

# Entry Requirement Policy and Procedure

<b>Policy Title</b>	<b>PAX Entry Requirement Policy and Admission Procedure</b>				
<b>Policy Number</b>	<b>P - 05</b>	<b>Version Number</b>	<b>V6 Oct 2024</b>	<b>Status</b>	<b>ENDORSED</b>
<b>Owner</b>	<b>Admissions Department</b>		<b>Approved By</b>	<b>CEO</b>	
<b>Related legislation/applicable section of legislation:</b>					
<b>ESOS/NCP</b>	<ul style="list-style-type: none"> <li>● ESOS Act (2000), Education for Overseas Students Amendment Act 2014 National Code of Practice for Providers of Education and Training to Overseas Students</li> <li>● The National Code 2018: Standard 2</li> </ul>				
<b>SRTOs 2015</b>	<b>Standards 5</b> <a href="http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html">http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html</a>				
<b>Legislative Context</b>	<ul style="list-style-type: none"> <li>● National Vocational Education and Training Regulator Act 2011 (Cth)</li> <li>● Standards for Registered Training Organisations (RTOs) 2015</li> <li>● Education Services for Overseas Students (ESOS) Act 2000</li> <li>●</li> </ul>				
<b>Related Policies and forms</b>	<ul style="list-style-type: none"> <li>● PAX Admission and Enrolment Policy</li> <li>● PAX Language Literacy and Numeracy Policy</li> <li>● LLN Test</li> <li>● Student Application Form</li> <li>● Offer Letter</li> <li>● Admission File Checklist</li> </ul>				

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## 1. POLICY

PAX Institute of Education Pty Ltd RTO22207, CRICOS03152D trading as PAX Institute of Education will 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.

## 2. PURPOSE

This policy documents requirements of 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 Pax Institute of Education.

## 3. SCOPE

This policy/procedure applies to all prospective students seeking enrolment at PAX Institute.

## 4. POLICY STATEMENT

### Entry Requirements

- All students must be of the age of 18 years or over at the time of commencement.
- Entry into all courses will require English Proficiency level of IELTS 5.5 or equivalent. Refer to Appendix 1 of this policy for a list of accepted equivalencies. Applicants belonging to one of the below categories will be exempt from providing evidence of meeting the English language proficiency:
  - 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;
  - 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.
  - 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.
  - An applicant who has successfully attained a level of B2 at the Oxford English Placement Test
- Note:** A student may be exempt from providing evidence of meeting English Language proficiency, However, the student will be required to take the PAX LLN test before the commencement of the course.
- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification or accepted variations by PAX Institute is required for entry into all VET courses. Refer to Appendices 2 and 3 for details of variations and equivalencies to this requirement accepted by PAX.

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## Language, Literacy and Numeracy Requirement

It is mandatory for every student to undertake Language, Literacy and Numeracy (LLN) Test prior to commencement of studies in a course. The purpose is to understand if any special learning needs the student may require studying the selected course at PAX.

The LLN Test is administered on orientation day unless student has attempted the test prior.

## Internal English Proficiency Test

If an applicant is required but not able to present evidence of meeting course English Language Proficiency requirements, PAX Institute will issue an Oxford Placement Test for the student, to determine if the course entry requirements are met. The report generated from the OPT system must be saved in the student file. The minimum result required from OPT is B2 level in CEFR scale. The result is shown on top of the result report.

Schools can co-brand report cards with their own logo.

Information about what a learner that achieves a particular CEFR level can typically do. These 'Communicative competencies' are adapted from the CEFR companion volume, and are provided for each section of the test.

Test taker name:

Organisation name:

Date taken:

Results	Score	CEFR	Time taken
Overall result	<b>51</b>	<b>B1</b>	00:56

**Overall Result** includes:

- score
- CEFR level
- time taken for test

**Section Result** includes:

- score
- CEFR level
- time taken for test

*(for each section of the test)*

Teachers can add their own message for their students.

