



INSTITUTE OF BUSINESS & LANGUAGE

Policy Title	Entry Requirement Policy and Procedure				
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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 enter ELICOS Courses and Nationally Accredited Programs 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	ENTRY REQUIREMENT -General	ENGLISH LANGUAGE REQUIREMENTS
<b>General English</b> CRICOS Code: 096826G	<ol style="list-style-type: none"> <li>Applicants must be minimum 18 years of age at the time of commencement.</li> <li>The student will be required to undertake AIBL ELICOS Placement Test to ensure they enrol in the correct level.</li> </ol>	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>
<b>English for Academic Purposes</b> CRICOS Code: 096828F	<ol style="list-style-type: none"> <li>Applicants must be minimum 18 years of age at the time of commencement.</li> <li>The student will be required to undertake AIBL ELICOS Placement Test to ensure they enrol in the correct level.</li> </ol>	<ul style="list-style-type: none"> <li>• IELTS overall score of 5.0 or equivalent</li> <li>• or Completed General English Intermediate</li> <li>• Suitable level of English Proficiency on a pre-entry test (CEFR B2 – Upper-Intermediate).</li> </ul>
<b>Pearson Test of English (PTE) Academic</b> CRICOS Code: 096829E	<ol style="list-style-type: none"> <li>Applicants must be minimum 18 years of age at the time of commencement.</li> <li>The student will be required to undertake AIBL ELICOS Placement Test to ensure they enrol in the correct level.</li> </ol>	<ul style="list-style-type: none"> <li>• IELTS overall score of 5.0 or equivalent</li> <li>• or Completed General English Intermediate</li> <li>• Suitable level of English Proficiency on a pre-entry test (CEFR B2 – Upper-Intermediate).</li> </ul>
<b>IELTS (Foundation, Advanced)</b> CRICOS Code: 096827G	<ol style="list-style-type: none"> <li>Applicants must be minimum 18 years of age at the time of commencement.</li> <li>The student will be required to undertake AIBL ELICOS Placement Test to ensure they enrol in the correct level.</li> </ol>	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>

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### 4.1 Entry requirements for VET Courses

	COURSE CODE	COURSE DETAILS	ENGLISH REQUIREMENTS - -General	ENTRY REQUIREMENTS – Course Specific
1.	106174H	BSB20120 Certificate II in Workplace Skills	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 10 qualification;</li> <li>3. Have a valid IELTS score of minimum 4.5 or PTE 23 (scored within the last 2 calendar years) Or, Completed General English Pre-Intermediate in Australia;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	There are no formal entry requirements for this qualification.
2.	106173J	BSB30120 Certificate III in Business	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 11 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	There are no formal entry requirements for this qualification.
3.	106169E	BSB50120 Diploma of Business	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 12 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	There are no formal entry requirements for this qualification.

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4.	106168F	BSB40820 Certificate IV in Marketing and Communication	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 12 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	There are no formal entry requirements for this qualification.
5.	106170A	BSB50620 Diploma of Marketing and Communication	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 12 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	<p>Entry to this qualification is limited to those who:                  Have completed BSB42415 Certificate IV in Marketing and Communication  <b>OR</b>                  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.</p>

6.	111403B	BSB60520 Advanced Diploma of Marketing and Communication	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 12 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	<p>Entry to this qualification is limited to those who:</p> <p>Have completed BSB42415 Certificate IV in Marketing and Communication</p> <p><b>OR</b></p> <p>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.</p> <p><b>OR</b></p> <p>Have two years equivalent full-time relevant work experience.</p>
7.	111404A	RII60520 Advanced Diploma of civil Construction Design	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 12 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	<p>There are no qualification specific entry requirements.</p>
8.	111406K	SIT30821 Certificate III in Commercial Cookery	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 12 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	<ol style="list-style-type: none"> <li>1. There are no qualification specific entry requirements.</li> <li>2. Learners must be physically fit to carry up/lift to a maximum load of 5kgs as this may be required during the practical training.</li> <li>3. Learners must be able to handle and cook dairy products and non-vegetarian food items including but not limited to beef and pork.</li> <li>4. Due to the physical requirements of this course, students must have a basic level of fitness allowing them to work on their feet during work placement shifts.</li> </ol>

