

PAX-T03 Course Entry Requirements Policy

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Version Number: 1.0

Person Responsible for Implementation: Admissions Department

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Relevant Standards:

- Outcome Standards for RTOs 2025: Standards 1.3, 1.4, 1.6, 2.1, 2.2, 4.4
- National Code of Practice for Providers of Education and Training to Overseas Students 2018: Standards 2 and 3
- ESOS Act 2000

Purpose

This policy outlines the criteria and procedures for determining the entry requirements for prospective students applying to nationally recognised training courses at PAX Institute of Education. It ensures that students possess the appropriate academic background, English language proficiency, and core learning competencies to undertake and complete vocational education and training successfully.

It supports transparent admissions practices, equitable access, and compliance with the Outcome Standards for RTOs 2025, ESOS Act 2000, and National Code 2018, ensuring that both domestic and international students are well-informed and assessed fairly.

Scope

This policy applies to all applicants (onshore and offshore) seeking admission into accredited training products on PAX Institute's scope of registration, including CRICOS courses delivered to international students.

Definitions

- **LLN Test:** Language, Literacy and Numeracy test conducted internally to assess a student's ability to engage with the course content.
- **Oxford Placement Test (OPT):** An online English proficiency test accepted and used by PAX Institute to verify entry-level English skills of a prospective learner in the absence of any other form of language proficiency evidence.
- **Conditional Offer:** A letter of offer issued when the applicant meets most but not all entry requirements, subject to further conditions.
- **PRISMS:** Provider Registration and International Student Management System used for managing COEs and visa compliance.

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Policy Statements

1. Minimum Age

All students must be at least 18 years of age at the commencement of the course.

2. English Language Proficiency

All applicants must demonstrate a minimum English proficiency equivalent to **IELTS 5.5**. The equivalencies include but are not limited to (refer to Appendix 1):

- TOEFL iBT (46–59)
- Cambridge English Scale (162)
- PTE Academic (42)
- OET (C grade)
- ELICOS (Upper Intermediate Certificate from an Australian ELICOS provider)
- Completion of Certificate IV or above in Australia
- Successful completion of Year 12 in Australia
- Successful completion of the Australian Foundation Year program
- Successful completion of minimum one year of study in Australia in VET in AQF Level 4 or higher
- B2 result in Oxford Placement Test (administered by PAX)
- Five years of full-time study in English in eligible English-speaking countries

Note: PAX Institute reserves the right to review the documentation provided by each student and assess whether they meet the course entry requirements on a case-by-case basis. This is to ensure fair judgement of the individual circumstances that may be presented to the admissions department.

Exemptions apply if the applicant:

- Holds a passport from UK, USA, Canada, NZ, Ireland
- Has completed Year 12, Professional Year, or Senior Secondary Certificate of Education in Australia in English within the last 2 years
- An applicant who has successfully completed and achieved a Certificate III or higher in vocational Education in Australia within the last 2 years
- 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.

If no evidence is provided, applicants are required to undertake the Oxford Placement Test.

3. Academic Entry Requirements

All students must provide evidence of satisfactory academic achievement equivalent to **Australian Year 12**. International applicants must demonstrate this via:

- National senior secondary school certificate
- Equivalents as listed in **Appendix**
- Completion of AQF Certificate III/IV in Australia
- Completion of International Baccalaureate (min. 24 points)

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Students who do not meet the academic equivalency may be accepted through completion of the LLN Test at a level indicating no support needs.

If a document, a completion of course provided that is not listed in this policy, PAX Institute reserves the right to assess the qualification and determine its equivalency to Australian Year 12 or request additional evidence such as an LLN test to ensure student meets course entry requirements.

4. LLN Testing

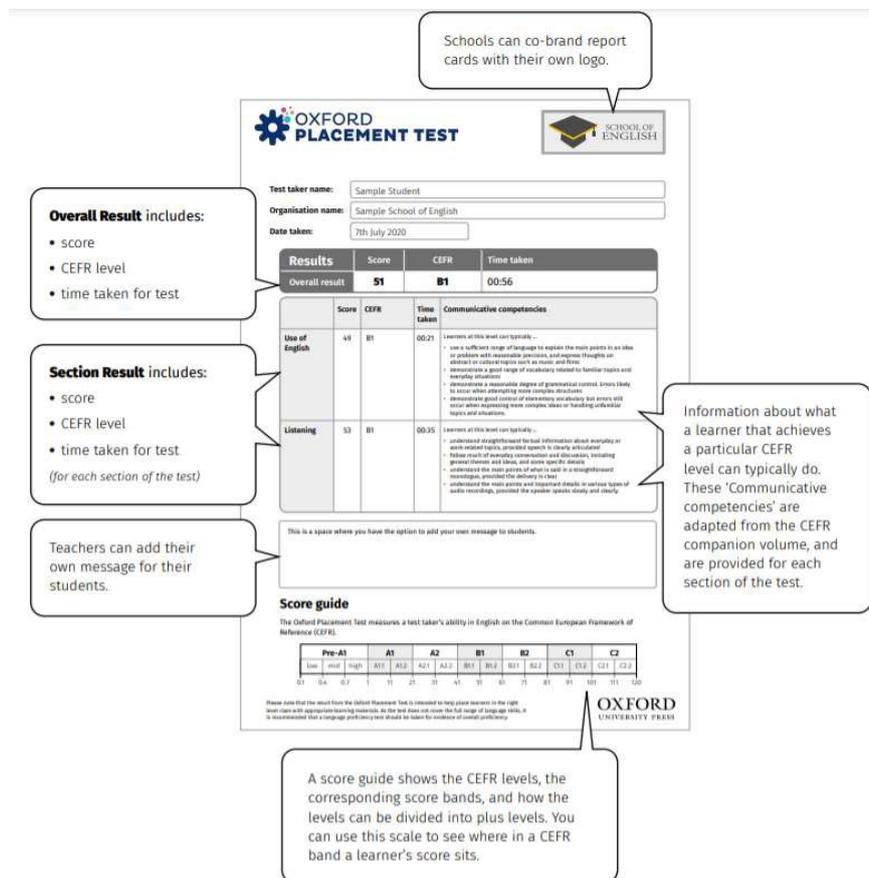
PAX reviews LLN and digital literacy of students prior to enrolment and also prior to commencement of studies.

