



COURSE QUALIFICATIONS, EXPERIENCE AND ENGLISH PROFICIENCY ENTRY REQUIREMENTS POLICY AND PROCEDURE

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1 PURPOSE

- 1.1 The purpose of this policy is to ensure that course qualifications, prior experience and English proficiency requirements of students who apply or intend to apply to Sunshine College of Management (SCM), are determined prior to enrolment.

2 SCOPE

- 2.1 This policy applies to students who are intending to enrol or who are currently enrolled at Sunshine College of Management.

3 POLICY STATEMENT

Application Forms

- 3.1 Sunshine College of Management will ensure to review each application form and determine acceptability of:
- 3.1.1 Course entry requirements and any pre-requisites;
 - 3.1.2 Prior skills and knowledge;
 - 3.1.3 Previous experience and
 - 3.1.4 English proficiency.

Genuine Temporary Entrant (GTE) Assessment

- 3.2 Intending students need to satisfy the Department of Home Affairs of their genuine intention to stay in Australia temporarily for the purpose of study. A CoE will only be issued when the student's GTE Assessment has been approved.
- 3.3 Upon receipt of the Application Form, the Compliance Manager or their delegate will assess whether the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.
- 3.4 All overseas students or intending overseas students are required to submit the following documents with their application form:
- 3.4.1 A certified copy of their Passport or the original for copy;
 - 3.4.2 A certified copy of their visa or a copy (SCM may extract evidence from VEVO);
 - 3.4.3 Evidence of English proficiency - (Minimum English level of IELTS 5.5 or equivalent) <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>
- 3.5 Or Australian Qualification Cert IV or above), an Australian English Language course at a minimum of pre intermediate level.
- 3.6 If an applicant cannot produce a satisfactory IELTS or equivalent score, the applicant will be advised to enrol in an English (EAL or ELICOS) course, for an appropriate duration, until the student achieves the course entry level of English. The cost of the English program will be at the student's own additional expenses.
- 3.7 Copy of a certificate showing successful completion of Year 11 or the equivalent level of study for Certificate III, IV and Diploma Courses. Successful completion of Year 12 or the equivalent level of

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study for Advanced Diploma Courses. For more information refer to: <http://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equivalals/equiv-yr11.aspx>

- 3.8 Photographic evidence of proof of age (18 years of age or older)

English language evidence exemptions

- 3.9 Applicants from Assessment Level 1 and 2 Countries will not be required to produce evidence for English Proficiency <http://www.homeaffairs.gov.au/>
- 3.10 You do not need to provide evidence of an English test score with your visa application if one of the following applies:
- 3.11 You are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
- 3.12 You are an applicant who is a Foreign Affairs or, Defence sponsored student or a Secondary Exchange student (AASES).
- 3.13 You are enrolled in a principal course of study that is a registered school course, a standalone English Language Intensive Course for Overseas Students (ELICOS), a course registered to be delivered in a language other than English, or a registered post-graduate research course.
- 3.14 You have completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland.
- 3.15 In the 2 years before applying for the student visa, you completed, in Australia and in the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while you held a student visa.

Records Management

- 3.16 Staff members must maintain all records relevant to administering this policy and procedure in the college's recordkeeping system.

4 RELEVANT LEGISLATION AND DOCUMENTS

Documents

- English Proficiency Test (IELTS)
- International Student Application Form
- USI Application Form
- RPL Application Form
- CT Application Form
- Determining Suitability Assessment

Legislation

- 4.1 According to Standard 2 of National Code 2018:

2.1 Prior to accepting an overseas student or intending overseas student for enrolment in a course, the registered provider must make comprehensive, current and plain English information available to the overseas student or intending overseas student on:



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2.1.1 The requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable

- 4.2 Migration Act 1958 – Direction Number 69 – Assessing The Genuine Temporary Entrant Criterion For Student Visa And Student Guardian Visa Applications (*Section 499*).
- 4.3 Migration Regulations 1994: Migration (IMMI 18/015: English Language Tests and Evidence Exemptions for Subclass 500 (Student) Visa) Instrument 2018.

5 FEEDBACK

- 5.1 College staff and students may provide feedback about this document by emailing:
compliance@scm.vic.edu.au

6 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	CEO
Administrator	Compliance Manager
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