



Government of **Western Australia**  
Department of **Training**  
and **Workforce Development**

# TAFE Admissions guide for entry to full time courses

# Entry to non-competitive courses

Applicants for non-competitive courses need to demonstrate minimum literacy and numeracy skills or AQF qualification levels as below:

	School leaver	Non-school leaver	AQF**
Certificate I	Nil	Nil	Nil
Certificate II	OLNA* or NAPLAN 9 Band 8	C Grades in year 10 English and Maths or equivalent	Certificate I or Certificate II
Certificate III	OLNA* or NAPLAN 9 Band 8	C Grades in year 10 English and Maths or equivalent	Certificate I or Certificate II
Certificate IV	C Grades in year 11 WACE General English, and OLNA* or NAPLAN 9 Band 8	C Grades in year 11 English and Maths or equivalent	Certificate II or Certificate III
Diploma or Advanced Diploma	Completion of WACE General or ATAR (minimum C Grades) or equivalent	Completion of WACE General or ATAR or equivalent (minimum C Grades)	Certificate III

Some courses may specify entrance requirements, such as maths or a folio. Check the course entrance requirements for details.

Some courses require students to commence at a level specified in the training package. Check the training package or full time studies guide for details.

\* Online Literacy and Numeracy Assessment was developed by the WA School Curriculum and Standards Authority. It is designed to enable students to demonstrate the skills regarded as essential to meet the demands of everyday life and work in a knowledge-based economy. These skills are described in Level 3 of the Australian Core Skills Framework.

\*\* Qualifications from the Foundation Skills Training Package have been assessed as NOT meeting the entry requirements specified by TAFE Colleges for full time courses. The qualifications do not provide adequate opportunity for students to develop a full range of literacy and numeracy skills with sufficient breadth and depth.

## Overseas qualifications

For an assessment of equivalence of overseas secondary education qualifications, please apply to the School Curriculum and Standards Authority at [scsa.wa.edu.au/forms/overseas-qualifications](https://scsa.wa.edu.au/forms/overseas-qualifications)

For a comparative assessment of your overseas gained qualifications to the Australian Qualifications Framework, please apply to the Overseas Qualifications Unit [migration.wa.gov.au/Pages/Overseas%20Qualification%20Unit/OQU-application.aspx](https://migration.wa.gov.au/Pages/Overseas%20Qualification%20Unit/OQU-application.aspx)

## Alternative documentation

Other documents may be used to demonstrate minimum literacy and numeracy skills. For information contact TAFE Admissions by email [tafe.admissions@dtwd.wa.gov.au](mailto:tafe.admissions@dtwd.wa.gov.au) or phone 6212 9888.

Applicants who are unable to provide documentation can sit a literacy and numeracy test arranged by TAFE Admissions.

## English language competence

Applicants from countries where English is not the official language will need to demonstrate that they possess adequate English language skills. English-speaking countries for TAFE Admission purposes are: New Zealand, the United States of America, the United Kingdom, Canada (excluding French Canadian territories), Republic of Ireland and South Africa.

# Entry to competitive courses

Applicants for competitive courses need to demonstrate minimum literacy and numeracy skills or AQF qualification levels as below, and respond to selection criteria.

## Step 1: Demonstrate literacy and numeracy skills or AQF qualification level

	School leaver	Non-school leaver	AQF**
Certificate I	Nil	Nil	Nil
Certificate II	OLNA* or NAPLAN 9 Band 8	C Grades in year 10 English and Maths or equivalent	Certificate I or Certificate II
Certificate III	OLNA* or NAPLAN 9 Band 8	C Grades in year 10 English and Maths or equivalent	Certificate I or Certificate II
Certificate IV	C Grades in year 11 WACE General English, and OLNA* or NAPLAN 9 Band 8	C Grades in year 11 English and Maths or equivalent	Certificate II or Certificate III
Diploma or Advanced Diploma	Completion of WACE General or ATAR (minimum C Grades) or equivalent	Completion of WACE General or ATAR or equivalent (minimum C Grades)	Certificate III

Some courses may specify entrance requirements, such as maths or a folio. Check the course entrance requirements for details.

Some courses require students to commence at a level specified in the training package. Check the training package or full time studies guide for details.

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### Step 2: Provide evidence against the selection criteria for courses with competitive entry

Applicants who can demonstrate minimum literacy and numeracy skills will be assessed and ranked against the following selection criteria. Offers will be made to applicants with the highest total point scores.

Selection criteria – maximum 90 points	
Academic achievement – maximum 60 points	Work history – maximum 30 points
Derived from the highest points from either: <ul style="list-style-type: none"><li>secondary education results; or</li><li>completed AQF qualification.</li></ul> An overview of the points used to calculate a score for academic achievement is provided in attachment A.	Credit for total hours worked at 0.003 points per hour: <ul style="list-style-type: none"><li>employment</li><li>work experience</li><li>community services/volunteer work</li></ul>

Applicants who are unable to provide documentation can sit a literacy and numeracy test arranged by TAFE Admissions.

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# Attachment A

## Selection criteria: Academic achievement (maximum 60 points)

Academic achievement can be demonstrated through secondary education results or a completed AQF qualification.

If documents for both secondary education and completed AQF qualifications are provided, points will be calculated for both and the higher points used to calculate the score for academic achievement.

If more than one AQF qualification has been completed, the one which awards the highest points score will be used.

## Points awarded for secondary education results

### Western Australian secondary education

The score will be generated from the three completed full-year courses that award the highest points.

Year	WACE course level	C grade	B grade	A grade
Year 10		6	8	10
Year 11 or 12	Foundation	6	8	10
Year 11	General	11	12.5	14
Year 11	ATAR	14	16	18
Year 12	General	14	15	16
Year 12	ATAR	18	20	20

## Overseas secondary education

For overseas secondary school results to be considered, applicants will need to obtain a *Statement of Equivalence* from the School Curriculum and Standards Authority [scsa.wa.edu.au/forms/overseas-qualifications](https://scsa.wa.edu.au/forms/overseas-qualifications).

## Points awarded for completed AQF qualifications

### Completed AQF qualifications

Points are awarded for completed nationally recognised qualifications.

		Course applying for					
		Certificate I	Certificate II	Certificate III	Certificate IV	Diploma	Advanced Diploma
Course completed	Pathway course	60	60	60	60	60	60
	Degree and above	60	60	60	60	60	60
	Advanced diploma	60	60	60	60	60	60
	Diploma	60	60	60	60	60	60
	Certificate IV	60	60	60	60	50	50
	Certificate III	60	45	45	45	30	30
	Certificate II	60	30	30	25	20	20
	Certificate I	60	20	20	15	10	10

AQF courses with a primary outcome of developing English language skills (foundation English programs) are scored separately.

Completed AQF foundation English programs

	Course applying for					
	Certificate I	Certificate II	Certificate III	Certificate IV	Diploma	Advanced diploma
<b>Certificate IV in Spoken and Written English</b>	60	30	30	25	20	20
<b>Certificate III in Spoken and Written English</b>	60	20	20	20	10	10
<b>Certificate IV in EAL</b>	60	30	30	25	20	20
<b>Certificate III in EAL</b>	60	20	20	20	10	10