

STUDENT SELECTION POLICY

ESOS Standards 2 + 7; Standards for RTOs 1 + 5

1. PURPOSE AND OBJECTIVE

The purpose of this document is to establish the principles and processes by which Queensland International Institute (Qii) selects students for enrolment into its courses. These principles and processes shall abide by all relevant extant legislative requirements, and be in full accord with Qii's commitment to the values of clarity, equity and transparency.

2. SCOPE

The Student Selection Policy applies to the recruitment and admission of domestic and international students into Qii's courses.

3. APPLICATION & SELECTION

- a) Qii abides by the minimum entry pre-requisites for each of its qualifications detailed by www.training.gov.au, the national register for training in Australia.
- b) Further to these requirements, each application to study at Qii shall be assessed against the identified entry requirements as detailed below.
- c) All documentation submitted to Qii in support of an application for enrolment must conform to the following standards:
 - i. all photographs or images of applicants must be clearly defined and of high resolution, with the face unobscured;
 - ii. Copies of Testamurs, identification documents, and academic transcripts must display the same level of clarity, with all information, certifications, seals and any other officiating and otherwise relevant information clearly visible.
- d) Qii shall publish on its website full details of the selection criteria and entry pre-requisites for its full range of courses.

4. ENTRY REQUIREMENTS – INTERNATIONAL APPLICANTS

(a) English Language Proficiency Entry Requirements

An international applicant wishing to enrol on a course at Qii must meet one of the following conditions:

- An IELTS band score or equivalent internationally recognised English results, in line with Department of Immigration and Border Protection (DIBP) requirements (Qii will not accept any results older than two years from the date of application);
- 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;
- Evidence that, within 2 years of the application date, have successfully completed in Australia a substantial part of a Certificate IV or higher level of qualification from the Australian Qualifications Frameworks (AQF).

Below is the summary of English language entry requirements which apply to qualification levels offered by Qii:

Qualification Level	English Entry Requirements*
Certificate II	IELTS 3.0 or equivalent.
Certificate III	IELTS 4.0 or equivalent.
Certificate IV	IELTS 4.5 or equivalent, including TOEIC 600 and ISLPR overall 2 and other English scores accepted by Department of Immigration and Border Protection (DIBP) such as TOEFL 'PBT' 450, TOEFL 'iBT' 32; PTE Academic 30; Cambridge English Advance 36; OET 'Pass'.
Diploma	IELTS 5.0 or equivalent, including TOEIC 620 and ISLPR overall 2+ and other English scores accepted by Department of Immigration and Border Protection (DIBP) such as TOEFL 'PBT' 500, TOEFL 'iBT' 35; PTE Academic 36; Cambridge English Advance 41; OET 'Pass'.

Advanced
Diploma

IELTS 5.5 or equivalent, including TOEIC 650 and ISLPR overall 2+ (with no sub score below 2) and other English scores accepted by Department of Immigration and Border Protection (DIBP) such as TOEFL 'PBT' 527, TOEFL 'iBT' 46; PTE Academic 42; Cambridge English Advance 47; OET 'Pass'.

The **exceptions** to the above list are courses offered by Qii from the **CHC Community Services Training Package**. The following entry requirements apply to these courses:

Courses	English Entry Requirements*
CHC30113 Certificate III in Early Childhood Education and Care	IELTS 5.0 or equivalent, including TOEIC 620 and ISLPR overall 2+ and other English scores accepted by Department of Immigration and Border Protection (DIBP) such as TOEFL 'PBT' 500, TOEFL 'iBT' 35; PTE Academic 36; Cambridge English Advance 41; OET 'Pass'.
CHC30212 Certificate III in Aged Care CHC40108 Certificate IV in Aged Care CHC50113 Diploma of Early Childhood Education and Care	IELTS 5.5 or equivalent, including TOEIC 650 and ISLPR overall 2+ (with no sub score below 2) and other English scores accepted by Department of Immigration and Border Protection (DIBP) such as TOEFL 'PBT' 527, TOEFL 'iBT' 46; PTE Academic 42; Cambridge English Advance 47; OET 'Pass'.

*If an applicant does not demonstrate the English proficiency requirements, Qii may require the applicant either to undertake Qii's Language, Literacy and Numeracy (LLN) test (see below), or enrol in an English language course offered by Qii.

(b) Secondary Education

All applicants must provide evidence (in English translation) of satisfactory completion of secondary-level schooling in their home country. Alternatively, students must demonstrate sufficient work experience to prove that they will be able to meet the vocational study requirements of the course in which they wish to enrol.

