P.15V03 Entry Requirement and Selection Policy

1. Entry Requirements

This policy is in place to 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. Furthermore, Technical Education Development Institute upholds flexibility and equal opportunity; encouraging people to apply for enrolment without discrimination through a variety of means so that an optimal number of students can participate in education and training.

The following outlines entry requirements for both local and international students and the administration of application for admission to students intending to undertake study at Technical Education Development Institute.

1.1 Entry Requirements for Domestic Students

- All students must of the age of 18 years or over at the time of applying for admission at Institute.
- Entry into all courses except ESL generally requires successful completion of an Australian Year 12 qualification or equivalent. However, selection is not based purely on academic performance. Relevant work experience, work samples and other documentation submitted will also be considered.
- In addition to meeting the academic requirements applicants must demonstrate their competence in literacy and numeracy levels when enrolling into the course.
- ESL course generally not require any minimum education.
- Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae submitted will be considered.

1.2 Entry Requirements for International Students

- All students must of the age of 18 years or over at the time of applying for admission at Technical Education Development Institute.
- Entry in to all courses except ESL requires IELTS band score of 5.5 or equivalent in line with DIAC regulations
- Satisfactory completion of studies in applicant’s home country equivalent to an Australian Year 12 qualification is required for entry into all courses, However ESL courses generally not require any minimum education
- Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae submitted will be considered.

2. PROCEDURE

2.1 Student Selection

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.

a. **For Domestic Students**
- Complete and sign Institute Application Form.
- Certified academic transcript of Year 12 or equivalent is required or relevant work experience, work samples and other documentation submitted will also be considered, however ESL courses not require any minimum education
- Successful applicants will receive a copy of training plan..
- Applicants are required to sign the acceptance of training plan.

b. **For International Students**
- Complete and sign Institute Application Form.
- Attach all relevant certified academic transcripts in line with Institute entrance requirements or its equivalent.
- Proof of English proficiency of an IELTS score of 5.5 or equivalent is required for all courses, however ESL courses not require any minimum education
- Where student does not meet the required English level for entrance into the Institute courses, a compulsory offer for English is made to the student.
- Successful applicants will receive a full or conditional Letter of Offer.
- Applicants are required to sign the acceptance of offer

Note: All documents that are presented on application for enrolment must be translated into English.