



Version - 201009

# POLICY and PROCEDURE HE – International student admission

## 1.0 Purpose

This policy outlines the requirements and the procedures that concern the admission of international students to Higher Education courses at Acknowledge Education trading as Melbourne Language Centre, Stott’s College, Front Cooking School and Acknowledge Creativity.

The policy aims to provide guidance to the admissions process (selection and making of offers) to international students and provide procedure for staff in relation to assessing international applications for admission and issuing student offer and agreement documents.

## 2.0 Organisational Scope

This policy applies to all prospective international higher education students, including those who have completed previous study in Australia.

## 3.0 Relevant Legislation

- HESF 2015 Domain 1.1 Admissions and 1.3 Orientation and Progression
- National Code 2018 Standard 2 – Recruitment of an overseas student

## 4.0 Definitions

Term	Definition
Application for Admission	An application by an International student to apply for a Higher Education Diploma or Bachelor program
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
DHA	Department of Home Affairs
CoE	Confirmation of Enrolment
Education Agent	An accredited person or organisation with the authority to promote the University's programs and services to students or intending students in nominated regions.
ESOS Act	The Education Services for Overseas Students Act 2000 of the Commonwealth of Australia, as amended from time to time.



Term	Definition
National Code 2018	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, established pursuant to Part 4 of the ESOS Act, as amended from time to time.
TPS	Tuition Protection Service
OSHC	Overseas Student Health Cover
Program/Course:	A full-time registered program of education or training registered on CRICOS for the attainment of a testamur.

## Policy and procedures

### 1. General Admission Requirements

Required of all students:

To be eligible for admission into a higher education course, Acknowledge Education requires a student to:

- successfully complete Year 12 or equivalent from a list of overseas equivalent qualification. Please refer to appendix 1
- demonstrate compliance with Acknowledge Education English proficiency requirements
- be over the age of eighteen

### 2. English Proficiency Requirements

Test/Qualification	Requirement
English Test	<p>Must have satisfied accepted English proficiency test below within the last two years at time of application:</p> <ul style="list-style-type: none"> <li>IELTS Academic overall score 6, no band less than 5.5</li> <li>PTE Academic Score 50 with no score less than 42</li> <li>TOEFL iBT score 65 with a writing section minimum of 21 and speaking 18</li> <li>TOEFL (paper) 550</li> <li>Cambridge English: Advanced from Cambridge ESOL (CAE) Score of 169 with no band below 162</li> <li>Melbourne Language Centre Placement Test 6 overall</li> </ul>
English Language Course	<ul style="list-style-type: none"> <li>EAP (NEAS Accredited College) = IELTS 6.0 - Must demonstrate successful completion of program (certificate of attendance is insufficient evidence of achievement)</li> </ul>
Tertiary Education (undertaken at an Australian institution in English)	<p>Successful <b>completion</b> of (within previous two years):</p> <ul style="list-style-type: none"> <li>Certificate IV + Diploma (at least 1 year duration)</li> <li>Diploma (at least 1 year duration)</li> <li>Advanced Diploma (at least 1 year duration)</li> <li>Diploma + Advanced Diploma (at least 1 year duration)</li> <li>Australian University Foundation Program – pass in English subject</li> <li>Associate Degree or higher qualification</li> </ul> <p><b>Partial Completion</b></p> <ul style="list-style-type: none"> <li>The applicant has successfully completed at least 50% of a full-time study load in their most recent year or study period at an accredited Australian Higher Education Institution (in an Higher Education Diploma or higher qualification)</li> </ul>



Study at a university where the medium of instruction was English for the full program (must provide an official letter from the Principal or Registrar of the institution at which the student studied)	Successfully completed studies within the past two years at an AEI Country Education Profile (NOOSR Guide) Section One – rated university
Schooling	<p><b>Australia</b></p> <ul style="list-style-type: none"> <li>• Australian Senior Secondary School Certificate (Year 12) – score of 30 in ESL/EAL units 3/4</li> </ul> <p><b>Global</b></p> <ul style="list-style-type: none"> <li>• International Baccalaureate Diploma - 4 in English A1 or A2 (higher and standard level) or 5 in English B (higher level)</li> <li>• IGCSE - Grade C in English (both First Language and Second Language)</li> <li>• Global Assessment Certificate – Grade C</li> </ul>
Other Schooling Applicant has completed 5 years of schooling and a secondary school qualification in English within a country where English is the medium of instruction	<p>Including: Canada, Fiji, Ireland, Kenya, New Zealand, Papua-New Guinea, Samoa, Solomon Islands, South Africa, United Kingdom, USA, Zambia.</p> <p>Other countries assessed on a case by case basis.</p>

2.1. Failure to achieve the required proficiency:

- a) All offers to study at Acknowledge Education are conditional upon students adhering to Acknowledge Education’s English proficiency requirements. Failure to comply may result in the withdrawal of an offered place in any course.
- b) Where a student does not meet this requirement, the student may undertake an ELICOS course at AE, and will be advised the amount of tuition required to attain proficiency.
- c) Where the student satisfactorily completes the prescribed period of ELICOS study, the student will be deemed to have achieved English proficiency and will be admitted to the course.

2.2. Preliminary English Test (offshore students):

- a) Upon application, offshore students are required to undertake a Preliminary English test. This test provides an indication of the student’s proficiency in English.
- b) The Preliminary English test is not a substitute for the MLC English test, which the student must undertake additionally.
- c) All Preliminary English tests are to be assessed by the Director of Studies (MLC) who will provide an indicative IELTS score for each student.
- d) Where the student scores below 6.0, the Director of Studies (MLC) will provide a recommendation to the Registrar detailing the period of ELICOS study the student must undertake in order to reach the required proficiency.



- e) Where the student satisfactorily completes the prescribed period of ELICOS study, the student will be deemed to have achieved English proficiency and will be admitted to the course.

3. Study Skills Module:

- 3.1. The Study Skills Module is compulsory for all Bachelor students that have not successfully completed at least 1 year of a Bachelor course at an Australian Higher Education Institution. It is a six week online module.
- 3.2. The module is not credited.
- 3.3. The module is provided to students without charge.

**Document approval**

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 Enrolment Procedures, Assessment of Language Literacy and Numeracy Skills  
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Document change and review log

Date	Version	By	Notes
26/06/2013	1.0	ML	Created
31/07/2015	1.1	BS	Remove references to 2013
02/05/2017	1.2	BS	Add 2.4(1) 'd' and 'e'
170918	170918	ABennett	Minor formatting changes; document name change
180110	180110	Bs	Add equivalent year 12 equivalent link and IELTS Table
180510	180510	BS	Change Academic English to Study Skills and insert Diploma exemption
19/11/26	191126	TS	Review and update of Policy
191210	191210	BS	Amend English and Academic requirements for AB approval
191210	191210	BS	Approved by AB
201009	201009	TWeir	Removed country specific information from policy. This info will be held and updated separately.