(c) Transfer from other providers

If a prospective international student is currently enrolled with another registered provider and has not completed at least six months of their principal course of study, in accordance with the Standard 7 of the Education Services for Overseas Students (ESOS) Act Qii will consider the prospective student's application only in the following circumstances:

- If the original registered provider has ceased to be registered, or the course in which the student is enrolled has ceased to be registered;
- If the original registered provider has provided a written letter of release;
- If the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course; or
- If any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

(d) English Language Intensive Courses for Overseas Student (ELICOS)

Students who have completed an intensive English course (ELICOS) must provide Qii with a certificate of completion and transcript. Their English proficiency shall be considered on a case by case basis.

5. ENTRY REQUIREMENTS – DOMESTIC APPLICANTS

All domestic applicants to courses offered by Qii are required to meet the following minimum academic entry requirements:

Qualification Level	Academic Entry Requirements*
Certificate II	Satisfactory completion of Year 9, or equivalent
Certificate III & IV	Satisfactory completion of Year 10, or equivalent

Diploma	<p>Satisfactory completion of Year 11, or equivalent.</p> <p>If the applicant has not completed Year 11, or equivalent, or a Certificate IV, Qii may require the applicant to complete our Language, Literacy and Numeracy (LLN) test and attend an enrolment interview in-person, via webcam, or by telephone.</p>
Advanced Diploma	<p>Satisfactory completion of Year 12, or equivalent</p> <p>If the applicant has not completed Year 12, or equivalent, or a Diploma, Qii may require the applicant to complete our Language, Literacy and Numeracy (LLN) test and attend an enrolment interview in-person, via webcam, or by telephone.</p>

6. LANGUAGE, LITERACY AND NUMERACY (LLN) TEST

Qii may require prospective students be assessed with its internal Language, Literacy and Numeracy (LLN) Test. This test is structured and scored according to the Australian Core Skills Framework (ACSF). The ACSF measures individuals against 5 levels of performance. The table below gives a summary of the entry requirements according to those 5 levels for qualifications offered by Qii.

Qualification	Reading (ACSF level)	Writing (ACSF level)	Oral Communication (ACSF level)	Learning (ACSF level)	Numeracy (ACSF level)
Certificate II	2	2	2	2	2
Certificate III	2	2	3	3	2
Certificate IV	2	3	3	3	2
Diploma	3	3	3	3	2
Advanced Diploma	4	4	4	4	3

The **exceptions** to the above table are courses offered by Qii from the **CHC Community Services Training Package**. The following scores according to the ACSF apply to these courses:

Qualification	Reading (ACSF level)	Writing (ACSF level)	Oral Communication (ACSF level)	Learning (ACSF level)	Numeracy (ACSF level)
CHC30212 Certificate III in Aged Care CHC30113 Certificate III in Early Childhood Education and Care	3	3	3	3	2
CHC40108 Certificate IV in Aged Care CHC50113 Diploma of Early Childhood Education and Care	4	3	3	4	2

If upon testing an applicant is unable to meet the required ACSF level in up to 2 of the 5 core skills areas detailed above, Qii may require the applicant to sit for further assessment, such as an interview (please see below, Section 7, 'Other Requirements'). If an applicant is unable to meet the required ACSF levels in 3 or more of the 5 core skills, Qii may inform the applicant that they do not possess the required English Language competency to enrol on a course with Qii. In these circumstances, Qii shall advise the applicant of their study options.

7. OTHER REQUIREMENTS

In line with its commitment to Standard 2 of the ESOS Act 2000, Standard 1.7 of the Standards for RTOs 2015, and its core values of fairness and equity, Qii reserves the right to impose additional assessment requirements on those prospective students whose educational needs are judged to require further assessment. These additional assessment requirements shall be imposed solely in order to allow Qii to properly ascertain whether the student in question is properly suited to the course of study applied for.

Additional assessment requirements imposed on prospective Qii students may include, but are not limited to:

- Interview
- Further evidence of prior study / experience
- Course-specific examinations, including English language tests (see above, section 6)

Should Qii require an applicant to undergo additional assessment as part of their application for enrolment, Qii shall clearly communicate the reasons for this requirement to the applicant and/or the applicant's representative or educational agent.

As per Qii's commitment to remain compliant with the extant law, in circumstances where the requirements of the extant law are not upheld, Qii reserves the right to withdraw or refuse any and all students' or prospective students' enrolment or application for enrolment.

VERSION CONTROL

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