	Score	CEFR	Time taken	Communicative competencies
Use of English	49	B1	00:21	Learners at this level can typically... - use a sufficient range of language to explain the main points in an idea or problem with reasonable precision, and express thoughts on abstract or cultural topics such as music and films. - demonstrate a good range of vocabulary related to familiar topics and everyday situations. - demonstrate a reasonable degree of grammatical control. Errors likely to occur when attempting more complex structures. - demonstrate good control of elementary vocabulary but errors still occur when expressing more complex ideas or handling unfamiliar topics and situations.
Listening	53	B1	00:35	Learners at this level can typically... - understand straightforward factual information about everyday or work-related topics, provided speech is clearly articulated. - follow much of everyday conversation and discussion, including general themes and ideas, and some specific details. - understand the main points of what is said in a straightforward monologue, provided the delivery is clear. - understand the main points and important details in various types of audio recording, provided the speaker speaks clearly and slowly.

This is a space where you have the option to add your own message to students.

**Score guide**

The Oxford Placement Test measures a test taker's ability in English on the Common European Framework of Reference (CEFR).

Pre-A1		A1		A2		B1		B2		C1		C2			
low	mid	high	A1.1	A1.2	A2.1	A2.2	B1.1	B1.2	B2.1	B2.2	C1.1	C1.2	C2.1	C2.2	
0-1	0-4	0-7	1	11	21	31	41	51	61	71	81	91	101	111	120

Please note that the result from the Oxford Placement Test is intended to help place learners in the right level class with appropriate learning materials. As the test does not cover the full range of language skills, it is recommended that a language proficiency test should be taken for evidence of overall proficiency.

A score guide shows the CEFR levels, the corresponding score bands, and how the levels can be divided into plus levels. You can use this scale to see where in a CEFR band a learner's score sits.

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## 5. PROCEDURE

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. Students will follow the below steps to gain admission to PAX Institute should their application be accepted following initial assessment by the admissions department.

1. Complete and sign the Application Form.
2. Attach all relevant documents, including:
  - Academic transcripts in line with the Entry Requirements - Mandatory
  - Proof of English proficiency of an IELTS score of 5 or equivalent - Mandatory
  - Color scanned copy of their current passport with all details visible – Mandatory
  - USI Number – Mandatory
  - SOP statement (For offshore applications only) – Mandatory
  - Statement of Attainment/Certificate along with a statement of result for all CT requests – Mandatory
  - Pre-Training Review - Mandatory
  - Any current or previous CoE, and evidence of academic achievements – Optional
  - Copy of their current visa / proof of study rights in Australia - Mandatory
  - OSHC - Optional

**NOTE:** Documents in a language other than English must be translated to English.

**NOTE:** If student is not able to provide any of the accepted evidence of English Language Proficiency, PAX Institute will assign the student with an Oxford Placement Test, to determine the level of proficiency.

**NOTE:** All documents for offshore applications must be certified by a government agency.

3. Admission officer is to assess the application and determine if the application would be accepted, and if it would be a full or conditional offer of enrolment.
4. Successful applicants will receive a full or conditional Letter of Offer.
5. Applicants are required to sign and return the Letter of Offer (to be address as “Acceptance” post being signed) and make the initial tuition fee deposit as indicated in the Letter of Offer.
6. If the applicant is claiming Credit Transfer – the Statement of Attainment or Qualification certificate must be verified with the issuing authority (the provider, or ASQA if provider does not hold current registration) by the admissions officer. The authentication must occur in writing and evidence will be saved in the student file.
7. 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 advise on that.

**NOTE:** The student will be required to apply for Unique Student Identifier (USI) if he/she does not have one.

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## 6. RESPONSIBILITY

Implementation of this policy is the responsibility of the admission department of PAX Institute, and oversight is the responsibility of CEO.

## 7. REVIEW DATE

24 months from the date of this version, or as required.

