

## International Students

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### Purpose

The purpose of this policy and procedure is to ensure that Everest Institute of Education (Ei)'s approach to students' recruitment is ethical and responsible. Students are provided with information that enables them to make informed decisions about studying with Ei. This policy and procedure recognises Ei's responsibility to ensure that students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

This policy and procedure ensures Everest Institute of Education (Ei)'s complies with Clauses 4.1, 5.4 of the Standards for Registered Training Organisations 2015 Chapter 1 Marketing and recruitment and Chapter 3 – Support and Progression, as well as National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 Standards 2.

### Definitions

**ASQA** means Australian Skills Quality Authority, the national VET regulator and the RTO's registering body

**Course** means Program of Education or Training, defined as Course in the ESOS Act

**DET** means Department of Education and Training

**DIBP:** means the Department of Immigration and Border Protection

**ESOS Act** means Education Services for Overseas Students Act 2000

**National Code 2018** means National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

**PRISMS** means Provider Registration and International Students Management System

**Provider default** means where the provider fails to start providing the course to the student at the location on the agreed starting day or after the course starts but before it is completed, it ceases to be provided to the student at the location; and the student has not withdrawn from the course before the default day.

**Standards** means the Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework

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### Policy

Everest Institute (Ei) will provide students prior to enrolling all information so that their actual study experience matches their expectations. Everest Institute (Ei) will provide students in print (through its handbook) or referral to its website, current and accurate information regarding the following:

- a. the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable
- b. the course content and duration, qualification offered if applicable, modes of study and assessment methods
- c. campus locations and a general description of facilities, equipment, and learning and library resources available to students
- d. details of any arrangements with another registered provider, person or business to provide the course or part of the course
- e. indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies
- f. information about the grounds on which the student's enrolment may be deferred, suspended or cancelled
- g. a description of the ESOS framework made available electronically by Department of Education, and
- h. relevant information on living in Australia, including:
  - i. indicative costs of living
  - ii. accommodation options; and
  - iii. where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.

Everest Institute (Ei) will assess whether the student's qualifications, experience and English language proficiency are appropriate for the course for which the enrolment is sought by the student.

Prior to enrolment students will be provided access to Ei's complaints and appeals process (for further information please refer to Complaints and Appeals Policy).

### Everest Institute (Ei)'s Entry Requirements

- All students must be aged 18 years or over at the time of their enrolment at Ei
- Ei will determine any prior learning that an individual may have acquired through formal, non formal and informal learning to determine the extent to which that individual meets the requirements which are specified in the course in which a student is wanting to enrol (as per Clause 1.12 RTO Standards 2015).
- Ei will provide credit for prior studies to learners for units of competency and/or modules (Recognition of Prior learning – Formal learning )as per Clause 3.5 where these are evidenced by:

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- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
  - authenticated VET transcripts issued by the Registrar.
- Ei will determine the support needs of individual learners and will provide access to the educational and support services where necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses.
  - Ei will ensure that all the students complete LLN test on the orientation day to assist Everest Institute identify student's needs for additional support during their study.
  - Ei will not knowingly enrol a student who wishes to transfer from another training provider before the student has completed six months of their principal course except in circumstances outlined in Standard 7 of The National Code. These restrictions also apply to courses taken before the principal course in a package of courses.

**Hospitality Courses - Tourism, Travel and Hospitality Training Package (SIT) entry requirements:**

- There are no entry requirements for this Training Package.
- International students must have obtained or completed one of the following: -
  - Have obtained an IELTS band score of 6.0 overall with no sub-score less than 5.0 or equivalent such as TOEFL (60), Cambridge English (169), PTE (51.6);
  - Have completed at least one-year study/training at Certificate IV level or above in Australia in English medium;
  - Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC)
  - Have completed Year 12 as a minimum entry requirement to Ei. (See Table - Assessment of Overseas Qualification for Australian Equivalence - Year 12)

**Automotive Courses - Automotive Retail, Service and Repair Training Package (AUR) entry requirements:**

- There are no entry requirements for this Training Package.
- International students must have obtained or completed one of the following: -
  - Have obtained an IELTS band score of 6.0 overall with no sub-score less than 5.0 or equivalent such as TOEFL (60), Cambridge English (169), PTE (51.6);
  - Have completed at least one-year study/training at Certificate IV level or above in Australia in English medium;
  - Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC)

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- Have completed Year 12 as a minimum entry requirement to Ei. (See Table - Assessment of Overseas Qualification for Australian Equivalence - Year 12)

**Management Courses – Business Training Package (BSB) entry requirements:**

**Diploma of leadership and Management**

- There are no entry requirements for this course.
- International students must have obtained or completed one of the following: -
  - Have obtained an IELTS band score of 6.0 overall with no sub-score less than 5.0 or equivalent such as TOEFL (60), Cambridge English (169), PTE (51.6);
  - Have completed at least one-year study/training at Certificate IV level or above in Australia in English medium;
  - Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC)
  - Have completed Year 12 as a minimum entry requirement to Ei. (See Table - Assessment of Overseas Qualification for Australian Equivalence - Year 12)

**Advanced Diploma of leadership and Management**

- Entry is limited to those who have obtained or completed the following: -
  - Have obtained an IELTS band score of 6.0 overall with no sub-score less than 5.0 or equivalent such as TOEFL (60), Cambridge English (169), PTE (51.6);
  - completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions), or
  - have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

**Graduate Diploma of Management (Learning)**

- Entry is limited to those who have obtained or completed the following: -
  - Have completed a qualification equivalent to Australian Diploma level (AQF Level 5) or higher.  
or  
have Australian Year 12, and have two years equivalent full-time relevant workplace experience in the field of organisational learning and capability development.
  - Have obtained an IELTS band score of 6.0 overall with no sub-score less than 5.0 or equivalent such as TOEFL (60), Cambridge English (169), PTE (51.6);

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**Community Services Courses – Community Services Package (CHC) entry requirements:**

- There are no entry requirements for this Training Package.
- International students must have obtained or completed one of the following: -
  - Have obtained an IELTS band score of 6.0 overall with no sub-score less than 5.0 or equivalent such as TOEFL (60), Cambridge English (169), PTE (51.6);
  - Have completed at least one-year study/training at Certificate IV level or above in Australia in English medium;
  - Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC)
  - Have completed Year 12 as a minimum entry requirement to Ei. (See Table - Assessment of Overseas Qualification for Australian Equivalence - Year 12)

**Assessment of Overseas Qualification for Australian Equivalence - Year 12**

<http://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equivals/equiv-yr12.aspx>

**Afghanistan**

- Baccalearia and completion of one year's full time study towards a degree from a tertiary institution

**Albania**

- Dëftesë pjekurie/ Shkollë e Mesme e Përgjithshme og gjimnaz.
- Dëftesë pjekurie/ Shkollë Teknike

**Algeria**

- Baccaleariat/Diplôme de Bachelier de l'enseignement secondaire général
- Baccaleariat/Diplôme de Bachelier de l'enseignement secondaire technique

**Argentina**

- Bachillerato/Bacillerato Especializado. Marked on a scale of 0-10 Titulo de Bachiller (con orientación ... )
- Técnico (de nivel Médio) / Perito Mercantil (etc.)

