

# Melbourne Metropolitan College & Langford English College

## PPI15 Entry Requirement Policy and Procedure

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## 1. TABLE OF REFERENCE

Distribution	All staff and students
Related Entities	Active Transition Training Pty Ltd trading as: <ul style="list-style-type: none"> <li>Melbourne Metropolitan College</li> </ul>
Related Documents	<ul style="list-style-type: none"> <li>PPI23 Students Complaints and Appeals Policy and Procedure</li> <li>PPI14 Deferment, Suspension or Cancellation Policy and Procedure</li> <li>Student Handbook – International</li> <li>PPI18 Language Literacy and Numeracy Policy and Procedure</li> <li>Letter of Offer and Course Application (LOO)</li> <li>Confirmation of Enrolment letter (CoE)</li> <li>Enrolment Agreement Form</li> <li>PPI8Credit Transfer Policy and Procedure</li> </ul>
Statutory References	<ul style="list-style-type: none"> <li>National Vocational Education and Training Regulator Act 2011</li> <li>Standards for RTO's 2015</li> <li>National Code of Practice 2018 Standard 2, 3 &amp; 8</li> <li>ESOS Act 2000</li> <li>Standard 7 of NCP 2018</li> </ul>
Legislative context	<ul style="list-style-type: none"> <li>Commonwealth Human Rights and Equal Opportunity Commission Act 1986</li> <li>Commonwealth Disability Discrimination Act 1992</li> <li>Commonwealth Disability Standards for Education 2005</li> <li>Victorian Equal Opportunity Act 1995</li> </ul>



## 2. PURPOSE

Melbourne Metropolitan College and Langford English College is dedicated to guaranteeing that individuals enrolling in ELICOS Courses and Nationally Accredited Courses possess the necessary skills and capabilities crucial for achieving academic success.

## 3. POLICY

This policy serves to offer students and staff clear guidelines to aid in making informed decisions before offering course(s) to prospective students intending to study at Melbourne Metropolitan College (MMC) and Langford English College (LEC) while meeting all necessary legislative requirements of the AQF, SRTOs 2015, and the National Code 2018.

## 4. SCOPE

This policy applies to all prospective and current international students and staff of MMC and LEC.

## 5. RESPONSIBILITY

The RTO Manager is responsible for the implementation of this policy and procedure and to ensure that staff and students are aware of its application and requirements. The Admissions Manager and team will be responsible for administration of the processes, checks, and record management.

## 6. ENTRY REQUIREMENTS FOR VET COURSES

		CRICOS CODE	COURSE DETAILS	ENTRY REQUIREMENT	SPECIAL REQUIREMENT
1		103660G	AUR30620 - Certificate III in Light Vehicle Mechanical Technology	<ul style="list-style-type: none"> <li>Applicants must be 18 years or above.</li> <li>Satisfactorily completed year 12 (Higher Secondary School or equivalent) level of studies.</li> <li>Basic Computer knowledge.</li> </ul>	There are no formal entry requirements for this qualification.

2		103005F	AUR40216 - Certificate IV in Automotive Mechanical Diagnosis	<ul style="list-style-type: none"> <li>• Applicants must be 18 years or above.</li> <li>• Basic Computer knowledge.</li> </ul>	<p>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.</p>
3		103056E	AUR50216 - Diploma of Automotive Technology	<ul style="list-style-type: none"> <li>• Applicants must be 18 years or above.</li> <li>• Basic Computer knowledge.</li> </ul>	<p>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.</p> <ul style="list-style-type: none"> <li>• AUR40216 Certificate IV in Automotive Mechanical Diagnosis</li> <li>• AUR40816 Certificate IV in Automotive Mechanical Overhauling</li> </ul>



4		106784D	BSB40120 – Certificate IV in Business	<ul style="list-style-type: none"> <li>Applicants must be 18 years or above.</li> <li>Basic Computer knowledge.</li> <li>International students applying for Certificate IV level either off- shore or on- shore will need satisfactory completion of Australian Year 11 (Higher Secondary School or equivalent) level of studies, or Certificate III or higher qualification.</li> </ul>	There are no formal entry requirements for this qualification.
5		106478C	BSB60420 - Advanced Diploma of Leadership and Management	<ul style="list-style-type: none"> <li>Applicants must be 18 years or above.</li> <li>Basic Computer knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.</li> </ul>
6		106479B	BSB80120 - Graduate Diploma of Management (Learning)	<ul style="list-style-type: none"> <li>Applicants must be 18 years or above.</li> <li>Basic Computer knowledge</li> </ul>	There are no formal entry requirements for this qualification.



