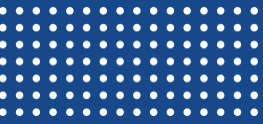




Policy Title	Entry Requirement Policy and Procedure				
Policy Number	PP-13	Version Number	V2.1 June 2022	Status	APPROVED
Owner	Admissions Department		Approved By	CEO	



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## 1. POLICY

ANIT Australia Pty Ltd T/A Albright Institute of Business and Language will 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.

## 2. 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 Albright Institute.

## 3. SCOPE

This policy applies to all the prospective and current international students of Albright Institute.

## 4. POLICY

### 4.1 Entry requirements for ELICOS Courses

Course	General	English language proficiency requirements
General English CRICOS Code: 096826G	No entry requirement	English Placement test or equivalent: <ul style="list-style-type: none"> <li>• Beginner</li> <li>• Elementary</li> <li>• Pre-Intermediate</li> <li>• Intermediate</li> <li>• Upper-Intermediate</li> <li>• Advanced</li> </ul>
English for Academic Purposes CRICOS Code: 096828F	No entry requirement	<ul style="list-style-type: none"> <li>• IELTS overall score of 5.0 or equivalent</li> <li>• or Completed General English</li> <li>• Intermediate</li> </ul>
Pearson Test of English (PTE) Academic CRICOS Code: 096829E	No entry requirement	<ul style="list-style-type: none"> <li>• IELTS overall score of 5.0 or equivalent</li> <li>• or Completed General English Intermediate</li> </ul>
IELTS (Foundation, Advanced) CRICOS Code: 096827G	No entry requirement	IELTS Foundation Course: <ul style="list-style-type: none"> <li>• IELTS overall score of 5.0 or equivalent</li> <li>• or Completed General English Intermediate</li> </ul> IELTS Advanced Course: <ul style="list-style-type: none"> <li>• IELTS overall score of 5.5 or equivalent</li> <li>• or Completed General English Upper-Intermediate</li> </ul>

### 4.2 General Entry Requirements for VET Courses

1. Applicants must be minimum 18 years of age at the time of commencement;
2. Successful completion of Australian Equivalent Year 12 qualification;
3. IELTS score of 5.5 (scored within the last 2 calendar years) or PTE score of 42 or its' equivalent(Completed a minimum 12-Week General English Course of Upper-Intermediate Level)- Within the last 2 Calendar Years OR Completed Australian Qualification minimum;
4. Applicants should have basic computer and MS Office skills (Word, Excel and Power Point);
5. Applicants must complete the Albright Language, Literacy and Numeracy (LLN) test;
6. Have a valid Student visa status which allows them to study in Australia in Vocational levels.
7. Must satisfy Pre-training Review (PTR) Assessment.

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### 4.3 Course Specific Requirements

The following table has the Course specific requirements

Course Specific Requirements:	
BSB20120 Certificate II in Workplace Skills CRICOS Code: 106174H	There are no formal entry requirements for this Qualification.
BSB30120 Certificate III in Business CRICOS Code: 106173J	There are no formal entry requirements for this Qualification.
BSB40820 Certificate IV in Marketing and Communication CRICOS Code: 106168F	There are no formal entry requirements for this Qualification.
BSB50120 Diploma of Business CRICOS Code: 106169E	There are no formal entry requirements for this Qualification.
BSB50420 Diploma of Leadership and Management CRICOS Code: 104306F	There are no formal entry requirements for this Qualification.
BSB50620 Diploma of Marketing and Communication CRICOS Code: 106170A	Have completed the following units (or equivalent competencies): BSBCMM411 Make presentations; BSBCRT412 Articulate, present and debate ideas; BSBMKG433 Undertake marketing activities; BSBMKG435 Analyse consumer behaviour; BSBMKG439 Develop and apply knowledge of communications industry; and BSBWRT411 Write complex documents. Equivalent competencies are predecessors to these units, Which have been mapped as Equivalent. <b>OR</b> Have two years equivalent full-time relevant work experience.
BSB50820 Diploma of Project Management CRICOS Code: 104077C	There are no formal entry requirements for this Qualification.
BSB60420 Advanced Diploma of Leadership and Management CRICOS Code: 106171M	Entry to this qualification is limited to those who: Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) <b>OR</b> Have two years equivalent full-time relevant workplace experience in an operational or Leadership role in an enterprise.
BSB60720 Advanced Diploma of Program Management CRICOS Code: 104459M	Entry to this qualification is limited to those who: Have completed one of the following qualifications: BSB50820 Diploma of Project Management; or BSB51415 Diploma of Project Management (or a Superseded equivalent version). <b>OR</b> Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment Within an enterprise.
BSB80120 Graduate Diploma of Management (Learning) CRICOS Code: 106172K	There are no formal entry requirements for this Qualification.
ICT60220 Advanced Diploma of Information Technology CRICOS Code: 106175G	There are no formal entry requirements for this Qualification.
PSP50916 Diploma of Interpreting (LOTE-English) CRICOS Code: 096470J	There are no formal entry requirements for this Qualification.
PSP60816 Advanced Diploma of Translating CRICOS Code: 096471G	There are no formal entry requirements for this Qualification.