**Armenia**

- Hasunutian vkaiakan (attestat) / Atestat midzinakarg krtoitjan / Mijnakarg yndhanur krtutyany attestat + 1 years of higher education studies or equivalent supplementary studies.
- Mijin masnagitakan krtutyany diplom + 1 years of higher education studies or equivalent supplementary studies

**Austria**

- Reifeprüfung/Matura.
- Reife- und Diplomprüfung.
- Berufsreifeprüfung

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### Azerbaijan

- Orta Tahsil Haqqinda Attestat / Orta mekteb attestati / Svidetel'stvo/o Srednem Obrazovanii
- 1999: + 1 year of higher education studies or equivalent supplementary studies.
- 1998: + 1 years of higher education studies or equivalent supplementary studies.

### Bahrain

- Tawjahiya (Secondary School Leaving Certificate). Marking varies per subject; maximum and minimum grades per subject are shown on certificate

### Bangladesh

- Higher Secondary School Certificate, HSC/Intermediate + 1 years of higher education studies or equivalent supplementary studies.

### Belarus

- Atestat ab agul'naj sjarednjaj adukcii/Attestat o (Obschem) Srednem Obrazovanii
  - 1999: Attestat + 1 year of higher education studies or equivalent supplementary studies.
  - 1998: Attestat + 2 years of higher education studies or equivalent supplementary studies.
- Diplom o Srednem Spetsialnom Obrazovanii
  - 1999: Diplom + 1 year of higher education studies or equivalent supplementary studies.
  - 1998: Diplom + 2 years of higher education studies or equivalent supplementary studies

### Belgium

- Diploma d'Aptitude a acceder a l'enseignement superieur/Getuigschrift van hoger secundair onderwijs

### Bhutan

- Bhutan Higher Secondary Education Certificate (Class XII).
- Indian School Certificate (ISC) from Council for the Indian School Certificate (CISCE)

### Bolivia

- Diploma/Grado/Titulo de Bachiller en Humanidades
- Diploma/Grado/Titulo de Bachiller Técnico (Medio, Perito, etc.)

### Bosnia-Herzegovina (since 1990)

- Svjedocanstvo svjedozba o završenom obrazovanju (1985-) / Diploma o završenoj gimnaziji (1998-) / Svjedozba o maturi (1998-) / Diploma o položenom završnom ispitu (1996-) / Diploma o položenom ispitu (1993-) / Diploma o završenoj srednjoj skoli (1992-).
- Vocational secondary education:
  - Svjedocanstvo svjedozba o završenom obrazovanju (1985-) / Svjedocanstvo o završenom obrazovanju - za zanimanje (1996-). / Diploma o završenoj srednjoj stručnoj skoli (1996-). / Diploma/technical

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**Brazil**

- 1996: Certificado de Ensino Médio
- 1995: Certificado de Conclusão (2o Grau) (Only when a 4th year is completed at Secondary level)
- 1996: Diploma de Técnico de Nivel Medio
- 1995: Diploma de Técnico (2o Grau) / Certificado de Auxiliar Técnico / Certificado de Habilitação Básico

**Brunei**

- A grade of 'E' or higher in 2 A-level and 3 O-level subjects including English in the Cambridge or University of London General Certificate of Education (GCE) Examination

**Bulgaria**

- Diploma za (Zavarsheno) Sredno Obrazovanie / Diploma za Sredno Obrazovanie (from 1994: Svidetelstvo za zrelost or before 1974: Zrelostno Svidetelstvo).
- Diploma za Sredno - Spetzialno Obrazovanie (12 years education) (within same study area).
- Diploma za Sredno - Spetzialno Obrazovanie (11 years education) + 1 year of higher education studies or equivalent supplementary studies, (within same study area).

**Burma (Myanmar)**

- Matriculation and completion of one year full time study towards a degree from a recognised tertiary institution. Marking is on a percentage scale, minimum average of 45% is required to pass.

**Burundi**

- 2000: Diplôme des Humanités Générales + Diplôme D'Etat + 1 year of higher education studies or equivalent supplementary studies.
- 1999: Certificat Homologué des Humanités Complètes +1 year of higher education studies or equivalent supplementary studies.

**Cambodia**

- Attestation de Fin d'Etudes Secondaire de l'Enseignement General/Diploma of Upper Secondary Education + 1 years of higher education studies or equivalent supplementary studies.
- Completion of the Baccalaureate Part II. Marking scale of 1-20 (max) with 10 being the minimum pass mark

**Cameroon**

- Diplôme de Bachelier de l'Enseignement du Second Degré / Baccalauréat de l'Enseignement Secondaire.
- Cameroon GCE Ordinary Level Examinations (at least 4 subjects passed) + Cameroon GCE Advanced Level Examinations (at least 3 subjects passed).
- Brevet de Technicien / Diplôme de Bachelier de Technicien (Admission only to same study field as in Cameroun).