7		111923M	AHC60319 – Advanced Diploma of Agribusiness Management	<ul style="list-style-type: none"> <li>• Applicants must be 18 years or above.</li> <li>• Basic Computer knowledge</li> <li>• All students are required to undertake a language, literacy and numeracy (LLN) test mapped at ACSF level 4+ conducted by Melbourne Metropolitan College (MMC)</li> </ul>	International students applying for Advanced Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 (Higher Secondary School or equivalent) or Certificate IV or higher qualification.
8		104396K	BSB50420 Diploma of Leadership and Management	<ul style="list-style-type: none"> <li>• Applicants must be 18 years or above.</li> <li>• Basic Computer knowledge</li> </ul>	There are no formal entry requirements for this qualification.
9		111241D	ICT50220 - Diploma of Information Technology (Cyber Security)	<ul style="list-style-type: none"> <li>• Applicants must be 18 years or above.</li> <li>• Basic Computer knowledge</li> <li>• All students are required to undertake a language, literacy and numeracy (LLN) test mapped at ACSF level 3+ conducted by Melbourne Metropolitan College (MMC)</li> </ul>	International students applying for Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 (Higher Secondary School or equivalent) or Certificate IV or higher qualification.

10		111241D	ICT50220 - Diploma of Information Technology (Telecommunications Network Engineering)	<ul style="list-style-type: none"> <li>• Applicants must be 18 years or above.</li> <li>• Basic Computer knowledge</li> <li>• All students are required to undertake a language, literacy and numeracy (LLN) test mapped at ACSF level 3+ conducted by Melbourne Metropolitan College (MMC)</li> </ul>	International students applying for Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 (Higher Secondary School or equivalent) or Certificate IV or higher qualification.
11		111242C	ICT60220 - Advanced Diploma of Information Technology (Cyber Security)	<ul style="list-style-type: none"> <li>• Applicants must be 18 years or above.</li> <li>• Basic Computer knowledge</li> <li>• All students are required to undertake a language, literacy and numeracy (LLN) test mapped at ACSF level 4+ conducted by Melbourne Metropolitan College (MMC)</li> </ul>	International students applying for Advanced Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 (Higher Secondary School or equivalent) or Certificate IV or higher qualification.





12		111242C	ICT60220 - Advanced Diploma of Information Technology (Telecommunications Network engineering)	<ul style="list-style-type: none"> <li>• Applicants must be 18 years or above.</li> <li>• Basic Computer knowledge</li> <li>• All students are required to undertake a language, literacy and numeracy (LLN) test mapped at ACSF level 4+ conducted by Melbourne Metropolitan College (MMC)</li> </ul>	International students applying for Advanced Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 (Higher Secondary School or equivalent) or Certificate IV or higher qualification.
13		111924K	RII50420 – Diploma of Civil Construction Management	<ul style="list-style-type: none"> <li>• Applicants must be 18 years or above.</li> <li>• Basic Computer knowledge</li> </ul> <p>All students are required to undertake a language, literacy and numeracy (LLN) test mapped at ACSF level 3+ conducted by Melbourne Metropolitan College</p> <ul style="list-style-type: none"> <li>• (MMC)</li> </ul>	International students applying for Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 (Higher Secondary School or equivalent) or Certificate IV or higher qualification.



14		111925J	R1160520- Advanced Diploma of Civil Construction Design	<ul style="list-style-type: none"> <li>• Applicants must be 18 years or above.</li> <li>• Basic Computer knowledge</li> <li>• All students are required to undertake a language, literacy and numeracy (LLN) test mapped at ACSF level 4+ conducted by Melbourne Metropolitan College (MMC)</li> </ul>	International students applying for Advanced Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 (Higher Secondary School or equivalent) or Certificate IV or higher qualification.
15		106477D	BSB50120- Diploma of Business	<ul style="list-style-type: none"> <li>• Applicants must be 18 years or above.</li> <li>• Basic Computer knowledge</li> <li>• All students are required to undertake a language, literacy and numeracy (LLN) test mapped at ACSF level 4+ conducted by Melbourne Metropolitan College (MMC)</li> </ul>	International students applying for Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 (Higher Secondary School or equivalent) or Certificate IV or higher qualification.
16		104009D	BSB42015 Certificate IV in Leadership and Management	<ul style="list-style-type: none"> <li>• Applicants must be 18 years or above.</li> <li>• Basic Computer knowledge</li> </ul>	Have foundation skills at a minimum of Australian Core Skills Framework (ACSF) level 3 listed



