



# **Student Entry Procedure**

# 1. Purpose

Management Consultancy International<sup>1</sup> (RTO code 91088) is committed to ensuring their prospective students are academically suited to enter and successfully complete their chosen course.

This procedure establishes entry requirements such as levels of literacy and numeracy, prior education (obtained qualifications) and/or transferable experience relating to nationally accredited courses

## 2. Definitions

**Entry requirements** are the knowledge, skills or experience which may be expressed in terms of competency from a lower level qualification, and/or vocational expertise (including job roles) that must be demonstrated prior to entering a qualification

The **Australian Core Skills Framework (ACSF)** provides a description of real life performance in the five core skills of:

- Learning
- Reading
- Writing
- Oral Communication
- Numeracy

**Exit level** – an individual's level in the ACSF is described as 'exit level'. The 'exit level gives an indication of where an individual can comfortably study or work at. For example, exit level 3 in reading indicates that the student is well capable of handling the reading requirements in Certificates III and IV qualifications as well as MCI Institute diploma qualifications.

A **reasonable belief** is a belief based on reasonable grounds with all known considerations, relevant to the formation of that belief, taken into account (including matters of opinion) and objectively assessed.

## 3. Scope

This policy is relevant to all MCI Institute and MCI Solutions students and prospective students.

<sup>1</sup> Later referred as MCI

## 4. References

- Standards for Registered Training Organisations 2015, Standard 5;
- Higher Education Support (VET) Guideline 2015, Division 5;
- ASQA Fact sheet—Providing quality training and assessment services to students with disabilities;
- MCI's Reasonable Adjustment Procedure;
- MCI's Fair Treatment and Equal Benefits and Opportunity Policy and Procedures

## 5. Responsibilities

The responsibility for implementing the requirements of this procedure rests with the Chief Operating Officer.

The responsibility for overseeing this procedure sits with MCI Academic and Administrative staff.

## 6. Procedure

6.1 Course entry requirements: Certificate IV level and below

- a. The student must provide MCI with evidence of meeting course entry requirements specified in the nationally recognised training package. The evidence usually consists of competency from a lower level qualification (e.g. a copy of a Certificate III in the relevant field) or evidence of industry experience.
- b. Minimum age requirements: potential students must be at least 16 years of age at the day of enrolment
- c. Language, Literacy and Numeracy requirements: students undertaking a course with the MCI are required to maintain satisfactory Language, Literacy and Numeracy (LLN) skills. Students who completed Year 10 or equivalent and/or have completed prior education and /or have prior work experience are considered to have satisfactory level of LLN skills.
- d. Computer Literacy: some MCI's course are partially or entirely delivered and/or accessible online. It is a requirement of MCI that students have both access to a computer and internet and a basic level of computer literacy to access the course materials and content.

6.2 Course entry requirements: Diploma level and above

In addition to the requirements specified in point 6.1, MCI also assessed students' academic suitability to undertake a course at the Diploma level or above:

- a. The student must provide MCI with evidence of meeting course entry requirements specified in the nationally recognised training package. The evidence usually consist of competency from a lower level qualification (e.g. a copy of a Certificate IV in the relevant field). MCI considers a student suited to enter a course when MCI can form

a reasonable belief that the student is academically suited based on a combination of the below factors:

- Each prospective student must meet the **Entry Requirements** for the course set out in this procedure and in the nationally recognised training package as outlined in the table below:

<b>Prospective student: (Types of Learner)</b>	<b>Entry Requirements:</b>
Year 12 High School Leaver	Evidence of completing Senior Secondary School Certificate, or equivalent.
Mature aged learner with work experience	Demonstrate recent relevant industry experience.
Mature aged learner with training experience	Evidence of having completed or undertaken other accredited training at a Certificate IV AQF level or above.
Learner with no Year 12 HSC, work or training experience	Ability to undertake this qualification as demonstrated to MCI during the Welcome call.

- b. Please note, additional requirements apply only to students who want to access a VET FEE-HELP loan to pay their tuition fees. The following is the additional requirements and the prospective student must (see below 6.5 for more details):
- Provide MCI with a copy of a Senior Secondary Certificate of Education for the students' completion of Year 12, or
  - be assessed as displaying competence at or above exit level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy in a way that satisfies MCI.