**Canada**

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- *Alberta General High School Diploma.* Marked on a percentage scale, with 50% being the minimum pass mark.
- *British Columbia Senior Secondary Graduation Diploma.* Marked on a scale of AC, P,F,I, with 'P' being the minimum pass mark.
- *Manitoba High School Graduation Diploma.* Marked on a scale of A+ -F, with 'D' being the minimum pass mark.
- *New Brunswick High School Graduation Diploma.* Marked on a percentage scale, with 50% being the minimum pass mark.
- *New Foundland High School Graduation Diploma.* Marked on a credit system. 36 credits including 21 core credits.
- *Nova Scotia Higher School Completion Certificate.* Marked on a percentage scale, with 50% being the minimum pass mark.
- *Ontario Ontario Secondary School Diploma.* Marked on a scale of A-D and P, with all grades being pass marks.
- *Prince Edward Island High School Graduation Diploma.* Marked on a percentage scale, with 50% being the minimum pass mark
- *Quebec Diploma of Collegial Studies.* Marked on a percentage scale, with 60% being the minimum pass mark.
- *Saskatchewan Completion of Division IV Standing.* Marked on a credit system, with a minimum of 21 credits of which 5 are from Year 12.

### **Chile**

- *Licencia de Educacion Media (Secondary Education Matriculation Certificate) or Certificado de Bachillerato.* Marked on a scale of 1 - 7 with 4 being the minimum pass mark.

### **China**

- *Certificate of Graduation from Upper Middle School + Chinese National University Entrance Examination (CNUEE)/Gao Kao*
- *Certificate of Graduation from Upper Middle School + NAHEEE + 3 years of higher adult education studies or equivalent supplementary studies.*

### **Colombia**

- *Bachillerato / Diploma de Bachiller*

### **Congo, Democratic Republic (Zaire)**

- *Diplôme d'Etat d'Etudes Secondaires du Cycle Long + 1 year of higher education studies or equivalent supplementary studies.*

### **Congo, Republic of (Brazzaville)**

- *Baccalauréat de l'Enseignement du Second Degré (Enseignement Général) + 1 year of higher education studies or equivalent supplementary studies.*
- *Baccalauréat de l'Enseignement du Second Degré - (Enseignement Technique) + 1 year of higher education studies or equivalent supplementary studies.*

### **Costa Rica**

- *Bachillerato.* Marked on a scale 1-100, with 65 as the minimum pass mark



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**Croatia**

- Maturalna svjedodzba / Svjedodzba o završenom srednjem obrazovanju / Svjedodzba o završnom ispitu-maturi.
- Vocationa and musical specialisations:
  - Svjedodzba o završnom ispitu. / Svjedodzba o završenom srednjem obrazovanju / Svjedodzba o završnom ispitu-maturi.

**Cuba**

- Diploma de Bachiller en Ciencias y Letras/Título de Bachiller (nivel medio superior de la Education General Politecnica Laboral) - Certificado de Fin de Estudios Secundarias
- Técnico Medio/Maestro Primario, etc. (Certificado de Fin de Estudios Secundarias)

**Cyprus**

- 2001: Apolytírion from Enaiou Lykeio.
- 1980 - 2001: Apolytírion from Lykeio Epilogis Mathimaton.
- Apolytírion fra Technikí Scholí.
- Lise Diplomas + 1 year of higher education studies or equivalent supplementary studies.
- Lise Diplomas with an average grade of 4 (new grade system) or 8 (old grade system).
- Teknik Lise Diplomas
- Teknik Lise Diplomas with an average grade of 4 (new grade system) or 8 (old grade system).

**Czech Republic**

- Vysvedceni o maturitní zkousce / Maturitní zkouška / Maturita from gymnasium.
- Vysvedčení o maturitní zkoušce / Maturitní zkouška / Maturita from Srední odborná skola.
- Maturitní zkouška from Konzervator.
- Maturitní zkouška from Strední odborné uciliste.

**Denmark**

- Studentereksamen/Hojere Forberedel Seseksamen/Hojere Handelseksamen of 0-13 (maximum), with 6 as the minimum pass mark.

**Dominican Republic**

- Certificación (Pruebas Nacionales de Conclusion de la Educación Media) / Diploma de Conclusión de la Educación Media / Diploma/Título de Bachiller en ... (Certificado Oficial de Suficiencia en los Estudios Secundarios) / Diploma /Título de Bachiller General
- 1998: Diploma/Título de Bachiller Tecnico / Perito
- 1997: Diploma/Título de Bachiller Tecnico / Perito + 1 years of higher education studies or equivalent supplementary studies.

**Ecuador**

- Bachillerato/Título de Bachiller en Arte/Ciencias / Bachillerato/Título de Bachiller Unico Integral
- Bachillerato/Título de Baciller Tecnico

**Egypt**

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- Thanawiya Amma (Certificate of General Secondary Education). Marked on a percentage scale, with a minimum of 50% as the pass mark.

### El Salvador

- Bachillerate Academic (High School Diploma). Marked on a scale of 1-10 (maximum), with 5 as the minimum pass mark

### England, Wales and Northern Ireland

- General Certificate of Education (GCE): 2 A-levels and 3 O-levels (Before 1986). Grades A-E are passing grades. Since 1986 – passes in 2 GCE A-levels and 3 General Certificate of Secondary Education (GCSE) subjects

### Estonia

- 1998: Gümnaasiumi Lõputunnistus + Riigieksamitunnistus (minimum 3 state examinations).
- 1997: Gümnaasiumi Lõputunnistus + Riigieksamitunnistus (minimum 2 state examinations).
- 1995 - 1996: Gümnaasiumi Lõputunnistus.
- 1991- 1994: Keskkooli Lõputunnistus/Gümnaasiumi Lõputunnistus.
- Lõputunnistus põhihariduse baasil kutsekeskhariduse omandamise kohta (before 1998 Lõputunnistus kutse- ja keskhariduse omandamise kohta) + Riigieksamitunnistus.
- Lõputunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta (before 1998 Lõputunnistus keskerihariduse kohta) + Riigieksamitunnistus

### Ethiopia

- Ethiopian Higher Education Entrance Examination
- Ethiopian School Leaving Certificate Examination

### European Baccalaureate

- European Baccalaureate Certificate/Diplôme du Baccalauréat Européen.

### Fiji

- Form 7 Examination or Bursaries Examination Certificate of NZ. OR Completion of the Foundation Year at the Uni. of the South Pacific. Marked on a percentage scale, minimum pass is 50%.