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#### 4.4 Exceptions to Evidence of English Language

1. An applicant who is a citizen of, and holds a valid passport issued by the United Kingdom, the United States of America, Canada, New Zealand, or the Republic of Ireland;
2. In the two years before applying for visa, an applicant has successfully completed the requirements for a Senior Secondary Certificate of Education, in a course that was conducted in Australia in English.
3. An applicant who has successfully completed a minimum of 5 years of study in English undertaken in one or more of the following countries: Australia, Canada, New Zealand, South Africa, the Republic of Ireland, the United Kingdom, or the United States of America.
4. However, all the students irrespective of the above categories and applying for VET courses, will be required to take the Albright LLN test before the commencement of the course.

#### 4.5 Language, Literacy, and Numeracy Requirement for VET Courses

It is mandatory requirement for every student to undertake Language, Literacy and Numeracy (LLN) Test prior to commencement of VET course. This requirement enables AIBL to identify if the student needs any LLN support to successfully complete the selected VET course at Albright.

The LLN Test can be taken prior to the Orientation Day or will have to be taken on Orientation Day.

#### 4.6 Onshore Students changing the VISA status to STUDENT VISA

The students/applicants who are **ONSHORE** on a Visit or Tourist visa and are applying for STUDENT VISA will be assessed as below:

Level of Country	Status of the ONSHORE student	AIBL Entry Requirements
Level 1	From English Speaking Countries	<ul style="list-style-type: none"> <li>• Pre-training Review (PTR)</li> <li>• LLN assessment for VET course</li> </ul>
Level 1	From Non-English Speaking Countries	<ul style="list-style-type: none"> <li>• Pre-training Review (PTR)</li> <li>• LLN Assessment – If the student does not pass at least in minimum 3 skills then will be offered ELICOS + VET course</li> </ul>
Level 2	IELTS score of 5.5 (scored within the last 2 calendar years) or PTE score of 42 or its' equivalent	<ul style="list-style-type: none"> <li>• Pre-training Review (PTR)</li> <li>• LLN Assessment – If the student does not pass at least in minimum 3 skills then will be offered ELICOS + VET course</li> </ul>
Level 3	IELTS score of 5.5 (scored within the last 2 calendar years) or PTE score of 42 or its' equivalent	<ul style="list-style-type: none"> <li>• Pre-training Review (PTR)</li> <li>• ELICOS – Placement Test</li> <li>• Packaged program – ELICOS + VET Course</li> </ul>

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## 5. 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. The applicant is required to complete and sign the AIBL Application Form;
2. The applicant is required to attach all relevant certified academic transcripts in line with the Entry Requirements;
3. The applicant is required to provide Proof of English proficiency of an IELTS score of 5.5 or equivalent;
4. Documents in a language other than English must be translated to English by a NAATI approved translator only.
5. Successful applicants would receive a full or conditional Letter of Offer and a Student Acceptance Agreement.
6. Applicants are required to sign the Student Acceptance Agreement and make the initial tuition fee deposit as indicated in the Student Acceptance Agreement.
7. If the applicant is claiming Credit Transfer – Original Statement of Attainment or Original Qualification certificate has to be cited and verified by the Admissions officer.
8. While issuing a CoE, if the PRISMS prompts for complying with Standard 7 off NCP 2018 regarding transfer of student, the student should be able to advice on that.
9. The student will take the Albright LLN Test prior to the course commencement on the day of the Orientation.
10. The student will be required to apply for Unique Student Identifier (USI) if he/she does not have one.

