



Australian College of Culinary and Management

ACCM

Australian College of Culinary and Management Pty Ltd (ACCM)

RTO-45886-CRICOS-04038J

Entry Requirement Policy and Procedure

ESOS/NCP	<ul style="list-style-type: none">● ESOS Act (2000), Education for Overseas Students Amendment Act 2014 National Code of Practice for Providers of Education and Training to Overseas Students● The National Code 2018: Standard 2
SRTOs 2015	Standards 5 http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html
Legislative Context	<ul style="list-style-type: none">● National Vocational Education and Training Regulator Act 2011● Standards for Registered Training Organisations (RTOs) 2015● Education Services for Overseas Students (ESOS) Act 2000
Related Policies and forms	<ul style="list-style-type: none">● Admission and Enrolment Policy● Language Literacy and Numeracy Policy● LLN Test● Student Application Form● Offer Letter

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1. POLICY

ACCM Pty Ltd **RTO-45886-CRICOS-04038J** will ensure that all individuals who gain entry into a Nationally Accredited Program have the appropriate skills and abilities they require to be successful in their studies.

2. PURPOSE

This policy outlines a documented procedure for assessing prospective students' qualifications, experience and English language proficiency. The policy provides guidelines to the staff to make an informed decision prior to offering course(s) to the student intending to undertake study at ACCM.

3. SCOPE

This policy/procedure applies to all prospective international students.

4. POLICY STATEMENT

Entry Requirements

- All students must be of the age of 18 years or over at the time of commencement.
- Entry into all courses will require an English Proficiency level of IELTS 5.5 or equivalent.
 - IELTS overall band score of 5.5 or equivalent, OR
 - IELTS overall band score of 5 when packaged with at least 10 weeks English Language Intensive Course for Overseas Students (ELICOS), OR
 - IELTS overall band score of 4.5 when packaged with at least 20 weeks ELICOS.
 - IELTS score of 5.5 or PTE score of 42 or its equivalent.
- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification is required for entry into all VET courses.
- Satisfactory completion of Australian Year 12 qualification in Australia or Australian Year 11 and 3 years of study in Australia

Exceptions to Evidence of English Language

- a. an applicant who is a citizen of, and holds a valid passport issued by the United Kingdom, the United States of America, Canada, New Zealand, or the Republic of Ireland;
- b. In the two years before applying for visa, an applicant has successfully completed the requirements for a Senior Secondary Certificate of Education, in a course that was conducted in Australia in English.
- c. An applicant who has successfully completed a minimum of 5 years of study in English undertaken in one or more of the following countries: Australia, Canada, New Zealand, South Africa, the Republic of Ireland, the United Kingdom, or the United States of America.
- d. However, the student will be required to take the ACCM LLN test before the commencement of the course.

Language, Literacy and Numeracy Requirement

It is mandatory for every student to undertake a Language, Literacy and Numeracy (LLN) Test prior to commencement of studies in a course. This is done to understand if any special learning needs the student may require studying the selected course at ACCM.

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

5. PROCEDURE

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

1. Complete and sign College Application Form;
2. Attach all relevant certified academic transcripts in line with the Entry Requirements;
3. Proof of English proficiency of an IELTS score of 5.5 or equivalent;
4. Documents in a language other than English must be translated to English by a NAATI approved translator only.
5. Successful applicants will receive a full or conditional Letter of Offer and a Student Acceptance Agreement.
6. Applicants are required to sign the Student Acceptance Agreement and make the initial tuition fee deposit as indicated in the Student Acceptance Agreement.
7. 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.
8. While issuing a CoE, if the PRISMS prompts for complying with Standard 7 of NCP 2018 regarding transfer of student, the student should be able to advise on that.
9. The student will take the LLN Test prior to the course commencement.
10. The student will be required to apply for Unique Student Identifier (USI) if he/she does not have one.

6. RESPONSIBILITY

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

7. REVIEW DATE

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

For further information you can visit- <https://www.accm.vic.edu.au/policies>

8. VERSION HISTORY

Version	Date	Reason for upgradations	Prepared By
1.0	Oct 2021	Initial Document	CEO/Director
1.1	August 2022	Updated on registration	CEO/Director