### Finland

- Ylioppilastutkintotodistus/studentexamensbetyg.
- Tutkintotodistus/Ammatillinen perustutkinto (eksamensbevis/yrkesinriktat grundexamen) (admission to the same study areas as in Finland).
- Tutkinto 3 vuotta lyhyemmistä ammattiopinnoista (betyg för studier inom yrkesutbildning som varat mindre än 3 år) / Tutkintotodistus/Näyttötutkintona suoritettu ammatillinen perustutkinto (eksamensbevis/yrkesinriktad grundexamen som avlagts som fristående examen) / Tutkintotodistus/Ammattitutkinto (yrkesexamen) (admission to the same study areas as in Finland).
- Ammatillinen opistotasoinen tutkinto (yrkesexamen på institutnivå) / Ammatillisen korkeasteen todistus (examensbetyg/yrkesutbildning på högre nivå).

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**France**

- Baccaauréat général.
- Baccaauréat technologique.
- Baccaauréat professionnel.

**Gambia**

- West African Senior School Certificate Examination (WASSCE) showing at least 5 subjects passed with C6 or better (English compulsory)
- General Certificate of Education (O level)/School Certificate + General Certificate of Education (A level)/High School Certificate showing at least 5 subjects passed at O-level and 2 subjects passed at A-level (at least one grade D). (From 2010 at least 5 subjects passed at O-level and 3 subjects passed at A-level (at least one grade D).

**Georgia**

- Sashualo Skolis Atestati (Attestat o Srednem Obrazovanii):
- 1999: + 1 year of higher education studies or equivalent supplementary studies.
- 1998: + 2 years of higher education studies or equivalent supplementary studies.
- 2007: Propheciul-Teknikuri Sastvavieblis Diplomi Danartit
- Sashualo Specialuri Sastsavieblis Diplomi + 1 year of higher education studies or equivalent supplementary studies

**Germany**

- Zeugnis der Allgemeinen Hochschulreife (Abitur) / Zeugnis der Reife / Reifezeugnis
- Zeugnis der Fachgebundene Hochschulreife and Zeugnis der Fachhochschulreife (Admission only to same study field as in Germany).

**Ghana**

- Senior Secondary School Certificate Examination (SSSCE)
- West African School Certificate (WASC/O level) + West African Higher School Certificate Examination (WAHSC/A level) showing at least 6 subjects passed at O-level and 2 to 3 subjects passed at A-level (at least one grade of D or better).

**Greece**

- Apolytirion of Lykeio (School Leaving Certificate). Marked on a scale of 1-20 with 10 as the minimum pass mark
- Pthyhíon techniká kai epagelmatiká ekpedeftíria.

**Guatemala**

- Diploma de Bachiller en Ciencias y Letras + years of higher education studies or equivalent supplementary studies.
- Bachillerato/Titulo de Tecnico Medio en ... (admission to the same study areas as in Guatemala) + 2 years of higher education studies or equivalent supplementary studies.

**Haiti**

- Certificat de Fin d'Etudes Secondaires Classiques (Première + Deuxième Partie)/Diplôme d'Etudes Secondaires (Première + Deuxième Partie) (système traditionnel).

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- Baccalauréat/Diplôme d'Enseignement Secondaire (système réformé) + 1 year of higher education studies or equivalent supplementary studies.

### Honduras

- Bachillerato/Título de Bachiller en Ciencias y Letras + 1 years of higher education studies or equivalent supplementary studies.
- Título de Bachiller en ... / Título de Maestro en ... / Título de Perito ... / Título de Técnico Medio en ... (admission to the same study areas as in Honduras) + 1 years of higher education studies or equivalent supplementary studies

### Hong Kong

- Hong Kong Certificate of Education Examination (HKCEE) + Hong Kong Advanced Level Examination (HKALE) showing at least three subjects passed at A-level or six passed at AS-level.
- Hong Kong Certificate of Education Examination (HKCEE) + Hong Kong Advanced Supplementary Certificate (HKASC) showing at least six subjects passed at AS-level.

### Hungary

- Gimnazium erettsegi bizonyitvány.
- Szakközépiskola erettsegi bizonyitvány. / Szakközépiskola rettsegi–kepesito bizonyitvány. / Technikus erettsegi-kepesito bizonyitvány.
- Erettsegi/Matura. Marked on a 1-5 scale, with 2 as the minimum pass

### Iceland

- Stúdentspróf.
- Stúdentspróf af starfsnámsbrautum.
- Raungreinadeildarpróf, Frumgreinadeild and Háskolelinkbrú etc. (admission to same type of education as in Iceland).

### India

- All India Senior School Certificate – Standard/Level XII, OR first year standing from a tertiary institution following the Higher Secondary School Certificate OR two-year Pre-University course.

### Indonesia

- Senior Academic High School Certificate (SMU/SMA -Level III), Senior Technical School Certificate (STM). Marked on a scale of 110, 5 being the minimum pass mark. Marks: 1-4 failure / 5-10 pass

### International Baccalaureate

- International Baccalaureate Diploma

### Iran

- 3 years High School Diploma and Pre-University diploma / 4 years High School Diploma

### Iraq

- Al-Edadiyah/Al-Idadiyah (Sixth form baccalaureat) / Certificate of Preparatory Studies

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**Ireland**

- Leaving Certificate -Higher Level. Marked on a scale of A-F, with E being a pass. 5 subjects at Grades A-D.

**Israel**

- Bagrut. Marked on a scale of 1-10 (maximum), with 6 as the minimum pass mark.

**Italy**

- Diploma di Maturita Classica/Scientifica/Tecnica/Professionale Marked on a scale of 0-60 (maximum), with 36 the minimum pass mark.

**Ivory Coast**

- Diplôme de Bachelier de l'Enseignement du Second Degré/Baccalauréat.
- Diplôme de Bachelier Technicien/Baccalauréat Technique.

**Japan**

- Kotagakko (Upper Secondary School Certificate). Marked on a scale of A-F or 1-5 (maximum), with F and 5 considered a fail OR High School Certificate (Grade 12).

**Jordan**

- Tawjihi + 1 year of higher education studies or equivalent supplementary studies.

**Kazakhstan**

- Orta bilim turaly attestat/Attestat o (obschem) Srednem Obrazovani:
  - 2003: + 1 year of higher education studies or equivalent supplementary studies.
  - 2002: + 2 years of higher education studies or equivalent supplementary studies.
- Diplom o Srednem Spetsialnom Obrazovani:
  - 2003: + 1 year of higher education studies or equivalent supplementary studies.
  - 2002: + 2 years of higher education studies or equivalent supplementary studies.

**Kenya**

- Kenya or East African Advanced Certificate of Education (up to 1988). OR Kenyan Certificate of Secondary Education – passes in 6 of 8 subjects taken.