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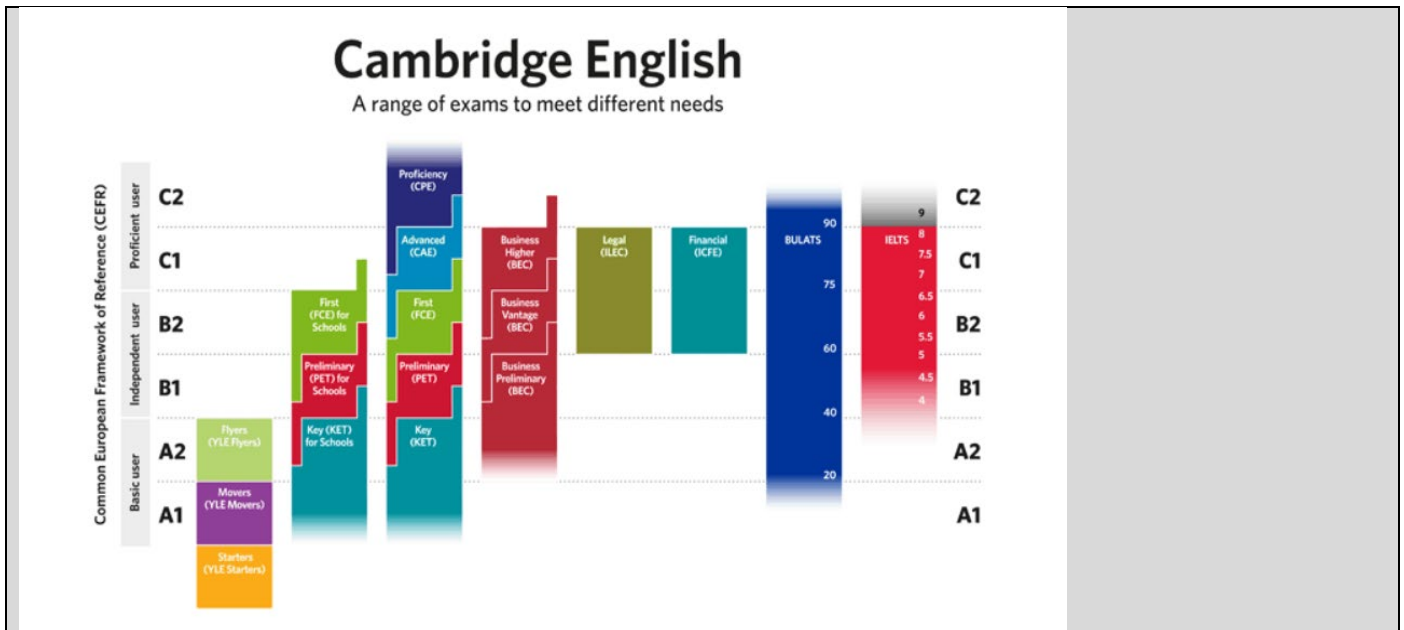
## APPENDIX – 1: IELTS 5.5 Equivalency Guidelines

Equivalency Details	Score/Grade																									
The below diagrams may be used for clarity, in addition to the included items in the table:																										
<p>The diagram illustrates the equivalency between Cambridge English Qualifications, the Common European Framework (CEFR), and IELTS scores. It is organized into three main columns: Cambridge English Qualifications (Schools, General and higher education, Business), Multilevel tests (Linguaskill, IELTS), and the Common European Framework (CEFR) scale (A1, A2, B1, B2, C1, C2).</p> <table border="1"> <caption>Cambridge English Qualifications vs. CEFR vs. IELTS</caption> <thead> <tr> <th>CEFR Level</th> <th>Cambridge English Qualification</th> <th>IELTS Score</th> </tr> </thead> <tbody> <tr> <td>C2</td> <td>C2 Proficiency</td> <td>8.5</td> </tr> <tr> <td>C1</td> <td>C1 Advanced</td> <td>7.5</td> </tr> <tr> <td>B2</td> <td>B2 First for Schools, B2 First, B2 Business Vantage</td> <td>6.5</td> </tr> <tr> <td>B1</td> <td>B1 Preliminary for Schools, B1 Preliminary, B1 Business Preliminary</td> <td>5.5</td> </tr> <tr> <td>A2</td> <td>A2 Key for Schools, A2 Flyers, A2 Key</td> <td>4.5</td> </tr> <tr> <td>A1</td> <td>A1 Movers</td> <td>4.0</td> </tr> <tr> <td>Pre A1</td> <td>Pre A1 Starters</td> <td>3.5</td> </tr> </tbody> </table>			CEFR Level	Cambridge English Qualification	IELTS Score	C2	C2 Proficiency	8.5	C1	C1 Advanced	7.5	B2	B2 First for Schools, B2 First, B2 Business Vantage	6.5	B1	B1 Preliminary for Schools, B1 Preliminary, B1 Business Preliminary	5.5	A2	A2 Key for Schools, A2 Flyers, A2 Key	4.5	A1	A1 Movers	4.0	Pre A1	Pre A1 Starters	3.5
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Source: <a href="https://www.cambridgeenglish.org/exams-and-tests/cefr/cefr-exams/?hc_location=ufi">https://www.cambridgeenglish.org/exams-and-tests/cefr/cefr-exams/?hc_location=ufi</a>																										

