

Course Entry Requirements

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Policy Base	<ul style="list-style-type: none"> • ESOS Act 2000, The ESOS legislation framework • National Code of Practice for Providers of Education and training to Overseas Students 2018 (National Code), Standard 3
Related Documents	<ol style="list-style-type: none"> 1. Application Form 2. Course Entry form

Purpose

Ambridge Institute (“the Institute”) provides students with information on the entry requirements for each course it offers. This document guides the Institute in determining a student’s suitability for the course for which they have applied.

Scope

This document is applicable to international students applying to enrol for a course at the Institute.

Entry Requirements

1. Course Requirement

The Institute has procedures in place to assess if a student’s qualifications, experience and English language proficiency are appropriate to gain entry to study at the Institute.

Students applying for entry into a course at the Institute must complete the Application Form. Students may be required to provide the following supporting documentation:

- proof that they meet relevant English language requirements for admission into a specific course
- proof that they meet relevant Academic requirements for admission into a specific
- certified copies of transcripts/qualifications (transcripts from foreign institutions must be translated and/or evaluated by an approved foreign credential evaluator) if required
- USI Transcript (if relevant)
- any additional supporting documentation requested by the Institute.

Overseas qualifications will be assessed for equivalence in Australia at the time of application using the Country Education Profiles (CEP) online tool. AQF qualifications and providers will be verified using one of the Australian government’s registers, such as Training.gov.au (TGA) and the Unique Student Identifier (USI).

Students will also be required to complete the Course Entry Form to determine their suitability for entry to the course for which they are applying.

Age Requirement

The minimum age for entrance into Diploma and Advanced Diploma courses is 18.

English Language Requirements

Students must demonstrate English proficiency through one of the following means:

- Proof of completion of secondary education (or higher) in a country in which English is the primary language
- Proof of completion of secondary education at an international high school where English was the language of primary instruction

- Proof of completion of at least 6 months of a Certificate IV level course or higher in an Australia Education Institution
- Successful completion of an English Placement Test by the Institution
- An English test score using one of the following English language Tests as approved by the institution:
 - International English Language Testing System (IELTS)
 - Pearson Test of English (PTE)
 - Test of English as a Foreign Language (TOEFL)
 - Successful completion of an English Placement Test by the Institution

Proof of English entry requirements, must be completed no more than two years before commencement of the course.

Academic Requirements

Diploma

- Proof of completion of year 12 (or higher) or equivalent OR
- Proof of completion of at least 6 months of a Certificate IV level course or higher in an Australia Education Institution

Advanced Diploma

Advanced Diploma of Leadership and Management

- Have successfully completed the BSB50215 Diploma of Business qualification; OR another business related qualification from the BSB training package.

Advanced Diploma of Program Management

- Have successfully completed the BSB51415 Diploma of Project Management qualification; OR
- Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.

Students who do not meet the above criteria for Academic and English language requirements will not be offered a place in the course for which they have applied.

Further information on entry requirements is provided in the table in **Appendix 1**.

Appendix 1

Academic and English Entry Requirements

Course Code	Qualifications	Academic Entry Requirements and/or prerequisites	English Language Test Requirements
BSB50215	Diploma of Business	Successful completion of Australian Year 12 or equivalent.	Academic IELTS* score of 5.5. TOEFL score of 46 or above Pearson Test of English (PTE) score 43 or above
BSB61015	Advanced Diploma of Leadership and Management	Have successfully completed the BSB50215 Diploma of Business qualification or another business related qualification from the BSB training package.	
BSB51415	Diploma of Project Management	Successful completion of Australian Year 12 or equivalent.	
BSB61218	Advanced Diploma of Program Management	Successful completion of the BSB51415 Diploma of Project Management qualification; or Successful completion of two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.	

Document Control

The policies and procedures, and the forms included in this document are approved and implemented by Ambridge Institute. This document will be electronically available to the Institute's staff in protected format (PDF file) in the designated folder. Any ongoing changes made to this document are recorded below.

Version	Authorised By	Description of the change	Approved Date	Effective Date
<i>Version 1</i>	<i>General Manager</i>	<i>Updated the Entry Requirements</i>	<i>13 June 2019</i>	<i>13 June 2019</i>