Prior to enrolment, LLN and digital literacy is reviewed through review of enrolment documents, responses to application form and Pre Training Review forms, and other evidence that may be presented to admissions department.

All students are then required to undertake the LLN Test administered by PAX during their orientation session, unless exempt through Australian qualifications or prior LLN test results. Results are used to identify if support strategies are needed.

5. Internal English Testing

Where no external English evidence is available, PAX issues an English Proficiency test to students. This may be an internally developed test or the **Oxford Placement Test**. A result at B2 level on the CEFR scale is required. A report is generated after each attempt of the OPT. Reports are stored in the student file.



Schools can co-brand report cards with their own logo.

Overall Result includes:

- score
- CEFR level
- time taken for test

Section Result includes:

- score
- CEFR level
- time taken for test (for each section of the test)

Teachers can add their own message for their students.

Information about what a learner that achieves a particular CEFR level can typically do. These 'Communicative competencies' are adapted from the CEFR companion volume, and are provided for each section of the test.

Score guide

The Oxford Placement Test measures a test taker's ability in English on the Common European Framework of Reference (CEFR).

Pre-A1		A1		A2		B1		B2		C1		C2	
low	high	A1.1	A1.2	A2.1	A2.2	B1.1	B1.2	B2.1	B2.2	C1.1	C1.2	C2.1	C2.2
54	67	71	75	79	83	87	91	95	99	103	107	111	115

Please note that the result from the Oxford Placement Test is intended to help place learners to the right level with an appropriate learning pathway. As the test does not cover the full range of language skills, it is recommended that a language proficiency test should be taken for evidence of overall proficiency.

A score guide shows the CEFR levels, the corresponding score bands, and how the levels can be divided into plus levels. You can use this scale to see where in a CEFR band a learner's score sits.

Procedures

1. Application Submission

- Applicants submit a completed Application Form with all required documentation:
 - Academic transcripts (certified for offshore applicants)
 - English language evidence
 - Evidence of meeting course prerequisites (If applicable)
 - Colour scanned copy of their current passport with all details and photo visible
 - Visa and OSHC (where applicable)
 - Statement of Purpose (offshore applicants)
 - Statement of Attainment/Certificate along with a statement of result for all CT and RPL requests
 - Unique Student Identifier (USI)
 - Pre-training review form
 - Any current or previous CoE, and evidence of academic achievements – OPTIONAL

Documents in a language other than English must be translated to English by certified translators.

All documents for offshore applications must be certified by a government agency.

If the applicant is claiming Credit Transfer – the Statement of Attainment or Qualification certificate must be verified with the issuing authority (the provider, or ASQA if provider does not hold current registration) by the admissions officer. The authentication must occur in writing and evidence will be saved in the student file.

The student will be required to apply for Unique Student Identifier (USI) if he/she does not have one.

2. Document Review

- Admissions staff review documents for authenticity, accuracy, and compliance.
- Applicants with missing English evidence are issued the English proficiency test.

3. Offer Issuance

- A **Letter of Offer** is issued (conditional or full), outlining tuition fees, duration, and conditions for successful applicants.
- Applicants are required to sign and return the Letter of Offer (to be addressed as “Acceptance” post being signed) and make the initial tuition fee deposit as indicated in the Letter of Offer.

4. COE Issuance

- Upon acceptance, a Confirmation of Enrolment (CoE) is issued in PRISMS for all student visa holders, and a Verification of Enrolment (VoE) is issued for all non-student visa holders and domestic enrolments.

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- If RPL or CT reduces course duration, the CoE/VoE is adjusted, and the change is reported to PRISMS (If applicable).
- If Standard 7 (student transfer) applies, evidence of release must be assessed before CoE issuance.
- If all required documents and evidence is not provided prior to CoE/ VoE being issued, then only a conditional CoE / VoE will be issued. In such case all requirement documents must be provided prior to course commencement.
- For all CoE and VoE with CT applied, the condition related to requirement for PAX to authenticate all CT related evidence applies.

