



Student Admission Policy and Procedure (V4)

Date	Action	Version
07 October 2015	Policy developed and approved	1.0
02 June 2017	Update	2.0
20 October 2019	Update	3.0
11 December 2020	Update	4.0
Dec 2021	Review	

Responsibility for Implementation: Admission and Student Services Coordinator

Authority: Approved by PEO

1. Purpose

All candidates for a qualification must have been formally admitted to the Institute before commencing study for that qualification.

2. Scope

Relevant to all candidates who apply for an award course at Elite Education Vocational Institute (EEVI).

3. Admission Criteria

3.1 Students must be 18 years of age before commencement of the designated study period.

3.2 Academic Criteria for Vocational Courses

3.2.1. The minimum entry requirement for all students is completion of Australian Year 10 or its international equivalent and the conditions consistent with the requirements for Subclass 500 visas in the case of international students.

3.2.2. For AQF Level 2 & 3 Courses

The minimum entry requirement for Certificate II & III courses is completion of Australian Year 10, or its international equivalent.

3.2.3. For AQF Level 4 Courses

The minimum entry requirement for Certificate IV courses is completion of Australian Year 11, or its international equivalent; or completion of Certificate III qualification or equivalent.

3.2.4. For AQF Level 5 & 6 Courses

The minimum entry requirement for Diploma or Advanced Diploma courses is completion of Australian Year 12, or its international equivalent; or completion of Certificate IV qualification or equivalent.

3.2.5. For AQF Level 8 Courses

The minimum entry requirement for Graduate Certificate or Diploma courses is completion of Bachelor degree (AQF Level 7), or its international equivalent; or completion of Advanced Diploma (AQF Level 6) with minimum 1 year full-time working experience in related field.



3.3 English Language Proficiency

The language of instruction is English. All students are required to demonstrate a minimum level of proficiency in English language to qualify for admission. For students enrolling onshore, students from Australian local institutes, an NSW Secondary School (minimum of Year 10) Certificate *is required*.

For students enrolling from non-English speaking countries directly, the condition of admission is

- IELTS 5.5 with no sub band scores less than 5.0; or
- Successful completion of at least one year of full-time study in an English speaking institution at an Australian AQF Level 3 or above; or
- Completion of the English for Academic Purposes (EAP) program at EEVI or an TEQSA/ASQA accredited ELT Centre; or
- Pass EEVI' s Placement Test.

For detailed admission criteria, please see below table:

	Certificate II	Certificate III	Certificate IV	Diploma	Advanced Diploma	Graduate Certificate	Graduate Diploma
ACADEMIC	Completion of Australian Year 10 or equivalent	Completion of Australian Year 10 or equivalent	Completion of Australian Year 11 or equivalent	Completion of Australian Year 12, or AQF Level IV qualification, or equivalent	Completion of AQF Level V or equivalent	Completion of AQF Level VII or equivalent	
ENGLISH PROFICIENCY	Intermediate Level of English OR IELTS Test Score of 5.0 OR Other recognised English Language tests such as: • TOEFL iBT Test Score of 35 • PTE Academic Test Score of 36 • Cambridge English: FCE • OET Pass Grade • TOEFL PBT Test Score of 500 • TOEIC 405- 600			Upper-intermediate Level of English OR IELTS Test Score of 5.5 OR Other recognised English Language tests such as: • TOEFL iBT Test Score of 54-56 • PTE Academic Test Score of 42 • Cambridge English: FCE • OET D Grade • TOEFL PBT Test Score of 550 • TOEIC 600		Upper-intermediate Level of English OR IELTS Test Score of 6.0 OR Other recognised English Language tests such as: • TOEFL iBT Test Score of 74-75 • PTE Academic Test Score of 50 • Cambridge English: FCE • OET C Grade • TOEFL PBT Test Score of 525 • TOEIC 670	

4. Admission Processes

Admission to Elite Education Vocational Institute involves a number of steps as set out below. These steps may assist applicants through the various stages of the admission process. If applicants have any questions at any stage during the process, they should contact the Admission Office for assistance.



Admissions processes are to ensure that students have the academic preparation and proficiency in English needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion.

The admissions process is to ensure that, prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:

- *all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies;*
- *policies, arrangements and potential eligibility for credit for prior learning;*
- *policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges; and*
- *policies and requirements in regards to course progress and attendance.*

All Admission and other contractual arrangements with students are in writing and include any particular conditions of enrolment and participation for undertaking particular courses of study that may not apply to other courses more generally, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of workplacements.

- 4.1 All international students applying to study must complete the Student Application Form and submit it to the Admission Office for assessment. Applicants should ensure that they attach copies of transcripts of all relevant previous studies and evidence of English language. If documents are in a language other than English, an officially certified English translation of each document must be provided together with certified copies of the original documents.
- 4.2 Upon assessment, if the application is successful, a 'provisional' Offer of Admission will be made by the Admission Office. EEVI will issue a Conditional or Unconditional Letter of Offer, together with all other information relevant to an applicant accepting their offer. The Admission Office will advise the applicants if their application is unsuccessful.
- 4.3 Applicants need to sign the Offer Acceptance Form and return it to the Admission Office with the required payment and any other documentation requested. Information regarding Tuition Fee Payments can be found in the Tuition Fees Payment and Refund Policy.
- 4.4 When the Admission Office receives the completed Offer Acceptance Form and the required tuition fees, it will process payment and issue the Confirmation of Enrolment (CoE) - the form used to apply for a Student Visa from an Australian Embassy, High Commission or the Department of Home Affairs as appropriate. Students must obtain a Student Visa before they come to study full-time in Australia. Information on obtaining a Student Visa is available online at <https://www.homeaffairs.gov.au/>
- 4.5 Upon being granted their Student Visa, students intending to study should make travel arrangements including applying for accommodation if needed. Students should advise EEVI admissions staff of their travel arrangements and request airport reception.

Elite Education Group Pty Ltd trading as Elite Education Vocational Institute

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- 4.6 Students should arrive and attend the International Student Orientation and Enrolment after which they will commence their formal study at EEVI.