**Kuwait**

- (Shahadat-al-thanawia-al-a'ama)General Secondary School Certificate. Marked on a percentage scale with 50% being the minimum pass mark.

**Latvia**

- 2001: Atestāts par visparejo vidējo izglītību.
- 2001: Atestāts par vidējo izglītību
- 2000: Diploms par profesionalo videjo izglitību (2000 – (from reform1999)).
- 1991 to about 1999: Diploms par videjo arodizglītību (4 years) (since1993 with the text "Jegustot visparejo vidējo izglītību" on the certificate).

**Lebanon**

- Baccalaureate. Usually marked on a scale of 1-20 (10 min. pass) some use 0-100 (50 min. pass) or A-F (D min. pass).

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- General Secondary Certificate. Marked on a percentage scale, with 50% being the minimum pass mark.

### Liechtenstein

- Maturazeugnis (Type B or E).

### Lithuania

- Brandos Atestatas (Maturita-certificate) (2 years general education).
- Brandos Atestatas (Maturita certificate) (3 years combined vocational and general education).

### Luxembourg

- Diplôme/Certificat de Fin d'Etudes Secondaires
- Diplôme/Certificat de Fin d'Etudes Secondaires Techniques
- Diplôme de Technicien (admission to the same type of education as in Luxembourg).

### Macedonia (former Yugoslav Republic of)

- Diploma za polozen završen ispit (gimnazia)
- Diplome per dhenien e provimit te pjekurise
- Svidetelstvo za zavrsheno sredno obrazovanie .
- Vocational/general (strucna/profesionale):
- Diploma za polozen završen ispit (strucna) / Diplome per dhenien e provimit te pjekurise (profesionale)
- Svidetelstvo za polozen završen ispit vo uciliste za sredno obrazovanie.
- Svidetelstvo za stepen na strucna podgotovka / Dëftëse per fazen e pergatitjes profesionale.

### Malaysia

- Sijil Pelajaran Malaysia (SPM/Certificate of Education) + Sijil Tinggi Persekolahan Malaysia (STPM/Malaysia Higher School Certificate) showing at least 4 subjects passed (English and Mathematics compulsory).
- Sijil Pelajaran Malaysia (SPM/Certificate of Education) + Matriculation Certificate (Matrikulasi) with Grade Point Average of at least 2.0 or better.

### Malta

- General Certificate of Education -Advanced Level. Require a minimum of 2 A-levels & 3 O-levels. Marked on A-F scale, F being a fail.
- Matriculation Certificate.

### Mauritius

- General Certificate of Education -Advanced Level. Require a minimum of 2 A-levels & 3 O-levels. Marked on A-F scale, F being a fail.

### Mexico

- Certificado de Bachillerato General/Unico
- Certificado de Bachillerato Tecnológico

## International Students

- Bachillerato en Ciencias/Humanidades. Marked on a percentage scale, with 60% as the pass mark.

### Moldova

- Diploma de absolvire a invatamintului mediu general / Atestat de studii medii de cultura generala / Atestat de maturitate + 1 years of higher education studies or equivalent supplementary studies (diploma with silver- or goldmedal can be accepted)
- Diploma de bacalaureat

### Mongolia

- 1992: Dund bolovsrolyn ünemlech gerchilgee + 1 years of higher education studies or equivalent supplementary studies.
- 1991: Buren dund bolovsrolyn ünemlech gerchilgee + 1 years of higher education studies or equivalent supplementary studies.

### Morocco

- Baccalauréat / Baccalauréat de l'Enseignement Secondaire

### Mozambique

- Certificado de Habilitações Literarias

### Namibia

- IGSC: At least 6 passed subjects and at least 25 points in the 6 passed subjects + 1 year of higher education studies or equivalent supplementary studies give access to short- and medium-cycle higher education programmes.
- IGSC: at least 6 subjects and at least 25 points in the 5 best passed subjects + 1 year of higher education studies or equivalent supplementary studies.
- HIGSC (higher and ordinary level): at least 6 subjects including at least 5 subjects at higher level passed with at least the grade 3 corresponding to 40 points and no more than 1 subject passed at ordinary level with at least the grade B corresponding to 6 points (in total at least 46 points). If passed with less than 46 points (but minimum 30 points) access might be granted with + 1 year of higher education studies or equivalent supplementary studies.
- Namibia Senior Secondary Certificate (NSSC ordinary level): at least 6 passed subjects and at least 25 points in the 6 passed subjects + 1 year of higher education studies or equivalent supplementary studies give access to short- and medium-cycle higher education programmes.
- Namibia Senior Secondary Certificate (NSSC ordinary level): at least 6 subjects and at least 25 points in the 5 best passed subjects + 1 year of higher education studies or equivalent supplementary studies.
- Higher Namibia Senior Secondary Certificate (NSSC higher and ordinary level): at least 6 subjects including at least 5 subjects at higher level passed with at least the grade 3 corresponding to 40 points and no more than 1 subject passed at ordinary level with at least the grade B corresponding to 6 points (in total at least 46 points). If passed with less than 46 points (but minimum 30 points) access might be granted with + 1 year of higher education studies or equivalent supplementary studies.

### Nepal

## International Students

- School Leaving Certificate + Higher Secondary Certificate
- School Leaving Certificate + Proficiency Certificate

### Netherlands

- Voorbereidend Wetenschappelijk Onderwijs (VWO)
- Hoger Algemeen Voortgezet Onderwijs (HAVO) + Propaedeutische Diplom/Verklaring
- Diploma Middelbaar Beroepsonderwijs (MBO), level 4 and Middenkaderopleiding (Admission only to same study field as in the Netherlands.)

### New Zealand

- Higher School Certificate (Form 7) OR University Bursaries OR National Certificate of Educational Achievement (NCEA) Level 3.

### Nicaragua

- Bachillerato en Ciencias y Letras. Only awarded if student has passed.

### Nigeria

- West African GCE: 2 A-levels and 3 O-levels (Passing grades are AE for A-levels, and 1-8 for O-levels) – up to 1989. OR Senior School Certificate (since 1989)
- Nigerian Certificate of Education combined with University Board Matriculation Examination (UME)

### Norway

- Examen Atrium/Vitnemal: Den Videregaende Skole. Marked on a scale of 0 -6 (maximum), with 2 as the minimum pass mark

### Pakistan

- Higher Secondary School Certificate (HSSC) / Higher Secondary Certificate (HSC) / Intermediate Examination / Intermediate Certificate / Diploma of Faculty of Arts/Science (FA/FSc) / Certificate/Diploma/Intermediate in Commerce.