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Source: <https://languagepro.com.br/language-proficiency-tests-toefl-ielts-toeic-cambridge/>

<b>Pearson Test of English Academic</b>	42
<b>Cambridge English Scale Score</b>	162
<b>TOEFL IBT</b>	46-59
<b>OET</b>	C
<b>ELICOS</b>	Upper Intermediate level certificate from an Australian registered ELICOS provider
<b>Australian K-12 Education</b>	Australian Year 12
<b>Studies in Vocational education in Australia</b>	Successful completion of a nationally accredited vocation course of Certificate IV level or above in Australia from a registered provider completed in the last two years.
<b>Studies in Higher education in Australia</b>	Complete of a higher education degree in Australia from a recognised higher education provider
<b>Studies completed overseas</b>	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)
<b>English is the first language</b>	Birth certificate from an English-speaking country (Australia, New Zealand, United Kingdom, Canada, United States of America, South Africa, Republic of Ireland)
<b>Oxford Placement Test</b>	B2
Note: Your English test result must not older than two years.	

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### APPENDIX – 2: Minimum schooling equivalency guidelines

PAX Institute will accept the following as the minimum schooling level for entry into one of its courses:

Australian Year 12 Senior Secondary Certificate of Education – satisfactory completion
Australian Year 11 + successful completion of a vocational course of AQF level Cert III or IV or above.
Australian Year 11 + successful completion of the PAX LLN test, that determines “no additional support required”
International Equivalent education to Australian year 12, as outlined in Appendix 3 of this policy.
Cambridge International: GCE A-Level* (2 passes with an aggregate score of 3)
International Baccalaureate Certificate (IB): International Baccalaureate Diploma with a minimum score of 22
New Zealand National Certificate of Educational Achievement (NCEA) at Level 3.

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## Appendix – 3: Australian VS International schooling Year XII Equivalency guidelines

<b>Argentina</b>	Bachillerato Especializado: average grade Bueno (Good)
<b>Bangladesh</b>	HSC: First Division 60% average or GPA 4 or HSC plus first year standing from recognised tertiary institution
<b>Brazil</b>	Certificado de Conclusao de 2 Grau or first year of study at recognized university with pass grades
<b>Brunei</b>	GCE A-level1
<b>Canada</b>	Ontario Grade 13: 60% average in six Ontario Academic Courses or other Canadian Matriculations
<b>Chile</b>	Licencia de Educacion Media (Academic Secondary Education Certificate): average grade Bueno (Good)
<b>China</b>	Senior Middle School Graduation Diploma: average 80% or National College Entrance Examination (NCEE): minimum score 450 (minimum score 650 in Guangdong Province) or completion of first year of bachelor’s degree from approved university
<b>Columbia</b>	Bachillerato: minimum 65%
<b>Czech Republic</b>	Vysvedceni o Maturitini Zkousce/Maturita
<b>Denmark</b>	Studentereksamen / Hojere Forberedelseksamen (HF) / Hojere Handelseksamen (HHX) / Hojere Teknisk Eksamen (HTX)
<b>Egypt</b>	Thanaweya A’ama (General Secondary School Certificate)
<b>Fiji &amp; other South Pacific nations</b>	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
<b>Finland</b>	Ylioppilastutkintotodistus / Studentexamensbetyg (Finnish National Matriculation)
<b>France</b>	Baccalaureate General: minimum grade good
<b>Germany</b>	Abitur or Reifezeugnis or Zeugnis Der Allgemeinen Hochschulreife
<b>Greece</b>	Apolytirio Eniaiou Lykeiou
<b>Hong Kong</b>	HKALE1 or GCE A-level1
<b>Hungary</b>	Erettsegi/Matura
<b>India</b>	All India Senior Secondary School Certificate (since 1990) or India School Certificate (Grade 12) or CBSE School Certificate or State Boards: 60% average
<b>Indonesia</b>	Surat Tanda Tamat Belajar Sekolah Menengah Tingkat Atas (STTB SMA) (Upper Secondary Certificate of Completion) or SMU/III: average of 7.0 in 5 academic subjects or NEM: 6.8 average
<b>Ireland</b>	Ardeistimeireacht (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
<b>Iran</b>	Year 12 (Foreign quals = Australian year 12) : National High School Diploma / Successful completion of the Pre-University Certificate OR Year 11 : Completion of three years study towards the National High School Diploma
<b>Israel</b>	Bagrut (Higher Secondary Matriculation): GPA 6.5
<b>Italy</b>	Conseguito con l’Esame di Stato (High School Certificate Diploma)
<b>Japan</b>	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
<b>Jordan</b>	Twajihi (General Secondary Education Certificate): average 80%
<b>Kenya</b>	KCSE: B+ average with passes in 8 subjects or GCE A-level1
<b>Lebanon</b>	Baccalaureat
<b>Macau</b>	GCE A-level1
<b>Malaysia</b>	STPM: 2 passes or GCE A-level1 or MICSS UEC or SACE or Ontario Grade 13: 60% average in six subjects
<b>Mauritius</b>	GCE A-level1

