



P1 Admissions Requirements Policy and Procedure (International Students)

1.0 Purpose

- 1.1 The purpose of this policy and procedure is to detail the methods Brighton Institute of Technology (BIT) and international students will follow when making an application to enrol at BIT.

2.0 Responsibility

- 2.1 The Administration and Training Manager/s are responsible for the implementation of this policy and to ensure that staff and students are aware of its application.
- 2.2 BIT Student Administration staff are responsible for executing this procedure.

3.0 Requirements

- 3.1 For overseas students BIT, in line with the ESOS standards will:
 - Provide applicants with information that will enable them to make informed decisions about their studies in Australia.
 - Supply information about the availability of credit transfers and recognition of prior learning.
 - Give applicants a description of the ESOS framework prior to enrolment.
 - Supply information about indicative course related fees, including the potential for fees to change.
 - Inform applicants of the modes of study through which the course may be offered.
 - Have documented procedures for assessing applicants' English proficiency and qualifications (these procedures must be implemented).
 - List the grounds on which the students' enrolments may be deferred, suspended, or cancelled.
 - Not actively recruit a student where this clearly conflicts with its obligations under Standard 7.
 - Not knowingly enrol a student wishing to transfer from another provider before the student has completed six months of his or her principal course except in circumstances outlined in Standard 7 of the national code (National Code of Practice for Providers of Education and Training to Overseas Students 2018). These restrictions also apply to courses taken before the principal course in a package of courses.
 - Not knowingly enrol a student prior to the student completing six months of his or her principal course except in certain circumstances (see the Student Transfer Procedure).
 - Where applicants plan to bring school-aged dependents with them, BIT must inform them of Australia's schooling obligations and options, including the fact that they may have to pay school fees.
 - Inform students that a Pre-Training Review and Language Literacy and Numeracy Test will be conducted. This is to ensure the student is entering into the correct area of study.
 - Supply relevant information on accommodation options.

4.0 Definitions

- 4.1 Admission: the process or fact of entering or being allowed to enter a place or organisation.

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5.0 Method

- 5.1 All applicants must complete the student application form, sign and date where required and attach **verified** evidence of qualifications, work experience (if relevant) and IELTS test results. All applicants to BIT will need to be **18 years of age or older** at the time of the proposed commencement of the course.
- 5.2 For overseas students standard 2.1.1 of the National Code 2018 requires providers to provide current and accurate information about the minimum level of English language proficiency required before accepting a student for enrolment in a course (i.e., before issuing a CoE).
- 5.3 For overseas students all evidence of English language proficiency must have been completed within two years of your application to BIT i.e., the test must be taken no more than two years prior to the BIT program commencement date.
- 5.4 In some cases, for overseas students if the applicant does not meet BIT's English language proficiency direct entry level requirements, BIT may offer you a suitable ELICOS English language pathway. BIT can advise on a suitable pathway after receiving your application with attached English language proficiency evidence.

Acceptable Form of evidence for English Language Proficiency at BIT	Acceptable Score for Direct Entry Level for Certificate/ Diploma/ Advanced Diploma Courses
International English Language Testing System (IELTS) - Academic	5.5
Pearson Test of English Academic (PTA Academic) - Paper Based Test (PBT)	46 (With no communicative skill score less than 42)
TOEFL Internet based Test of English as Foreign Language (TOEFL) - Paper Based Test (PBT)	46
Cambridge English: Advanced (Certificate in Advanced English)	162
CELS (all skills)	Pass
Upper Intermediate (English for Academic Purposes) certificate from recognised English language centre	Yes
Advanced English (English for Academic Purposes) certificate from recognised English language centre	Yes
Senior Secondary Certificate of Education completed in Australia	Yes
Certificate IV or higher completed in Australia	Yes
Tertiary studies completed in English	Yes
Evidence of at least 5 years of studies in an English-speaking country (Australia, New	Yes

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Zealand, United Kingdom, Canada, United States of America, South Africa, Republic of Ireland)	
English is the first language	Yes
Achieving a pass mark of 81% or higher on the BIT College of English placement test for VET entry and English Classes. All English Language proficiency tests are assessed by a suitably qualified staff member of BIT.	Yes

5.5 IELTS testing may not be required where an applicant clearly has the required English language skills. The application of this rule will be on a case-by-case basis and in accordance with the English language requirements that apply to the visa eligibility for the country assessment level published by the DHA. Any evidence supplied in support of an application under this rule would require original copies of authenticated evidence. Generally, an IELTS test will not be required in the following situations:

- Students educated in an English speaking country,
- Students who have completed the last two years of school in an English language speaking course,
- Students who have completed at least six months of a Certificate IV level qualification in Australia,
- Students have completed an alternative and equivalent test to the required level, for example an English Placement Test (provided by BIT).