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9.	111408H	SIT40521 Certificate IV in Kitchen Management	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 12 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	<ol style="list-style-type: none"> <li>1. There are no qualification specific entry requirements.</li> <li>2. Learners must be physically fit to carry up/lift to a maximum load of 5kgs as this may be required during the practical training.</li> <li>3. Learners must be able to handle and cook dairy products and non-vegetarian food items including but not limited to beef and pork.</li> <li>4. Due to the physical requirements of this course, students must have a basic level of fitness allowing them to work on their feet during work placement shifts.</li> </ol>
10.	111407J	SIT50422 Diploma of Hospitality Management	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 12 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	<ol style="list-style-type: none"> <li>1. There are no qualification specific entry requirements.</li> <li>2. Learners must be physically fit to carry up/lift to a maximum load of 5kgs as this may be required during the practical training.</li> <li>3. Learners must be able to handle and cook dairy products and non-vegetarian food items including but not limited to beef and pork.</li> <li>4. Due to the physical requirements of this course, students must have a basic level of fitness allowing them to work on their feet during work placement shifts.</li> </ol>
11.	111405M	ICT50220 Diploma of Information Technology	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 12 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	<p>There are no formal entry requirements for this qualification.</p>

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12.	106175G	ICT60220 Advanced Diploma of Information Technology	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 12 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	There are no formal entry requirements for this qualification.
13.	104306F	BSB50420 Diploma of Leadership and Management	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 12 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	There are no formal entry requirements for this qualification.
14.	106171M	BSB60420 Advanced Diploma of Leadership and Management	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 12 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	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.

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15.	104077C	BSB50820 Diploma of Project Management	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 12 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	There are no formal entry requirements for this qualification.
16.	104459M	BSB60720 Advanced Diploma of Program Management	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 12 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	<p>Entry to this qualification is limited to those who:</p> <p>Have completed one of the following qualifications: BSB50820 Diploma of Project Management; or BSB51415 Diploma of Project Management (or a superseded equivalent version).</p> <p><b>OR</b></p> <p>Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.</p>
17.	106172K	BSB80120 Graduate Diploma of Management (Learning)	<ol style="list-style-type: none"> <li>1. Be 18 years of age at the time of commencement of the course;</li> <li>2. Have successful completion of Australian Equivalent Year 12 qualification;</li> <li>3. Have a valid IELTS score of 5.5 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 AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;</li> <li>4. Complete the Albright Language, Literacy &amp; Numeracy (LLN) test;</li> <li>5. Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student;</li> <li>6. Have basic computer and MS Office skills (Word, Excel and Power Point);</li> <li>7. Satisfy Pre-Training Review (PTR) Assessment requirement.</li> </ol>	<p>Effective from 01 August 2023</p> <p>Any Australian Diploma or Advanced Diploma from the Nationally Recognised Training Packages (current or superseded equivalent versions).</p> <p><b>OR</b></p> <p>Any International Diploma or Advanced Diploma.</p> <p><b>OR</b></p> <p>Australian/ International bachelor's degree level of qualification in related fields of study.</p> <p><b>OR</b></p> <p>Have 1.5 years equivalent full-time relevant workplace experience in an operational / leadership or management role in an enterprise.</p>

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### 4.3 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 are applying for VET courses, will be required to take the Albright LLN test before the commencement of the course.

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

1. LLN test is a MANDATORY requirement at Albright Institute.
2. LLN test is to be administered to EVERY VET STUDENTS who is enrolling for a Vocational Qualification at Albright Institute.
3. LLN test will be used for determining student's Language, Literacy and Numeracy skills.
4. The LLN Test has to be fully attempted by each VET student. If the student misses any part/skills assessment, then he/she will be asked to undertake this again.
5. If the student is enrolling for a packaged program, then the first AQF level qualification LLN Test should be administered to the student.
6. This requirement enables AIBL to identify if the student needs any LLN support to successfully complete the selected VET course at Albright.
7. The LLN Test can be taken prior to the Orientation Day or will have to be taken on Orientation Day.

