



## Student Admissions Policy

### 1. PURPOSE

- 1.1. To determine the prerequisites for all applicants to North Metropolitan TAFE (the college) Higher Education courses of study and the method by which the application is submitted and processed.

### 2. APPLICATION

- 2.1. This policy applies to all persons applying to enrol in Higher Education courses of study.

### 3. EXCEPTIONS

- 3.1. None

### 4. DEFINITIONS

- 4.1. *Mature age student*: Graduated from high school more than 2 years ago or do not have a current WACE or equivalent.
- 4.2. *International student*: A student who is not a citizen or permanent resident of Australia or New Zealand and is in Australia on a student visa.
- 4.3. *WACE*: Western Australian Certificate of Education.
- 4.4. *ATAR*: Australian Tertiary Admission Rank.
- 4.5. *STAT*: Special Tertiary Admissions Test.

### 5. POLICY STATEMENT

- 5.1. All applicants seeking admission to Higher Education courses of study must satisfy the entry requirements of the pathway most relevant to the applicant, as outlined in sections 5.2, 5.3, 5.4, 5.5 and 5.6 of this policy.
- 5.2. All applicants must demonstrate English language competency through satisfactory completion of an approved test of English language. A prescribed Institute wide minimum standard of required English competency shall be approved by Academic Board for each of the following categories:
  - a) All Certificate level qualifications
  - b) All VET Diploma and Advanced Diploma qualifications
  - c) All Higher Education qualifications
- 5.3. All applicants seeking admission utilising Western Australian Certificate of Education(WACE) results must:
  - a) Complete the requirements for the achievement of the WACE as defined by the Curriculum Council of Western Australia.
  - b) Meet the minimum requirement for entry.
  - c) Compete for admission on the basis of their academic results or vocational qualification achievements.

- 5.4. All applicants seeking admission utilising a secondary qualification achieved in another state or territory of Australia must have a qualification that is considered equivalent to the WACE. Secondary qualifications considered equivalent to the WACE are:
- a) Australian Capital Territory Year 12 Certificate
  - b) New South Wales Higher School Certificate (HSC).
  - c) Northern Territory Certificate of Education (NTCE).
  - d) Queensland Senior Certificate (QSC).
  - e) South Australian Certificate of Education (SACE).
  - f) Tasmanian Certificate of Education (TCE).
  - g) Victorian Certificate of Education (VCE).
- 5.5. Mature age applicants seeking admission may qualify for entry by using one of the following pathways:
- 5.4.1 A Mature Age ATAR based on performance in two WACE courses. A Mature age two-course ATAR is based on the two best-scaled scores from WACE courses taken in the same year.
- 5.4.2 The Special Tertiary Admissions Test (STAT). For the STAT results to qualify:
- a) Both the Multiple Choice test and Written English test must be taken.
  - b) The minimum scores required for entry must be met. These are:
    - i) Multiple choice test, Verbal component: 135
    - ii) Written English test: 140
- 5.6. International applicants seeking admission must meet the following requirements to qualify:
- a) Satisfaction of all visa requirements, including health insurance.
  - b) The achievement of a minimum overall IELTS score of 6.5.

5.6.1 All International applicants seeking admission utilising a secondary qualification achieved in their home countries must have a Statement of Equivalence from the Curriculum Council of Western Australia. Applicants seeking to use other qualifications from overseas will need to provide Statements of Equivalence from the Overseas Qualification Unit.

## **6. PRINCIPLES**

- 6.1. To outline prerequisites for all applicants to the courses.
- 6.2. To outline the scope of the college's discretionary power relevant to student admissions.
- 6.3. To facilitate a transparent and equitable method by which admission applications are assessed, and accepted or rejected.

## **7. RELATED DOCUMENTS**

### *7.1. Student Admissions Procedure*

## 8. OWNERSHIP and CONTACTS

<b>Policy Owner</b>	General Manager Training Services 1
<b>Contact</b>	Manager of Higher Education
	Phone: 9202 4792
	Email: susan.jacobs@nmtafe.wa.edu.au
<b>Approval Authority</b>	Academic Board
<b>Review Date</b>	Maximum 3 years following approval

## 9. REVISION HISTORY

<b>Version No.</b>	<b>Approved/ Amended/ Rescinded</b>	<b>Date</b>	<b>Approval Authority</b>	
4.0	Approved	19 Aug 2016	HE Standing Committee	Updated reporting lines