## 6. RESPONSIBILITY

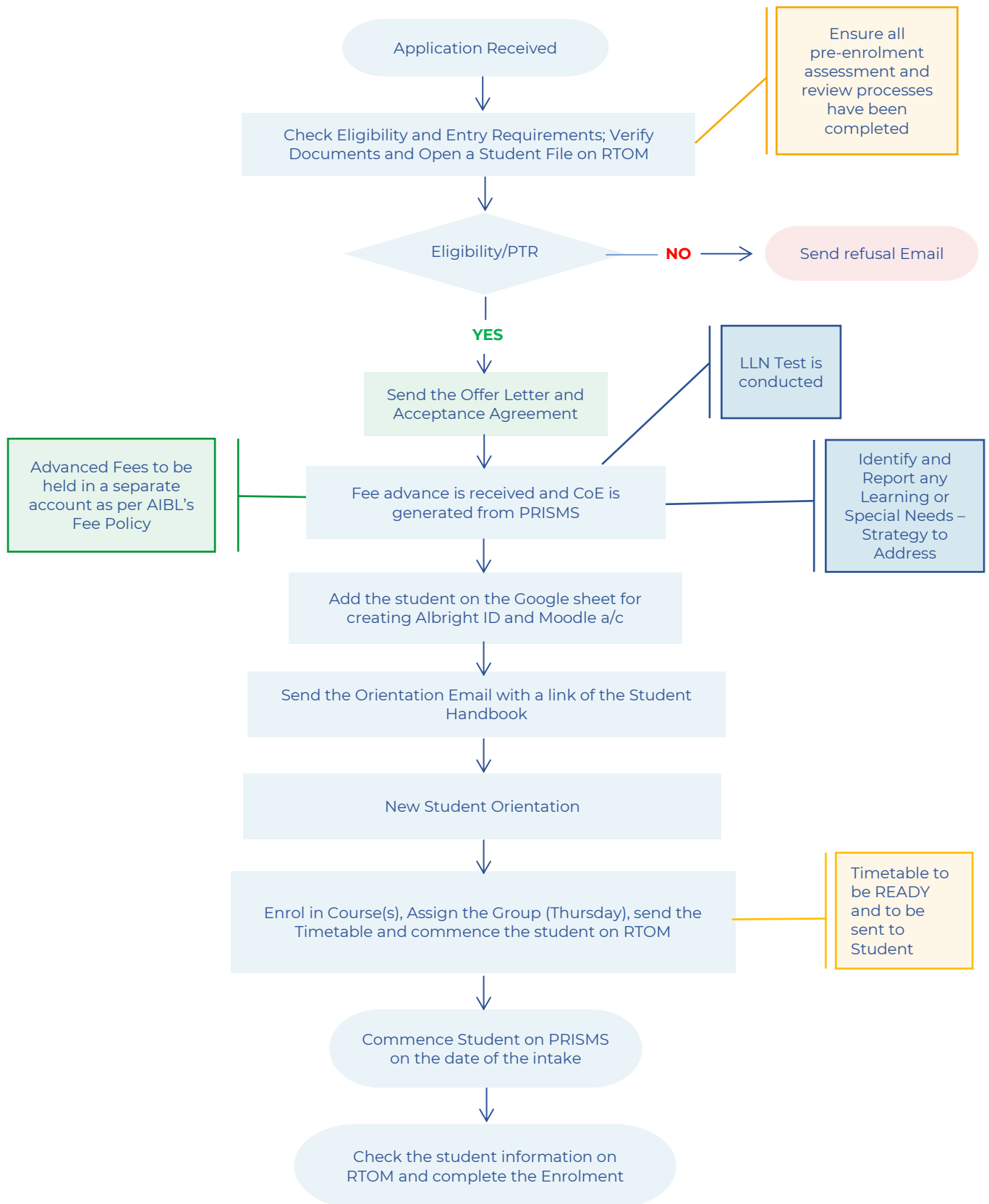
The Admissions Team, National Quality and Compliance Manager and CEO are responsible for AIBL's adherence to the National Standards for Training Organisations and ESOS/NCP2018.

