

Entry Requirements for International Students Policy and procedure

Purpose: Purpose of this policy and procedure is to make sure that prospective students are well aware of the entry requirements into the course and also for student support team to assess the eligibility of prospective student to enter the course.

This will also support the standard 8.5 of the National code and Standard 5 of SRTOs 2015.

Policy:

Policy for assessing whether overseas student's English Language proficiency, educational Qualifications or work experience is sufficient to enable them to enter the course.

Scope:

All international students and student support Team.

Procedure:

Once the Enrolment application forms along with documents (Identity and Academic) are received by the student support team. They assess the applicant's eligibility to enter the course.

The student support team will consider the following while assessing:

Academic requirements

International Students wanting to study at CIT must have satisfactorily completed year 12 or equivalent.

Pre-training Review:

CIT's policies seek to remove barriers within learning and assessment processes and practices, which place individuals with specific needs and appropriateness of course for applicant.

CIT is responsible for obtaining enrolment details in full, as outlined on the **Enrolment Application Form** and ensure that information pertaining to individual learning requirements is provided to participants prior to enrolment. Pre-Training Review will be done during application processing in accordance with the applicant's provided information. This review consists of information related to each learner's previous education, training and work experience. This review will be conducted in order to determine if there is a need to recognise existing competencies through Recognition of Prior Learning (RPL) and / or Credit for prior studies.

Recognition of Prior Learning or Credit Transfer approval will shorten the length of the course accordingly. Please refer to **Pre-Training Review Policy and Procedure**.

Language, Literacy and Numeracy Test (LLN Test):

ACSF level 3 is required in reading, writing, learning, oral communication, and numeracy. Students will be undertaking LLN test and demonstrate ACSF level 3 to gain entry into the course. It will be conducted same day as pre-training review.

If learners do not meet English and LLN requirements, learners will be asked to take further Language, literacy and numeracy training e.g. English Language Intensive Course for Overseas Learners (ELICOS) programs with institute at additional cost. CIT will not charge any referral fees.

English Language Requirement

In addition to Department of Home Affairs (DHA) requirements for student visa, CIT has the following admission requirements for all students:

- Applicant must be of the age 18 years or over at the time of the scheduled course commencement.
- IELTS band 5.5, TOEFL (Paper Based Test): 527, TOEFL (Internet Based Test CBT): 46, Cambridge English: Advanced (Certificate in Advanced English): 162, Pearson Test of English Academic: 42, or equivalent. Candidate does not need to provide evidence of an English test score with application if one of the following applies:
 - Candidate is a citizen and holds a passport from UK, USA, Canada, NZ or Republic of Ireland
 - Candidate is enrolled in a principal course of study that is a registered school course, a standalone English Language Intensive Course for Overseas Students (ELICOS), a course registered to be delivered in a language other than English, or a registered post-graduate research course
 - Candidate has completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
 - in the 2 years before applying for the student visa, candidate completed, in Australia and in the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while you held a student visa.

Age Requirement

All international students must be at least 18 years of age or above to study at CIT.

Computer literacy requirements:

All students enrolling into the program must have basic computer skills. CIT courses may require students to make reports, do graphs and analyse data.



Materials and Equipment Required

Students are required to have access to a laptop or computer with the Windows 7 operating system or higher at their own cost, to work on assignments and tasks for self-study. Students must have an active email address for communication and be contactable by phone (mobile or landline) and by mail (postal address).

All learners are expected to have access to MS office application such as Microsoft Word, an email platform at their own cost.