5.6 Additional Requirements

Pre-Training Review & Language, Literacy and Numeracy Test:

- (Refer to P2 Pre-Training Review Policy and Procedure)
- (Refer to P3 Language, Literacy and Numeracy Assessment Policy and Procedure)

5.7 All international students applying to undertake any VET course/s at BIT must also complete an LLN test at the time of enrolment to identify their literacy and numeracy levels. This will allow BIT to decide whether the student enters the course as requested or must undertake additional English language training. For all international students wishing to undertake any English course at BIT, they must complete the BIT College of English Placement Test for Vet Entry and English Classes to determine the suitability of their chosen course. Any course undertaken must accord with their individual needs.

5.8 Overseas students who have enrolled with or have CoEs from another provider must not be enrolled at BIT until they have completed the first six months of their principal course or are released by the provider of the principal course. The methods for checking if a student is enrolled or has a CoE from another provider include:

- Asking the student
- Checking the student visa
- Flagged on PRISMS when BIT attempts to issue a CoE.

All above methods should be applied to each student attempting to enrol onshore. If there is any doubt about the student's status, then BIT **will not** provide the student with an offer letter or attempt to enrol them until status is confirmed.

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- 5.9 All overseas students who make enquiries regarding enrolment will be provided with a Student Prospectus, a student application form and the ESOS Framework.
- 5.10 Offers must **not** be made to students who will be under the age of 18 years at the time of proposed commencement.
- 5.11 For overseas students the Administration Manager or Training Manager must review the student applications and determine if an offer should be made on the basis of the entry requirements for the qualification.
- Check the overseas qualification is equivalent or higher to Australian year 12 as per the college policy.
 - Where the Training Manager is not able to find out whether an overseas qualification is equivalent or higher to Australian year 12th then; Assess the overseas qualification against the Australian AQF with the Overseas Qualifications Unit, GPO Box 4509, Melbourne Vic. 3001, **Telephone:** 61 3 9208 3317/ 1800 042 745, **Email:** oku@employment.vic.gov.au, **Website:** [Business Victoria](http://BusinessVictoria.com).
 - Check the English Proficiency Evidence statement comes from an accredited testing authority.
 - Check evidence of age – front page of the passport.
 - Check that the rest of the application form has been completed correctly.
 - Check that the student has signed and dated the application.
- 5.12 If the applicant's educational qualifications do not meet BIT's admission requirements, other factors may be considered at the discretion of the Institute.
- 5.13 Verified evidence of these other factors must be included with the application. These other factors may include:
- Mature age, and or proof of being 18 years or older at the proposed date of commencement,
 - Work experience,
 - Attitude and aptitude,
 - Previous academic results,
 - Ability and skills to function in an academic environment,
 - Possibility to succeed in his/her academic endeavours.
- 5.14 For overseas students the entry requirements can be assessed using the BIT's Academic Mapping Guide to align overseas qualifications.

Australian year 12 Equivalent

COUNTRY	ADVANCED DIPLOMA/DIPLOMA	CERTIFICATES
Brunei	2 Passes in GCE 'A' levels	4 GCE 'O' levels 'D' grade or higher
China	National Senior High School Graduation Examination	Matriculation Examination
Europe	Equivalent to Australian Year 12	Equivalent to Australian Year 10/11
Hong Kong	Form 6 or equivalent	Form 5 or equivalent
India	10+2 minimum of 50% average	10+1 minimum of 50% average
Indonesia	SMU 3	SMU 2