### Papua New Guinea

- PNG Higher School Certificate. Marking scale stated on certificate

### Paraguay

- Bachillerato Certificate. Marked on a scale of 1-5 (max) or 0-10 (max) with 2 and 3 being pass marks

### Peru

- Certificado Oficial de Estudios / Certificado de Educación Secundaria Común Completa (quinto) + 1 year of higher education studies or equivalent supplementary studies.
- Diploma de Aptitud Profesional / Bachillerato Profesional + 1 year of higher education studies or equivalent supplementary studies (Admission only to same study field as in Peru).

### Philippines

- High School Diploma (kurso sa sekundarya) + 2 years of higher education studies or equivalent supplementary studies.



## International Students

### Poland

- Swiadectwo Dojrzalosci/Matura (from Liceum ogólnokształcące - general)
- Swiadectwo Dojrzalosci/Matura (from Liceum Profilowane)
- Swiadectwo Dojrzalosci/Matura (from Liceum techniczne)
- Swiadectwo Dojrzalosci/Matura (from Liceum zawodowe) (Admission only to same study field as in Poland)

### Portugal

- 2007: Diploma de estudos secundários / Certificado de Fim de Estudos Secundários / Diploma de Ensino Secundário from Cursos científico-humanísticos and from Cursos tecnológicos do ensino secundário.
- 2006: Diploma of estudos secundários / Certificado de Fim de Estudos Secundários / Diploma de Ensino Secundário from Cursos gerais do ensino secundário and from Cursos tecnológicos do ensino secundário.
- Diploma of estudos secundários / Certificado de Fim de Estudos Secundários / Diploma de Ensino Secundário from Cursos profissionais.

### Romania

- Diploma de Bacalaureat (Liceul teoretic).
- Diploma de Bacalaureat (Liceul de Specialitate).

### Russian Federation

- Attestat o Srednem Obrazovanii or Attestat o Srednem (Polnom) Obshchem Obrazovanii:
  - 1999: Attestat + 1 year of higher education studies or equivalent supplementary studies
- A higher educational institution might within the institution's discretion admit candidates with 11 years of studies when the grade is at least 4 in all subjects + global average of 4,5)
  - 1998: Attestat + 1 years of higher education studies or equivalent supplementary studies.
- Diplom Srednee Professionalnoe Obrazovanie:
  - 1999: Diplom (9 + 3 years) te.
  - 1998: Diplom (8 + 3 years) + 1 years of higher education studies or equivalent supplementary studies or Diplom (8 + 4 years)

### Rwanda

- 1998: Certificat du Cycle Supérieur de l'Enseignement Secondaire/ Advanced General Certificate of Secondary Education + 1 year of higher education studies or equivalent supplementary studies.
- 1994-1997: Diplôme d'Humanités Générales + 1 year of higher education studies or equivalent supplementary studies.
- 1986-1993: Diplôme de Fin d'Etudes Secondaires + 1 year of higher education studies or equivalent supplementary studies.
- 1985: Diplôme/Certificat d'Humanités Générales + 1 year of higher education studies or equivalent supplementary studies.
- Diplôme/Certificat d'Humanités Techniques / Diplôme d'Etudes Secondaires Professionnelles A2 / Professional Certificate of Secondary Education Level A2 + 1 year of higher education studies or equivalent supplementary studies.

## International Students

### Samoa (American)

- High School Diploma.

### Saudi Arabia

- General Secondary Education Certificate. Marked on a percentage scale with 50% being the minimum pass mark

### Scotland

- Scottish Certificate of Education (SCE). Marked on a scale of A-F, F being a fail. Three subjects passed in the Higher Grade

### Senegal

- 1996: Baccalauréat de l'Enseignement Secondaire (Série L and S).
- 1995: Diplôme de Bachelier de l'Enseignement du Second Degré (Série A, B, C, D and E).
- Vocational + academic:
  - 1996: Baccalauréat de l'Enseignement Secondaire (Série T and G) (Admission only to same study field as in Senegal).
  - 1995: Diplôme de Bachelier de Technicien (section F and G) (Cursos científico-humanísticos).

### Sierra Leone

- Senior School Certificate Examination + 1 year of higher education studies or equivalent supplementary studies.
- General Certificate of Education with 5 subjects passed at O-level and 3 subjects passed at A-level.

### Singapore

- Singapore/Cambridge GCE Advanced Level Certificate with grade 'E' or higher in 2 Advanced Level subjects and 3 Ordinary Level subjects. OR Completion of a Technician Diploma/Certificate from a Polytechnic

### Slovakia

- Vysvedčenie o Maturitnej skúške/ Maturitná skúška /Maturita z gymnázia.
- Vysvedčenie o Maturitnej skúške/Maturitná skúška /Maturita zo Strednej od-bornej školy.
- Maturitná skúška z Konzervatória.
- Maturitná skúška zo Stredného odborného učilišťa.

### Slovenia

- Maturitetno spricevalo (Matura).
- Poklicna matura + maturitetni tecaj.

### Somalia

- Shahaadada Dugsiga Dare (Secondary School Leaving Certificate) + 1 years of higher education studies or equivalent supplementary studies.

### South Africa

## International Students

- Senior certificate showing at least 5 Higher Grade Subjects passed
- Senior certificate showing less than 5 Higher Grade Subjects passed + endorsement + 1 year of higher education studies or equivalent supplementary studies.

### South Korea

- Ilbankye Kodung Hakkyo (Academic High School Diploma/Graduation Certificate).

### Spain

- Título de Bachiller/Bachillerato (Baccalaureate).
- Bachillerato Unificado y Polivalente (BUP) + Curso de Orientación Universitaria (COU).

### Sri Lanka

- General Certificate of Education (GCE) -Advanced Level Certificate with passing grades in 3 Advanced Level Subjects.