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<b>Mexico</b>	Bachillerato General or first year of bachelor's degree
<b>Nepal</b>	Proficiency Certificate from Tribhuvan University or first year bachelor's degree or Australian university or college Foundation Studies2
<b>New Zealand</b>	Bursary Examination: 250 in five subjects or National Certificate in Educational Achievement: Level 3 with statement "University Entrance Achieved" on certificate
<b>Netherlands</b>	Voorbereidend Wetenschappelijk Onderwijs (VWO) Diploma
<b>Norway</b>	Vitnemal den Videregaende Skole (Certificate of Completion of Upper Secondary School examinations): GPA 4 (B grade)
<b>Oman</b>	First year of bachelor's degree at recognized university: GPA 2 or C
<b>Pakistan</b>	HSC: First Division 60% average or Intermediate Certificate: First Division or first year of bachelor's degree from approved university
<b>Papua New Guinea</b>	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
<b>Peru</b>	Certificate de Educacion Secundaria
<b>Philippines</b>	High School Diploma: 60% average or first year of bachelor's degree or Australian university or college Foundation Studies 2
<b>Poland</b>	Matura (Swiadectwo Dojrzalosci): grade 4 pass
<b>Portugal</b>	Diploma de Ensino Secundario / Certificado do 12 ano
<b>Russia</b>	First year of bachelor's degree at recognized university or tertiary institution or Svidetel'stvo Srednam Obrazovanii or Attestat obokonchanii poinoj sredej shkoly or Attestat Zrelosti (Certificate of Secondary Education)
<b>Singapore</b>	GCE A-level1 or Cambridge Overseas Higher School Certificate1or GCSE O-level plus Polytechnic Diploma
<b>Slovakia</b>	Vysvedcenie o Maturitnej Skuska (Maturita)
<b>Slovenia</b>	Maturitetno Spricevalo (Secondary School Leaving Diploma)
<b>South Africa</b>	Matriculation Certificate or Senior Certificate with Matriculation Exemption
<b>South Korea</b>	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
<b>Spain</b>	Titulo de Bachillerato (LOGSE) or Curso de Orientacion Universitaria (COU) (University Orientation Year)
<b>Sri Lanka</b>	3 Sri Lankan A-level S (standard) passes or GCE A-level1
<b>Sweden</b>	Fullstandigt Slutbetyg or vgangs-betyg (three years uppersecondary school): VG grade
<b>Switzerland</b>	Maturitatszeugnis (Federal Maturity Certificate) or Certificate de Maturite or Baccalaureate or Attestato de Maturita
<b>Taiwan</b>	Senior High School Graduation: B grade or credit in joint four-year College and University Entrance Examination or completion of minimum three years of five-year Junior College Diploma
<b>Thailand</b>	Matayom VI (M6) GPA of 2.75 or first year of bachelor's degree or Australian university or college Foundation Studies2
<b>Turkey</b>	Lise Diplomasi (State Lycee Graduation Diploma) plus first year standing from recognized tertiary institution or Australian university or college Foundation Studies2
<b>United Arab Emirates</b>	Tawjihiya or first year of bachelor's degree at recognized university or Australian university or college Foundation Studies2
<b>United Kingdom</b>	GCE A-level1 or Scottish Certificate of Education: passes in 4 Higher Level subjects including English
<b>United States of America</b>	US high school diploma: average grade C plus scores above60th percentile in SAT

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## Entry Requirement Policy and Procedure

<b>Vietnam</b>	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
<b>Zimbabwe</b>	GCE A-level1 or ZGCE A-level1 or Advanced Certificate of Secondary Education (ACSE): passes in 3 subjects
<b>Global</b>	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-level1 passes

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