



P01 Entry Requirement Policy

Purpose

This policy outlines a documented procedure for assessing prospective students' qualifications, experience and English language proficiency. The policy provides guidelines to the staff to make an informed decision prior to offering course(s) to the student intending to undertake study at Queens College of Vocational Education.

Responsibility

The Chief Executive Officer is responsible for implementation, monitoring and review of this policy

Policy

1. All students must be of the age of 18 years or over at the time of applying for admission at Queens College of Vocational Education.
2. Entry into all courses will require IELTS 5.5 or equivalent. [Refer IELTS 5.5 equivalent guideline at Appendix 1](#)
3. Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification is required for entry into all VET courses. [Refer Year 12 equivalent at Appendix 2](#)

Language, Literacy, and Numeracy Requirement

Every student needs to undertake pre-training assessment and Language, Literacy and Numeracy Test prior to commencement of studies in a course. This is done to understand any special learning needs or to gather LLN difficulties the student might face. *Refer LLN policy for more details.*

Procedure

The student selection process at Institute is conducted in an ethical and responsible manner. Entry requirements are in accordance with equal opportunity regulations in Australia.

1. Complete and sign Application for Admission.
2. Attach all relevant certified academic transcripts in line with the Entry Requirements.
3. Proof of English proficiency of an IELTS score of 5.5 or equivalent is required for all courses,
4. Where student does not meet the required English level for entrance, a conditional offer can be made to the student. In this case, the student must provide an offer letter / CEO from another RTO for course in English that meet the IELTS 5.5 or equivalent requirement.
5. Documents in a language other than English must be translated to English by a NAATI approved translator only.
6. Successful applicants will receive a full or conditional Letter of Offer and a Student Agreement.
7. Applicants are required to sign the Written Agreement and make the initial tuition fee deposit as indicated in the Student Agreement.
8. Upon issuing a CoE, if a release letter is requested, the student must provide a copy of the release letter from the previous provider to secure CoE with Queens College of Vocational Education.



Appendix 1 - IELTS 5.5 Equivalent Guidelines

Qualification	Score/Grade
Pearson Test of English Academic	42
Cambridge English : Advanced (CAE) from Cambridge ESOL Test Scores	162
TOEFL Internet based	46
CELS (all skills)	Pass
Upper Intermediate (English for Academic Purposes) certificate from recognised English language centre	Yes
Advanced English (English for Academic Purposes) certificate from recognised English language centre	Yes
Senior Secondary Certificate of Education completed in Australia	Yes
Certificate IV or higher completed in Australia in English language	Yes
Tertiary studies in medium of English	Yes
Evidence of at least 5 years of studies in an English speaking country (Australia, New Zealand, United Kingdom, Canada, United States of America, South Africa, Republic of Ireland)	Yes
Occupational English Test(OET) B for each test component(https://oetonline.net.au/mod/page/view.php?id=7874)	Yes
English is the first language	Yes
QCVE Online English Placement Test – Oxford Online placement test	CEFR B2

Appendix 2: Australian Year XII Equivalent

Argentina	Bachillerato Especializado: average grade Bueno (Good)
Bangladesh	HSC: First Division 60% average or GPA 4 or HSC plus first year standing from recognised tertiary institution
Brazil	Certificado de Conclusao de 2 Grau or first year of study at recognised university with pass grades
Brunei	GCE A-level1
Canada	Ontario Grade 13: 60% average in six Ontario Academic Courses or other Canadian Matriculations
Chile	Licencia de Educacion Media (Academic Secondary Education Certificate): average grade Bueno (Good)
China	Senior Middle School Graduation Diploma: average 80% or National College Entrance Examination (NCEE): minimum score 450 (minimum score 650 in Guangdong Province) or completion of first year of bachelor degree from approved university