### Sudan

- Sudan School Certificate / Higher Secondary School Certificate / The Secondary School Certificate + 1 years of higher education studies or equivalent supplementary studies

### Sweden

- Slutbetyg from Gymnasieskolan.
- Avgångsbetyg from Gymnasieskolan.
- Slutbetyg from Komvux
- Intyg för behörighet högskolestudier (grundläggande/särskild behörighet)/Folkhögskolan (1995-).
- Intyg om allmän/särskild behörighet)/Folkhögskolan (-1994).

### Switzerland

- Eidgenössisch Anerkanntes Maturitätszeugnisse and Maturitätszeugnis ausgestellt von eidgenössisch anerkannten Schulen:
- Kantonale Maturitätszeugnisse (all those that give access to all higher education institutions in Switzerland).
- 1994: Eidgenössisches Berufsmaturitätszeugnis / Certificat fédéral de maturité professionnelle / Attestato federale di maturità professionale (Admission only to same study field as in Switzerland)
- 1999/2000 : Maturitätszeugnis (MAR) / Certificat de Maturité (RRM) / Attestato di Maturità.
- 1998/1999: Maturitätszeugnis (MAV) / Certificat de Maturité / Attestato di Maturità.

### Syria

- Al Shahada Al Thanawiya / Baccalauréat + 1 year of higher education studies or equivalent supplementary studies.

### Taiwan

- Senior High School Leaving Certificate

### Tanzania

## International Students

- National Form IV Examination Certificate / General Certificate of Secondary Education (GSE) (O level) (showing at least 5 subjects passed) + National Form VI Examination Certificate / Advanced Certificate of Secondary Education (ACSE) (A level) showing at least 2 Principal passes/levels and 1 Subsidiary pass/level. (Mathematics and English are compulsory.)

### Thailand

- 1984: Matayom VI (M6) / Maw 6 + 1 year of higher education studies or equivalent supplementary studies.
- 1983: Matayom suksa V + 1 year of higher education studies or equivalent supplementary studies.

### Tonga

- Tonga National Form Seven Certificate + Pacific Senior Certificate.

### Tunisia

- Baccalauréat de l'enseignement secondaire.
- Baccalauréat de l'enseignement professionnel (Bac Pro) (2008).

### Turkey

- Lise Diplomasi (8+4 years) accomplished 2010 + ÖSS (The student Selection Examination)/185.000 gives access to university studies, + ÖSS (The student Selection Examination)/160.000 gives access to short and medium cycle higher education
- Lise Diplomasi (8+4 years) accomplished in 2009
- Lise Diplomasi (8+3 years) accomplished until 2008 + 1 year of higher education studies or equivalent supplementary studies
- A higher educational institution might within the institution's discretion admit candidates with an average grade of 4 (new grade system) or 8 (old grade system).
- Meslek Lise Diplomasi (8+4 years) accomplished 2010 + ÖSS (The student Selection Examination)/185.000 gives access to university studies, + ÖSS (The student Selection Examination)/160.000 gives access to short and medium cycle higher education
- Meslek Lise Diplomasi (8+4 years) accomplished in 2009
- Meslek Lise Diplomasi (8+3 years) accomplished until 2008 + 1 year of higher education studies or equivalent supplementary studies.
- A higher educational institution might within the institution's discretion admit candidates with an average grade of 4 (new grade system) or 8 (old grade system).
- Teknik Lise Diplomasi (8+4 years) accomplished 2010 + ÖSS (The student Selection Examination)/185.000 gives access to university studies, + ÖSS (The student Selection Examination)/160.000 gives access to short and medium cycle higher education
- Teknik Lise Diplomasi (8+4 years) accomplished in 2010 gives access to short cycle higher education
- Teknik Lise Diplomasi (8+4 years) accomplished in 2009
- Meslek Lise Diplomasi (8+4 years) accomplished until 2008 + 1 year of higher education studies or equivalent supplementary studies.
- A higher educational institution might within the institution's discretion admit candidates with an average grade of 4 (new grade system) or 8 (old grade system).

## International Students

### Uganda

- 6 subjects in Uganda Certificate of Education (UCE) with the minimum grade 8 + principal subjects with the minimum grade E + General Paper in Uganda Advanced Certificate of Education (UACE)
- Ordinary Diploma
- National Diploma

### Ukraine

- Atestat pro povnu zagal'nu srednju osvitu (Russian: Attestat o Srednem (Polnom) Obshchem Obrazovanii):
- 1999: + 1 year of higher education studies or equivalent supplementary studies. A higher educational institution might within the institution's discretion admit candidates with an 11 year education with a minimum of 4 (8) in all subjects and an average of at least 4,5 (9).
- 1992 -1998: + 1 years of higher education studies or equivalent supplementary studies.
- 1992: Attestat o Srednem Obrazovanii + 1 years of higher education studies or equivalent supplementary studies.
- Dyplom molodshogo spetsialista

### Uruguay

- Bachillerato Certificate. Marked on a scale of 1-6 (max), with 3 as the minimum pass mark.

### USA

- Completion of Grade 12 at an American High School and award of a High School Graduation Diploma. Must have completed two semesters in at least four subjects one of which must be an English derivative which have a clear relationship to courses offered by the Victorian Curriculum and Assessment Authority at Year 12 level. Grades A-D are passing grades

### Uzbekistan

- Attestat o srednem obrazovanii / O'rta ma'lumot to'g'risida shahodatnoma
- 1998: + 1 years of higher education studies or equivalent supplementary studies.

### Venezuela

- Bachillerato/Titulo de Bachiller + 1 year of higher education studies or equivalent supplementary studies.
- Bachillerato/Titulo de Bachiller (agropecuario, comercial, industrial, mercantil, salud) + 1 year of higher education studies or equivalent supplementary studies.
- Bachillerato/Titulo de Técnico Medio en ... + 1 year of higher education studies or equivalent supplementary studies

### Vietnam

- Bang Tu Tai Hai (baccalaureat II)/Bang Tot Nghiep Pho Thong Trung Hoc (certificate from secondary education), Giay Chung Nhan Pho Thong Trung Hoc (provisional certificate) + admissions exam (Ky Thi Dai Hoc/Ky Thi Tuyen Vao Dai Hoc) + 1 year of higher education studies or equivalent supplementary studies.

