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Melbourne Metropolitan College

&

Langford English College

Entry-Requirement-Policy-and-Procedure

Contents

POLICY

Melbourne Metropolitan College is committed to ensuring that participants enrolling in ELICOS Courses and Nationally Accredited Programs possess the requisite skills and capabilities essential for achieving success in their academic pursuits.

PURPOSE

The policy provides guidelines to the students and staff to make an informed decision prior to offering course(s) to the student intending to undertake study at Melbourne Metropolitan College.

SCOPE

This policy applies to all the prospective and current international students of Melbourne Metropolitan College

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Entry-Requirement-Policy-and-Procedure-V4.3
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Langford English College | RTO Code 40860 CRICOS Provider No 03783F | www.langford.edu.au | enquiries@langford.edu | Campuses: Melbourne, Gold Coast

4.1 Entry requirements for VET Courses

	CRICOS CODE	COURSE DETAILS	ENTRY REQUIREMENT	SPECIAL REQUIREMENT
1	103660G	**AUR30620 – Certificate III in Light Vehicle Mechanical Technology**	• Applicants *must be 18 years or above.* • Satisfactorily completed year 12 (*Higher Secondary School or equivalent) level of studies.* • Basic Computer knowledge.	• There are no formal entry requirements for this qualification.
2	103005F	**AUR40216 – Certificate IV in Automotive Mechanical Diagnosis**	• Applicants *must be 18 years or above.* • Basic Computer knowledge.	*Those undertaking the Certificate IV in Automotive Mechanical Diagnosis **MUST** have completed an automotive mechanical Certificate III qualification or be able to demonstrate equivalent competency.*
3	103056E	**AUR50216 – Diploma of Automotive Technology**	• Applicants *must be 18 years or above.* • Basic Computer knowledge.	Those undertaking the Diploma of Automotive Technology must have completed an automotive Certificate IV qualification in one of the following disciplines or be able to demonstrate equivalent competency.

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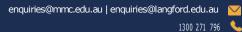|				
				• AUR40216 Certificate IV in Automotive Mechanical Diagnosis • AUR40816 Certificate IV in Automotive Mechanical Overhauling
4	106784D	**BSB40120 – Certificate IV in Business**	• Applicants *must be 18 years or above.* • Basic Computer knowledge. • International students applying for Certificate IV level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 11 or Certificate III or higher qualification.	There are no formal entry requirements for this qualification.

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5	106478C	**BSB60420– Advanced Diploma of Leadership and Management**	• Applicants *must be 18 years or above.* • Basic Computer knowledge.	• Have 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.*
6	106479B	**BSB80120 – Graduate Diploma of Management (Learning)**	• Applicants *must be 18 years or above.* • Basic Computer knowledge	There are no formal entry requirements for this qualification.
7	111923M	**AHC60319 -Advanced Diploma of Agribusiness Management**	• Applicants *must be 18 years or above.* • Basic Computer knowledge • All students are required to undertake a language,	International students applying for Advanced Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification

			literacy and numeracy (LLN) test mapped at ACSF level 4+ conducted by Melbourne Metropolitan College (MMC)	
8	104396K	**BSB50420 Diploma of Leadership and Management**	• Applicants *must be 18 years or above.* • Basic Computer knowledge	There are no formal entry requirements for this qualification.
9	111241D	**ICT50220 – Diploma of Information Technology (Cyber Security)**	• Applicants *must be 18 years or above.* • Basic Computer knowledge • All students are required to undertake a *language,* literacy and numeracy (LLN) test mapped at ACSF level 3+ conducted by Melbourne Metropolitan College (MMC)	International students applying for Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification.

10	111241D	ICT50220 – Diploma of Information Technology (Telecommunications Network Engineering)	• Applicants *must be 18 years or above.* • Basic Computer knowledge • All students are required to undertake a *language, literacy and numeracy (LLN)* test mapped at *ACSF level 3+* conducted by Melbourne Metropolitan College (MMC)	International students applying for Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification.
11	111242C	ICT60220 – Advanced Diploma of Information Technology (Cyber Security)	• Applicants *must be 18 years or above.* • Basic Computer knowledge • All students are required to undertake a *language, literacy and numeracy (LLN)* test mapped at *ACSF level 4+* conducted by Melbourne	International students applying for Advanced Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification.