Columbia	Bachillerato: minimum 65%
Czech Republic	Vysvedceni o Maturitini Zkousce/Maturita
Denmark	Studentereksamen / Hojere Forberedelseksamen (HF) / Hojere Handelseksamen (HHX) / Hojere Teknisk Eksamen (HTX)
Egypt	Thanaweya A'ama (General Secondary School Certificate)
Fiji & other South Pacific nations	Form 7 or University of the South Pacific Foundation Year or Australian university or college Foundation Studies ² or equivalent matriculation for admission to New Zealand universities
Finland	Ylioppilastutkintotodistus / Studentexamensbetyg (Finnish National Matriculation)
France	Baccalaureate General: minimum grade good
Germany	Abitur or Reifezeugnis or Zeugnis Der Allgemeinen Hochschulreife
Greece	Apolytirio Eniaiou Lykeiou
Hong Kong	HKALE1 or GCE A-level1
Hungary	Erettsegi/Matura
India	All India Senior Secondary School Certificate (since 1990) or India School Certificate (Grade 12) or CBSE School Certificate or State Boards: 60% average Secondary School Certificate (Year X) plus 3 Year Polytechnic Diploma Certificates.
Indonesia	Surat Tanda Tamat Belajar Sekolah Menengah Tingkat Atas (STTB SMA) (Upper Secondary Certificate of Completion) or SMUIII: average of 7.0 in 5 academic subjects or NEM: 6.8 average
Ireland	Ardeistimeireacht (Leaving Certificate) with either passes in 5 subjects, including at least 3 at C level in Higher (or Common) level papers or passes in 6 subjects, including at least 2 C level in Higher (or Common) level papers
Israel	Bagrut (Higher Secondary Matriculation): GPA 6.5
Italy	Conseguito con l'Esame di Stato (High School Certificate/Diploma)
Japan	Kotogakko Sotsugyo Shomeisho (Upper Secondary School Leaving Certificate): 60% average or GPA 3.0 or first year of bachelor degree from approved university or Junior College Diploma with credit grades or Australian university or college Foundation Studies ²
Jordan	Twajihi (General Secondary Education Certificate): average 80%
Kenya	KCSE: B+ average with passes in 8 subjects or GCE A-level1
Lebanon	Baccalaureat
Macau	GCE A-level1
Malaysia	STPM: 2 passes or GCE A-level1 or MICSS UEC or SACE or Ontario Grade 13: 60% average in six subjects
Mauritius	GCE A-level1
Mexico	Bachillerato General or first year of bachelor degree
Nepal	Proficiency Certificate from Tribhuvan University or first year bachelor degree or Australian university or college Foundation Studies ²
New Zealand	Bursary Examination: 250 in five subjects or National Certificate in Educational Achievement: Level 3 with statement "University Entrance Achieved" on certificate
Netherlands	Voorbereidend Wetenschappelijk Onderwijs (VWO) Diploma
Norway	Vitnemal den Videregaende Skole (Certificate of Completion of Upper Secondary School examinations): GPA 4 (B grade)



Oman	First year of bachelor degree at recognised university: GPA 2 or C
Pakistan	HSC: First Division 60% average or Intermediate Certificate: First Division or first year of bachelor degree from approved university
Papua New Guinea	First year at University of Papua New Guinea or Papua New Guinea University of Technology or PNG HSC: 5 subjects with 3 B passes or Australian university or college Foundation Studies ²
Peru	Certificate de Educacion Secundaria
Philippines	High School Diploma: 60% average or first year of bachelor degree or Australian university or college Foundation Studies ²
Poland	Matura (Swiadectwo Dojrzalosci): grade 4 pass
Portugal	Diploma de Ensino Secundario / Certificado do 12 ano
Russia	First year of bachelor degree at recognised university or tertiary institution or Svidetel'stvo Srednam Obrazovanii or Attestat ob okonchanii poinoj sredej shkoly or Attestat Zrelosti (Certificate of Secondary Education)
Singapore	GCE A-level ¹ or Cambridge Overseas Higher School Certificate ¹ or GCSE O-level plus Polytechnic Diploma
Slovakia	Vysvedcenie o Maturitnej Skuska (Maturita)
Slovenia	Maturitetno Spricevalo (Secondary School Leaving Diploma)
South Africa	Matriculation Certificate or Senior Certificate with Matriculation Exemption
South Korea	Immungye Kodbng (Diploma of Graduation from high school): GPA 3.5 in academic subjects or qualification for university entrance in South Korea in common entrance examination or completion of first year bachelor degree at recognised university
Spain	Titulo de Bachillerato (LOGSE) or Curso de Orientacion Universitaria (COU) (University Orientation Year)
Sri Lanka	3 Sri Lankan A-level S (standard) passes or GCE A-level ¹
Sweden	Fullstandigt Slutbetyg or vgangs-betyg (three years uppersecondary school): VG grade
Switzerland	Maturitatszeugnis (Federal Maturity Certificate) or Certificate de Maturite or Baccalaureate or Attestato de Maturita
Taiwan	Senior High School Graduation: B grade or credit in joint four-year College and University Entrance Examination or completion of minimum three years of five-year Junior College Diploma
Thailand	Matayom VI (M6) GPA of 2.75 or first year of bachelor degree or Australian university or college Foundation Studies ²
Turkey	Lise Diploması (State Lycee Graduation Diploma) plus first year standing from recognised tertiary institution or Australian university or college Foundation Studies ²
United Arab Emirates	Tawjihiya or first year of bachelor degree at recognised university or Australian university or college Foundation Studies ²
United Kingdom	GCE A-level ¹ or Scottish Certificate of Education: passes in 4 Higher Level subjects including English
United States of America	US high school diploma: average grade C plus scores above 60th percentile in SAT
Vietnam	Bang Tu Tai or Bang Tot Nghiep Pho Thong Trung Toc (Upper Secondary School Graduation Certificate): GPA 7.0 or first year of bachelor degree or Australian university or college Foundation Studies ²
Zimbabwe	GCE A-level ¹ or ZGCE A-level ¹ or Advanced Certificate of Secondary Education (ACSE): passes in 3 subjects



Global	International Baccalaureate (IB): Diploma: minimum 24 points over six subjects or Certificate plus Australian university or college Foundation Studies 2 Advanced International Certificate of Education (AICE): Equivalent to GCE A-level 1 passes
--------	--