## 7. RELATED DOCUMENTS

### Related Documents

- PP Admission and Enrolment Policy and Procedure
- PP Language Literacy and Numeracy Policy and Procedure
- LLN Test
- Student Application Form
- Offer Letter and Course Acceptance Agreement

## 8. ADMISSIONS AND ENROLMENT PROCEDURE



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## 9. APPENDIX

### 1: IELTS 5.5 Equivalent Guidelines

Equivalency Details	Score/Grade
Pearson Test of English Academic	42
ELICOS courses equivalent to IELTS 5.5	Yes
Onshore studies in Australia in English medium for one/ two years	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
English is the first language	Yes
Successful Completion of LLN Test in Albright Institute	Yes

### 2: Australian Year XII Equivalent

<b>Argentina</b>	Bachillerato Especializado: average grade Bueno (Good)
<b>Bangladesh</b>	HSC: First Division 60% average or GPA 4 or HSC plus first year standing from recognised tertiary institution
<b>Brazil</b>	Certificado de Conclusao de 2 Grau or first year of study at recognized university with pass grades
<b>Brunei</b>	GCE A-level
<b>Canada</b>	Ontario Grade 13: 60% average in six Ontario Academic Courses or other Canadian Matriculations
<b>Chile</b>	Licencia de Educacion Media (Academic Secondary Education Certificate): average grade Bueno (Good)
<b>China</b>	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's degree from approved university
<b>Columbia</b>	Bachillerato: minimum 65%
<b>Czech Republic</b>	Vysvedceni o Maturitini Zkousce/Maturita
<b>Denmark</b>	Studentereksamen / Hojere Forberedelseseksamen (HF) / Hojere Handelseksamen (HHX) / Hojere Teknisk Eksamen (HTX)
<b>Egypt</b>	Thanaweya A'ama (General Secondary School Certificate)
<b>Fiji &amp; other South Pacific nations</b>	Form 7 or University of the South Pacific Foundation Year or Australian university or college Foundation Studies2 or equivalent matriculation for admission to New Zealand universities
<b>Finland</b>	Ylioppilastutkintotodistus / Studentexamensbetyg (Finnish National Matriculation)
<b>France</b>	Baccalaureate General: minimum grade good
<b>Germany</b>	Abitur or Reifezeugnis or Zeugnis Der Allgemeinen Hochschulreife
<b>Greece</b>	Apolytirio Eniaiou Lykeiou

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<b>Hong Kong</b>	HKALE1 or GCE A-level1
<b>Hungary</b>	Erettsegi/Matura
<b>India</b>	All India Senior Secondary School Certificate (since 1990) or India School Certificate (Grade 12) or CBSE School Certificate or State Boards: 60% average
<b>Indonesia</b>	Surat Tanda Tamat Belajar Sekolah Menengah Tingkat Atas (STTB SMA) (Upper Secondary Certificate of Completion) or SMU111: average of 7.0 in 5 academic subjects or NEM: 6.8 average
<b>Ireland</b>	Ardteistimeireacht (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
<b>Israel</b>	Bagrut (Higher Secondary Matriculation): GPA 6.5
<b>Italy</b>	Conseguito con l'Esame di Stato (High School Certificate Diploma)
<b>Japan</b>	Kotogakko Sotsugyo Shomeisho (Upper Secondary School Leaving Certificate): 60% average or GPA 3.0 or first year of bachelor's degree from approved university or Junior College Diploma with credit grades or Australian university or college Foundation Studies
<b>Jordan</b>	Twajihi (General Secondary Education Certificate): average 80%
<b>Kenya</b>	KCSE: B+ average with passes in 8 subjects or GCE A-level1
<b>Lebanon</b>	Baccalaureat
<b>Macau</b>	GCE A-level1
<b>Malaysia</b>	STPM: 2 passes or GCE A-level1 or MICSS UEC or SACE or Ontario Grade 13: 60% average in six subjects
<b>Mauritius</b>	GCE A-level1
<b>Mexico</b>	Bachillerato General or first year of bachelor's degree
<b>Nepal</b>	Proficiency Certificate from Tribhuvan University or first year bachelor's degree or Australian university or college Foundation Studies2
<b>New Zealand</b>	Bursary Examination: 250 in five subjects or National Certificate in Educational Achievement: Level 3 with statement "University Entrance Achieved" on certificate
<b>Netherlands</b>	Voorbereidend Wetenschappelijk Onderwijs (VWO) Diploma
<b>Norway</b>	Vitnemal den Videregaende Skole (Certificate of Completion of Upper Secondary School examinations): GPA 4 (B grade)
<b>Oman</b>	First year of bachelor's degree at recognized university: GPA 2 or C
<b>Pakistan</b>	HSC: First Division 60% average or Intermediate Certificate: First Division or first year of bachelor's degree from approved university
<b>Papua New Guinea</b>	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 Studies2
<b>Peru</b>	Certificate de Educacion Secundaria
<b>Philippines</b>	High School Diploma: 60% average or first year of bachelor's degree or Australian university or college Foundation Studies 2