**4.5 Scenarios for further understanding of entry requirement for English Language proficiency:**

Scenario	Applicant	Action to be taken	Reasoning
Scenario No.1	If a student has successfully completed a VET qualification at Albright Institute before.	The student will be required to take the LLN Test for the level of qualification that he/she is enrolling now for at Albright Institute.	This is because – previously we did not have LLN test mapped to the AQF level of qualification. Hence the student will be asked to undertake the LLN test.
Scenario No.2	If student meets the English Language entry requirement as mentioned respectively in the qualification OR has submitted English document (IELTS/PTE etc.) which is expired for more than two years old.	1.LLN Test will be sent to the student. 2.LOO and COE need not have any conditions.	1.After assessment of LLN test, if “LLN Support is not required”, then the student begins the VET Course. 2.If the student “Requires LLN Support”, then the student will commence the course and will be provided LLN support.
Scenario No.3	In case where there is No proof of English (IELTS/PTE/GE etc.) submitted or the result in the English Document is lower than the minimum English language requirement for the qualification.	AIBL English Level Assessment Test for VET will be sent to the student.	1.If the AIBL English Level Assessment Test for VET result is <b>Upper Intermediate, students will get direct entry</b> to Albright VET course and will be sent the LLN test.
Scenario No.4	If student applies for a packaged Program of ELICOS + VET courses,	AIBL ELICOS Placement Test will be sent.	If the AIBL ELICOS Placement test result is Upper-Intermediate, the student must study 12 weeks of ELICOS and attain a successful Certificate of Completion with exit level of Upper-Intermediate or above to enter VET course.

## 5.PROCEDURE

The student selection process at Albright 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 (as mentioned in the entry requirements respectively for each course);
- 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

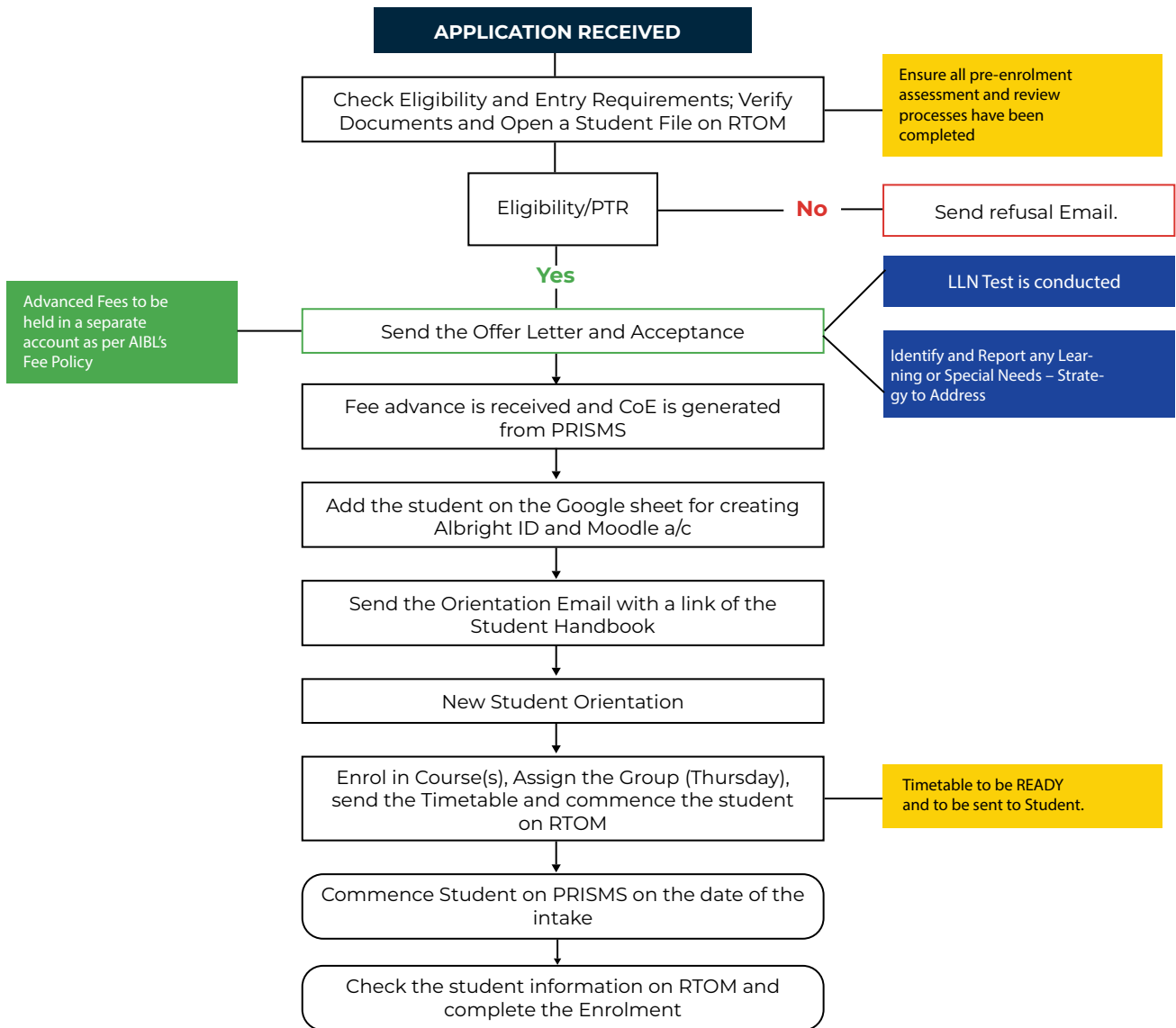
The Admissions Team, National Quality and Compliance Manager, COO and CEO are responsible for AIBL's adherence to the National Standards for Training Organisations and ESOS/NCP2018.