### 6.3 Admission process

- Individuals who seek to enrol in a course with MCI must complete and submit an application form through MCI's EMS or an enrolment form which is available on-line or from their assigned account manager and return it either via mail, in person or via email to [enrolment@mci.edu.au](mailto:enrolment@mci.edu.au)
- The application or enrolment form should include evidence that the applicant meets the published entry requirements for their chosen course.
- The application or enrolment form is assessed against the published entry requirements. Where the application is not complete or if further information is required to make an assessment of whether the applicant has met the published entry requirements for their chosen course, the applicant will be contacted and given the opportunity to provide further information.
- Applicants who meet the published entry requirements will be sent a confirmation letter or a conditional letter of acceptance offering them a place in their chosen course and details about the course including commencement date, payment options, the venue and other information necessary to undertake the course.

#### 6.4 Unique Student Identifier (USI)

- a) Student enrolled in nationally recognised qualifications after 1<sup>st</sup> January 2015 must have a valid Unique Student Identifier to be issued with a nationally recognised VET qualification or a VET Statement of Attainment.
- b) Students who have a genuine personal objection to being assigned a USI, can apply for an individual exemption from USI to the Student Identifiers Registrar. Student eligible for an individual exemption must provide a notice of exemption from a USI to enrol in a nationally recognised course.

#### 6.5 Access to VET FEE-HELP loan scheme requirements

The student must supply MCI with either a copy of their Senior Secondary Certificate of Education or demonstrate competence at or above Exit Level 3 in both reading and numeracy (ACSF).

- i. Senior Secondary Certificate of Education. If a prospective student has been awarded a Senior Secondary Certificate of Education by an agency or authority of a State or Territory for the student's completion of year 12, the student must provide MCI with a copy of the certificate prior to enrolment.
- ii. Competence at Exit Level 3 in Reading and Numeracy. The student who has not been awarded a Senior Secondary Certificate of Education or is unable to provide MCI with a copy of the certificate must demonstrate competence in reading and numeracy at or above exit level 3 through the Core Skills Profile for Adults (CSPA) testing. MCI considers this a satisfactory, valid and reliable assessment.

- Assessment process

MCI will ensure testing is conducted with honesty and integrity. The student will:

- a) be provided with access to the CSPA test (reading and numeracy).
- b) need to complete the CSPA test individually.
- c) be allowed one attempt in a single sitting in which to complete the CSPA test.
- d) be allowed to re-sit an LLN test at MCI's discretion.

- Reporting assessment results

- a) The student will receive his/her results following the assessment submission, as the test marking is automated.
- b) The student who did not demonstrate competence at the required level will be contacted by MCI and offered LLN courses to improve his/her skills.

- c) MCI may be required to submit results of the assessment to the Secretary of the Department of Education upon the Secretary's request.

## 6.6 Addressing individual student's needs

During the first week of a course commencement, the student will be contacted by the Support team via phone which will take them through the orientation process called "Welcome call".

- a) The Welcome Call is scripted, and the student service representative asks the potential student about:
  - any special needs and support required
  - any prior study and/or
  - workplace experience
  - student's interests and professional goals
  
- b) "Welcome Calls" are recorded and stored on the student management system under the individual's records. Information sourced from enrolment documentation and the Welcome Call records is used to provide mentoring, career advice, well-being counselling and any other educational support services, such as reasonable adjustment measures, students may require to achieve competency.

# 7. Records

The following records shall be collected/generated and retained for a period of 5 years:

- Copies of Senior Secondary Certificate of Education (if applicable)
- Results of the CSPA assessment (if applicable)
- Evidence of meeting entry requirements prescribed by the nationally recognised Training Packages (if applicable)
- Copies of previous qualifications (if applicable)
- Evidence of work experience, such as resume, job description, employer testimonials (if applicable)

Document revision history and version control

Version	Summary of changes	Author	Approved by	Effective date
1.0	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	Quality & Compliance Manager	Chief Operating Officer	18/ 12/ 2015
1.1	<ul style="list-style-type: none"> <li>• Changes to LLN assessment implemented by the Higher Education Support (VET) Guideline 2015 implemented on 24/12/2015</li> <li>• Editorial, streamlining language</li> </ul>	Academic Manager, Quality & Compliance Manager	Chief Operating Officer	01/ 01/ 2016

1.2	<ul style="list-style-type: none"> <li>LLN assessment process clarified (one sitting requirements removed (not supported by the ACER online test environment) notification about results changed : ACER online test environment does not support automatic notification)</li> </ul>	Academic Manager, Quality & Compliance Manager	Chief Operating Officer	09/ 06/ 2016
1.3	<ul style="list-style-type: none"> <li>Added FFS entry requirements</li> <li>Added: addressing individual students' needs</li> </ul>	Q&C Manager		10 August 2016