## Language, Literacy, and Numeracy Requirement for VET Courses:

1. A Language, Literacy, and Numeracy (LLN) assessment is **COMPULSORY** for **ALL VET STUDENTS** enrolling in a Vocational Qualification at Melbourne Metropolitan College.
2. The LLN assessment will evaluate a student's proficiency in language, literacy, and numeracy.
3. If a student misses any part or fails to demonstrate adequate skills during the assessment, they will be required to retake the assessment.
4. For students enrolling in packaged programs, the LLN assessment for the first AQF level qualification must be completed.
5. The LLN assessment can be undertaken either before the Orientation Day or during the Orientation Day itself.

## English language requirements:

To enroll in a course at MMC, international students, whether applying from abroad or within the country, must meet one of the following criteria:

- Attainment of a minimum IELTS test score of 6.0 or its equivalent for direct entry into a VET course.

or,

- Attainment of an IELTS score of 5.5 or its equivalent, accompanied by completion of an ELICOS course (lasting up to 10 weeks) before commencing the main VET course;

or,

- Attainment of an IELTS score of 5.0 or its equivalent, accompanied by completion of an ELICOS course (lasting up to 20 weeks) before commencing the main VET course.

Scores older than two years will not be accepted.

OR

- Demonstration of at least five years of English language education in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom, or United States
- Documentation demonstrating completion, within two years of the application date of a foundation course, senior secondary certificate of education, or a significant portion of a Certificate IV or higher-level qualification from the Australian Qualifications Framework, while residing in Australia.

OR

- Exclusive to students classified under Assessment Levels 1 and 2, passing MMC/LEC's on-campus Language, Literacy and Numeracy test (available for onshore international students ONLY).
- In select countries, applicants may be exempt from the IELTS test requirement upon successful completion of our Language, Literacy, and Numeracy (LLN) test, which alone qualifies them for an offer letter.

COURSE CODE	ENTRY REQUIREMENT - General	ENGLISH LANGUAGE REQUIREMENTS
General English	<p>1. Applicants must be a minimum of 18 years of age at the time of commencement.</p> <p>2. The student will be required to undertake MMC ELICOS Placement Test to ensure they enroll in the correct level.</p>	<p>English Placement test or equivalent:</p> <ul style="list-style-type: none"> <li>• Beginner</li> <li>• Elementary</li> <li>• Pre-Intermediate</li> <li>• Intermediate</li> <li>• Upper-Intermediate</li> <li>• Advanced</li> </ul>

## 7. PROCEDURE

The student admission process at MMC/LEC adheres to ethical and responsible standards. Entry criteria align with Australia's equal opportunity regulations

The applicant must complete the following steps:

1. Sign the MMC/Langford Enrolment Form
2. Submit all relevant academic transcripts in accordance with the Entry Requirements
3. Provide proof of English proficiency with an IELTS score of 6.0 or equivalent
4. Non-English documents must be translated by a NAATI approved translator

5. Sign the student Acceptance Agreement and pay the initial tuition fee deposit outlined in the Agreement
6. Take the MMC/LEC LLN test prior to the course commencement during Orientation.
7. Successful applicants will receive a full or conditional Letter of Offer along with a Student Acceptance Agreement.

If seeking Credit Transfer, the authorised personnel must verify the Original Statement of Attainment or Qualification certificate.

When issuing a COE, if prompted by PRISMS to comply with Standard 7 of NCP 2018 regarding student transfers, the student must provide necessary guidance.

Students must apply for a Unique Student Identifier (USI) if they do not already possess one.

## RESPONSIBILITY

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

### 8. REVISION DATE

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

### 9. REVIEW DATE

Version Number	Date	Reason for change	Prepared By	Approved By
V.3	27/5/2024	Updated and improved	RTO Manager (SC)	CEO (HH)