## 7.RELATED DOCUMENTS

### Related Documents

- AIBL Placement Test for ELICOS courses
- AIBL English Level Assessment test for VET courses
- 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

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 recognized university with pass grades
Brunei	GCE A-level
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	Licencia de Educacion Media (Academic Secondary Education Certificate): average grade Bueno (Good)
Columbia	Bachillerato: minimum 65%
Czech Republic	Vysvedceni o Maturitini Zkousce/Maturita
Denmark	Studentereksamen / Hojere Forberedelseseksamen (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 Studies2 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
Indonesia	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
Ireland	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
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's degree from approved university or Junior College Diploma with credit grades or Australian university or college Foundation Studies
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's degree
Nepal	Proficiency Certificate from Tribhuvan University or first year bachelor's degree or Australian university or college Foundation Studies2
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's degree at recognized university: GPA 2 or C

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Pakistan	HSC: First Division 60% average or Intermediate Certificate: First Division or first year of bachelor's 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 Studies2
Peru	Certificate de Educacion Secundaria
Philippines	High School Diploma: 60% average or first year of bachelor's 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's degree at recognized university or tertiary institution or Svidetel'stvo Srednam Obrazovaniy or Attestat obokonchanii poinoj sredej shkoly or Attestat Zrelosti (Certificate of Secondary Education)
Singapore	GCE A-levelI or Cambridge Overseas Higher School CertificateIor 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 recognized 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-levelI
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 Co- llege 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's degree or Australian university or college Foundation Studies2
Turkey	Lise Diploması (State Lycee Graduation Diploma) plus first year standing from recognized tertiary institution or Australian university or college Foundation Studies2
United Arab Emirates	Tawjihiya or first year of bachelor's degree at recognized university or Australian university or college Foundation Studies2

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United Kingdom	GCE A-level 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's degree or Australian university or college FoundationStudies2
Zimbabwe	GCE A-level or ZGCE A-level 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 Studies2 Advanced International Certificate of Education (AICE): Equivalent to GCE A-level passes

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