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ANIT Australia Pty Ltd T/A Albright Institute of Business and Language RTO #: 45041 CRICOS #: 035533 [www.albrightinstitute.edu.au](http://www.albrightinstitute.edu.au)

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<b>Poland</b>	Matura (Swiadectwo Dojrzalosci): grade 4 pass
<b>Portugal</b>	Diploma de Ensino Secundario / Certificado do 12 ano
<b>Russia</b>	First year of bachelor's degree at recognized university or tertiary institution or Svidetel'stvo Srednam Obrazovanii or Attestat obokonchanii poinoj sredej shkoly or Attestat Zrelosti (Certificate of Secondary Education)
<b>Singapore</b>	GCE A-level or Cambridge Overseas Higher School Certificate or GCSE O-level plus Polytechnic Diploma
<b>Slovakia</b>	Vysvedcenie o Maturitnej Skuska (Maturita)
<b>Slovenia</b>	Maturitetno Spricevalo (Secondary School Leaving Diploma)
<b>South Africa</b>	Matriculation Certificate or Senior Certificate with Matriculation Exemption
<b>South Korea</b>	Immungye Kodbnng (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 recognized university
<b>Spain</b>	Titulo de Bachillerato (LOGSE) or Curso de Orientacion Universitaria (COU) (University Orientation Year)
<b>Sri Lanka</b>	3 Sri Lankan A-level S (standard) passes or GCE A-level
<b>Sweden</b>	Fullstandigt Slutbetyg or vgangs-betyg (three years uppersecondary school): VG grade
<b>Switzerland</b>	Maturitätszeugnis (Federal Maturity Certificate) or Certificate de Maturite or Baccalaureate or Attestato de Maturita
<b>Taiwan</b>	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
<b>Thailand</b>	Matayom VI (M6) GPA of 2.75 or first year of bachelor's degree or Australian university or college Foundation Studies <sup>2</sup>
<b>Turkey</b>	Lise Diploması (State Lycee Graduation Diploma) plus first year standing from recognized tertiary institution or Australian university or college Foundation Studies <sup>2</sup>
<b>United Arab Emirates</b>	Tawjihiya or first year of bachelor's degree at recognized university or Australian university or college Foundation Studies <sup>2</sup>
<b>United Kingdom</b>	GCE A-level or Scottish Certificate of Education: passes in 4 Higher Level subjects including English
<b>United States of America</b>	US high school diploma: average grade C plus scores above 60th percentile in SAT
<b>Vietnam</b>	Bang Tu Tai or Bang Tot Nghiep Pho Thong Trung Toc (Upper Secondary School Graduation Certificate): GPA 7.0 or first year of bachelor's degree or Australian university or college Foundation Studies <sup>2</sup>
<b>Zimbabwe</b>	GCE A-level or ZGCE A-level or Advanced Certificate of Secondary Education (ACSE): passes in 3 subjects
<b>Global</b>	International Baccalaureate (IB): Diploma: minimum 24 points over six subjects or Certificate plus Australian university or college Foundation Studies <sup>2</sup> Advanced International Certificate of Education (AICE): Equivalent to GCE A-level passes

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