7 English for Nursing

- IELTS band score of 6.0 or equivalent internationally recognized exam result in line with DIAC regulations.

## 4.0 Student Selection

The Carrick Vocational and English Language student selection process is conducted in an ethical and responsible manner. Entry requirements are in accordance with equal opportunity laws in Australia and Carrick's Entry Requirements as stated in the preceding pages of this policy.

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

### 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 AQF qualifications, Recognition of Prior Learning & Credit Transfer information if applicable;
    - Student welfare and counselling services available at Carrick;
    - Legislative and regulatory education guidelines and requirements;
    - VET-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 2.2);
  - 4.2.3.1 Where a student does not meet the required English level for entrance into Carrick Vocational 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\$200 (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.
    - 5.1.1.2 The Agreement must be signed by a parent or legal guardian if the applicant is under 18 years of age.  
(Please refer to SMP 7 Under 18 Years of Age Accommodation and Welfare Arrangements for further information and entry requirements for applicants under 18 years of age.)
  - 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 SMP 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, 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 Diary or 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**

SMP 3 Student Fees and Charges

SMP 6 Credit Transfer and Recognition of Prior Learning

SMP 7 Under 18 Years of Age Accommodation and Welfare Arrangements

SMP 28 Refund Policy

## **Related Forms**

Application Form

Enrolment Agreement

## **Policy Locations**

P: Drive

Website

MyCarrick

Course Brochures

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