### West Africa

**International Students**

- West African GCE (A Level). 2 A's and 3 O's required with grades of A-C

**Yugoslavia (the former)**

- Matura (1945-1981 and 1989-1992) (Serbo-Croatia) Matura or zakljucni izpit (1945-1981 and 1989-1992) (Serbo-Croatia).
- Svjedocanstvo o završnom ispitu (1980') (Serbo-Croatia).
- Svjedocanstvo o završenom XXX obrazovanju (1945-1992) (Serbo-Croatia).
- Diploma o završenom srednjem obrazovanju (4 år) (1945-1992) (Serbo-Croatia).
- Diploma o završenom srednjem usmjerenom obrazovanju (1981-1990) (Serbo-Croatia).
- Diploma o položenom završnom ispitu (Serbia-Croatia).
- Diploma o završenom pozivnouslymerenom obrazovanju i vaspitanju srednjeg stupnja (Serbian dialect).
- Spricevalo o zakljucnom ispitu (Slovenian).
- Diploma o srednjem programu srednjego usmerjenega izobrazevanju (Slovenian).
- Svidetelstvo za položen završen ispit vo uciliste za sredno obrazovanie (Macedonian).
- Svidetelstvo za završeno sredno obrazovanie (Macedonian).
- Vocational + general subjects, 4 years secondary education (level IV).
- Svjedocanstvo o završenom XX obrazovanju (eg. medicinska sestra-tehnicar) (1945-1992) (Serbo-Croatia).
- Diploma o završenom srednjem usmjerenom obrazovanju (1981-1990) (Serbo-Croatia).
- Diploma o strepenu strucne spreme – level IV (1981-1990) (Serbo-Croatia).
- Diploma o stecenom strepenu strucne spreme (Serbo-Croatia).
- Svidetelstvo za Stepem na strucna podgotovka (Macedonia).

**Yugoslavia, The Federal Republic of (1992-2003), Serbia-Montenegro (2003-2005), Serbia (2006-) Montenegro (2006-)**

- Diploma o položenom završnom ispitu / Diploma o Završenoj Srednjoj Školi / Diploma o položenom maturskom ispitu/diploma o stecenom srednem obrazovanju (Serbia).
- Diploma o Završenoj Srednjoj Školi / Svjedocanstvo o stecenom stepenu strucne spreme/diploma o položenom maturskom ispitu/diplom mbi dhenien e provimit te matures (Montenegro).
- Diploma o stecenom pozivnouslymerenom obrazovanju i vaspitanju srednjeg stupnja (Wojwodina).
- Diplome per kryerjen e shkolles se mesme te pergjithshme – gjimnazin/Diplome per kryerjen e shkolles se mesme te larte – gjimnazin (Kosovo).
- Vocational-general secondary education:
- Diploma o stepenu strucne spreme (4 years of study) (Serbia)
- Svjedocanstvo o stecenom stepenu strucne spreme/diploma o položenom maturskom ispitu/diplom mbi dhenien e provimit te matures (4 years of study) (Montenegro)
- Diploma o stecenom pozivnouslymerenom obrazovanju i vaspitanju srednjeg stupnja (4 years of study) (Wojwodina)
- Diplome per kryerjen e shkolles se mesme profesionale/Diplome per kryerjen e shkolles se te larte - profesionale (4 years of studies) (Kosovo).

**Zambia**

## **International Students**

- Zambia School Certificate (with 6 subjects passed (English is compulsory) and a credit in a least 1 of the subjects or 5 subjects passed (English is compulsory) and a credit in a least 2 subjects + 1 year of higher education studies or equivalent supplementary studies.

## **Zimbabwe**

- Higher School Certificate (GCE 'A' level) which prepares students to enter universities in Zimbabwe and elsewhere or the polytechnics.

## **Unique Student Identifier (USI) Number:-**

Ei requires students to provide USI Number at the time of enrolling or before commencing training. This is in line with the Unique Student Identifier (USI) requirement from 1 January 2015, all students doing nationally recognised training will need to have a USI which includes students doing Vocational Education Training (VET) in schools.

A USI is a reference number made up of numbers and letters. Creating a USI is free. It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life. The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

The USI will:

- link a student's VET achievements, regardless of where in Australia they did the course
- let students easily access secure digital transcripts of their achievements (transcripts will be available from January 2016) give students more control over their VET information.

For further information please visit <https://www.usi.gov.au/students>

## **Note :**

1. Where a student does not meet the required English level for entry into Ei courses, the student will be required to enrol in ELICOS Programs; so that they can achieve Ei's required English proficiency entry requirement into Training Package qualifications on Ei's scope of registration.
2. All documents that are attached with the enrolment application form other than English must be accompanied translated into English by NAATI-National Accreditation Authority for Translators and Interpreters Ltd.

## International Students

### Procedures

Procedure	Responsibility
<b>A. Receiving Enrolment Application</b> <ul style="list-style-type: none"> <li>All enrolment applications from International Students are received and assessed by student administration.</li> <li>The assessment process at Ei is conducted in an ethical and responsible manner. Entry requirements are in accordance with all Australian and Victorian Equal Opportunity regulations.</li> </ul>	Administration Department
<b>B. Checking Enrolment Application for all documentation</b> <ul style="list-style-type: none"> <li>Enrolment applications will not accepted without appropriate supporting documentation. All international students are required to submit the following with their enrolment application form:               <ul style="list-style-type: none"> <li>Evidence of English proficiency</li> <li>Any other supporting information, such as previously attained qualifications.</li> <li>Year 12 Completion Certificate</li> </ul> </li> </ul>	Administration Department
<b>C. Assessing the Enrolment Application</b> <ul style="list-style-type: none"> <li>Admin assesses and confirms meeting the entry requirements as above with all required documentation attached</li> </ul>	Administration Department
<b>D. Sending Offer Letter with Course, Fee information</b> <ul style="list-style-type: none"> <li>Admin sends Offer letter with course information, fees and charges, refunds assesses</li> </ul>	Administration Department
<b>E. Student accepts the offer and sends the acceptance back to Ei</b> <ul style="list-style-type: none"> <li>Pre – enrolment process is completed</li> </ul>	Administration Department

### Document Control

<b>Document No. &amp; Name:</b>	SC35 - Entry Requirement Policy & Procedure
<b>Quality Area:</b>	Students and Clients
<b>Author:</b>	Everest Institute
<b>Status:</b>	Active
<b>Approved By:</b>	CEO/Director
<b>Approval Date:</b>	April 2024
<b>Standards:</b>	Clause 4.1 and 5.4 of Standards for RTO 2015; ESOS National Code 2018 Standard 2