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Japan	Kotogakko/Upper Secondary School Certificate/Junior College/5 years Technical College	Chugakko/Lower Secondary School Certificate
Kenya	KCSE 'C' average or 'A' levels	KCSE pass or 'O' levels
Malaysia	2 passes in STPM	4 SPM 'D' grade or higher
Mauritius	2 passes in GCE 'A' levels	4 GCE 'O' levels 'D' grade or higher
Myanmar	Minimum completed 2 years at Professional College or Secondary Technical College	Basic Education High School Matriculation 45% or higher
Philippines		High School Diploma
Pakistan	Completion of Senior School Certificate average 50% or more	Completion of School Certificate average of 55% or more
Singapore	2 passes in GCE 'A' levels	4 GCE 'O' levels 'D' grade or higher
South America	Equivalent to Australian Year 12	Equivalent to Australian Year 10/11
South Korea	High School Leaving Certificate or 12 years of school	High School Leaving Certificate or 11 years of school
Sri Lanka	2 passes in GCE 'A' levels	4 GCE 'O' levels 'D' grade or higher
Taiwan	Senior High School or Senior Vocational School or Junior College	Senior High School 2nd year
Thailand	Matayom 6 or Certificate in Vocational Education	Matayom 5
Vietnam	Year 12	Year 11

5.15 **Please note: Some courses at BIT have a compulsory Work Based Training component.** SIT30821 Certificate III in Commercial Cookery require the student to undertake on the job training/Work based training/ Practical Placement. This training can be paid or unpaid and often takes place outside of normal class times.

6.0 Student Admission

- 6.1 To be accepted the applicant must at least meet the academic entry requirements and the minimum English requirements (if overseas student) stated above.
- 6.2 The applicant will then be contacted by BIT and asked to come to the Head Office of BIT to complete a Pre-Training Review. This will be used to determine the course suitability for and individual needs of the applicant.

7.0

- 7.1 If the applicant satisfies all criteria the applicant will be offered a place in their chosen course.
- 7.2 Once an offer has been approved by the Administration or Training Manager an offer letter must be prepared and despatched to the student accompanied by a student agreement.
- 7.3 The student agreement must be completed and returned to BIT.
- 7.4 For overseas students at the same time an Electronic Confirmation of Offer (CoE) must be generated on PRISMS. The CoE must be prepared in accordance with the requirements of the PRISMS User Guide. There must be a CoE issued for each qualification that the student is going to be enrolled in and for which an award will be issued if the student is successful.
- 7.5 Overseas applicants wishing to accept the offer must pay the fee requested in the letter of offer, complete the written agreement and send it to Brighton Institute of Technology. Once the completed written agreement and the fee is received (and cleared by the bank) an



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Electronic Confirmation of Offer will be generated and sent to the Australian Student Visa issuing centre to facilitate the issuing of a student visa.

- 7.6 The completed written agreement must be reviewed and accepted by Student Administration or Training Manager.
- 7.7 Administration staff must store all documents relating to the student's enrolment in the physical student file. Documents include but are not limited to:
 - Enrolment forms,
 - Student Identification,
 - Pre-Training Review,
 - LL&N Test,
 - Any other documentation presented at the time of enrolment (credit Transfer evidence, student support plan etc.).

Admission Procedure

Step 1: Student chooses course to suit his/her interest and career.

Step 2: Student expresses interest in the course and BIT by writing to BIT contact information for Application form or downloads the application form from the BIT website.

Step 3: For overseas students application form sent to BIT admission staff via email (info@bit.edu.au) along with the following documents.

Copies (translated if not in English) of Academic Documents

Evidence of Australian Year 12 equivalent from your home country (for VET courses) Refer P23 Entry Requirement Policy.

Evidence of IELTS 5.5 or equivalent (for VET courses) refer P24 IELTS Equivalent Requirement Policy.

Work experience documents (if applicable).

Copy of your passport.

Copy of USI is placed in student management system and verified.

Step 4: Application form is to be sighted and if correct entered into BIT's Student Management System (TEAMS).

Step 5: 1. Confirm relevant fee information, class times, duration, and campus locations and trainer's name.

2. Present the prospective student with the BIT Student Handbook.

3. Explain class requirements and expectations:

i.e.

- Attendance requirements, (student must physically attend the college for 20 hours per week).
- What to do if they are going to be absent
- What to bring to class.
- How classes will be delivered.
- Expected standards of behaviour.
- How to make a complaint.

Step 6: CoE issued, student details entered in PRISMS.

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