				Metropolitan College (MMC)	

| 12 | 111242C | **ICT60220 – Advanced Diploma of Information Technology (Telecommunications Network engineering)** | Applicants *must be 18 years or above.* Basic Computer knowledge All students are required to undertake a *language, literacy and numeracy (LLN) test mapped at ACSF level 4+ conducted by Melbourne Metropolitan College (MMC)* | International students applying for Advanced Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification. |
| 13 | 111924K | **RII50420 –Diploma of Civil Construction Management** | Applicants *must be 18 years or above.* Basic Computer knowledge All students are required to undertake a language, literacy and numeracy (LLN) test mapped at ACSF level 3+ conducted by Melbourne | International students applying for Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification. |

				Metropolitan College (MMC)	

14	111925J	**RII60520- Advanced Diploma of Civil Construction Design**	• Applicants *must be 18 years or above.* • Basic Computer *knowledge* • All students are required to undertake a *language,* literacy and numeracy (LLN) test mapped at *ACSF level 4+* conducted by Melbourne Metropolitan College (MMC)	International students applying for Advanced Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification.
15	106477D	**BSB50120- Diploma of Business**	• Applicants *must be 18 years or above.* • Basic Computer *knowledge* • All students are required to undertake a *language,* literacy and numeracy (LLN) test mapped at *ACSF level 4+* conducted by Melbourne	International students applying for Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification.

16	104009D	**BSB42015 Certificate IV in Leadership and Management**	• Applicants *must be 18 years or above.* • Basic Computer knowledge	Have foundation skills at a minimum of Australian Core Skills Framework (ACSF) level 3 listed
				Metropolitan College (MMC)

Note: the "Metropolitan College (MMC)" text appears above row 16 in the rightmost column area.

Language, Literacy and Numeracy Requirement for VET Courses

1. LLN test is a MANDATORY requirement for EVERY VET STUDENTS who is enrolling for a Vocational Qualification at Melbourne Metropolitan College.

2. The LLN test will be used for determining a student's Language, Literacy and Numeracy skills.

3. If the student misses any part/skills assessment, then he/she will be asked to undertake this again.

4. If the student is enrolling for a packaged program, then the first AQF level qualification LLN Test should be administered to the student.

5. The LLN Test can be taken prior to the Orientation Day or will have to be taken on Orientation Day.

English language requirements

To enroll into this course with MMC, international students, applying either off-shore or on-shore, must satisfy one of the following requirements:

I. Either a minimum IELTS test score of 6.0 or equivalent from 5.5 in general for direct entry into a VET course;

or, IELTS score of 5.0 or equivalent with an ELICOS course (up to 10 weeks) to be taken before the main VET course.

or, IELTS score of 4.5 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.

Results more than two years old are not acceptable.

OR

II. Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States.

OR

III. Evidence that, within two years of their application date, they have successfully completed in Australia a foundation course or a senior secondary certificate of education or a substantial part of a Certificate IV or higher level qualification, from the Australian Qualifications Framework.

OR

IV. For students from Assessment Levels 1 and 2 only, successful completion of MMC's Language and Numeracy Test conducted on MMC's campus (for onshore international students ONLY.)

V. In certain countries, prospective students may be exempt from the IELTS test requirement or the mentioned requirements may vary based on the country students are applying from, as successfully completion of our Language, Literacy, and Numeracy (LLN) test alone is deemed sufficient to qualify for an offer letter.

COURSE CODE	ENTRY REQUIREMENT - General	ENGLISH LANGUAGE REQUIREMENTS
General English	1. Applicants must be a minimum of 18 years of age at the time of commencement. 2. The student will be required to undertake MMC ELICOS Placement Test to ensure they enroll in the correct level.	English Placement test or equivalent: • Beginner • Elementary • Pre-Intermediate • Intermediate • Upper-Intermediate • Advanced

PROCEDURE

The student selection process at Melbourne Metropolitan College is conducted in an ethical and responsible manner. Entry requirements are in accordance with equal opportunity regulations in Australia.

1. The applicant is required to complete the following:
   - Sign the MMC/Langford Enrolment Form
   - Attach all the relevant certificate academic transcripts in line with the Entry Requirements
   - Provide Proof of English proficiency of an IELTS score of 5.5 or equivalent
   - Documents in a language other than English must be translated by a NAATI approved translator only
   - Sign the student Acceptance Agreement and make the initial tuition fee deposit as indicated in the *Student Acceptance Agreement*
   - Take the MMC LLN test prior to the course commencement on the day of the Orientation

2. Successful applicants would receive a full or conditional Letter of Offer and a Student Acceptance Agreement.

3. If the applicant is claiming Credit Transfer – Original Statement of Attainment or Original Qualification certificate has to be cited and verified by the Admissions officer.

4. While issuing a CoE, if the PRISMS prompts for complying with Standard 7 of NCP 2018 regarding transfer of students, the student should be able to advise on that.

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

RESPONSIBILITY

The Admissions Team, National Quality and Compliance Manager, COO and CEO are responsible for MMC's adherence to the National Standards for Training Organisations and ESOS/NCP2018.