5. Pre-Enrolment Orientation

- All students undertake orientation where final LLN tests may be administered, and support needs identified.
- Students will complete enrolment forms, receive timetables, and training on vital and required information in relation to they journey at PAX, their course and study requirements, and their obligations as a student.
- If a student is not able to attend the orientation session, further arrangements will be made by the admission team, such as an online orientation session where documents can be submitted through email (for continuing students), or an individually arranged orientation. Student will not be able to commence study until the orientation process and documentation is complete.

Responsibilities

CEO	Ensures all marketing and sales team and admissions department are fully trained and aware of course entry requirements and prerequisites, and all education agents receive accurate training and information on the matter.
Marketing Team	Ensure all prospective students and all third party education agents are aware of PAX's course entry requirements and provide complete, and accurate information at the time of enrolment.
Admissions Officers	Verify application documents, issue tests, prepare Letters of Offer
Compliance Manager	Determining and providing course entry requirements and prerequisites information to the broader team, approve final admission decision where conditions apply, audit of policy compliance, PRISMS, LLN and orientation process

Monitoring Mechanism Summary Table

What is Monitored	How	Frequency	Responsible
English Proficiency Validity, and Language, Literacy and Numeracy Skills review	OPT reports, IELTS reports, LLN results	Per Application	Admissions Officers
Age and Academic Entry	Passport, transcripts, equivalency tables	Per Application	Admissions Officers
PRISMS Reporting Accuracy	CoE audits, reduced duration alerts	Ongoing	Admissions Officers
Orientation and LLN Testing	Attendance logs, test results, student admin files	Per Application	Admissions and Academic Officers
Conditional Offers Issued	Offer review and condition tracking	Per Application	Admissions Officers

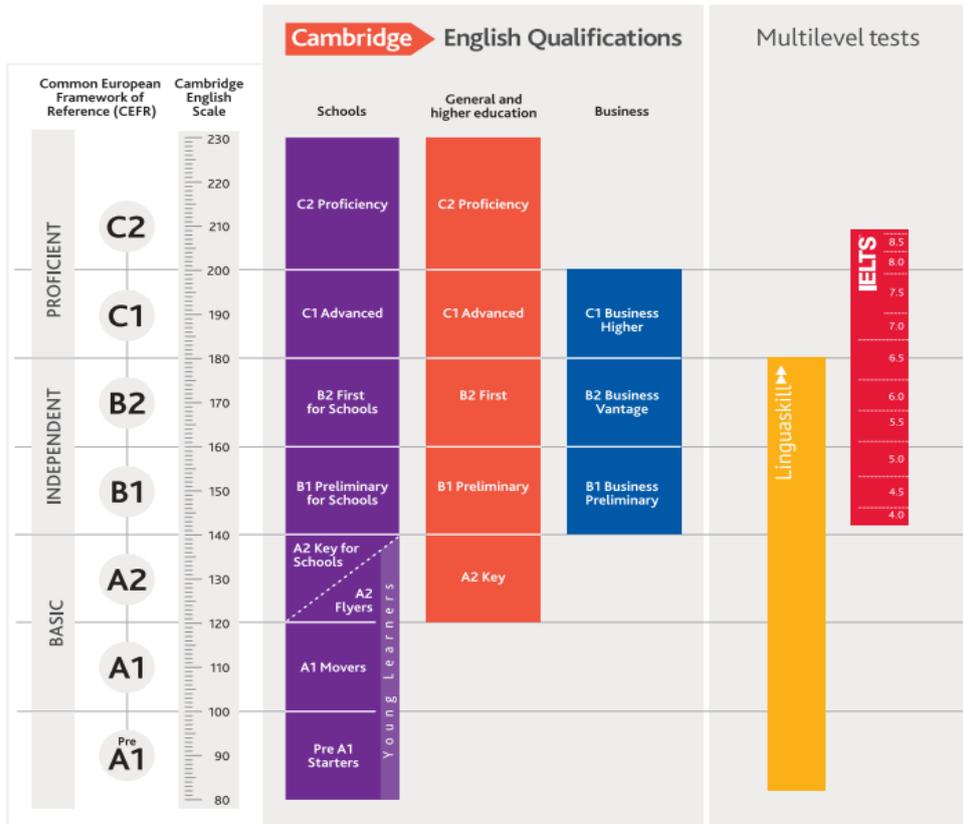
Review and Continuous Improvement

This policy is reviewed annually by the Compliance Manager in consultation with the Admissions and Academic teams. Updates are based on changes in regulatory requirements, benchmarking with sector standards, and feedback from students or audits.

Relevant Documents and Records

- Application Form
- LLN Test
- OPT Results
- Letter of Offer and Acceptance
- VoE
- CoE and PRISMS Records
- English Equivalency Guidelines (Appendix 1)
- Year 12 Equivalency Tables (Appendices 2 & 3)
- Compliance and Continuous Improvement Register
- Student information policy
- Pre Training Review Form
- Training and Assessment Strategies of all VET courses
- PAX Website
- PAX sales and marketing resources containing course information

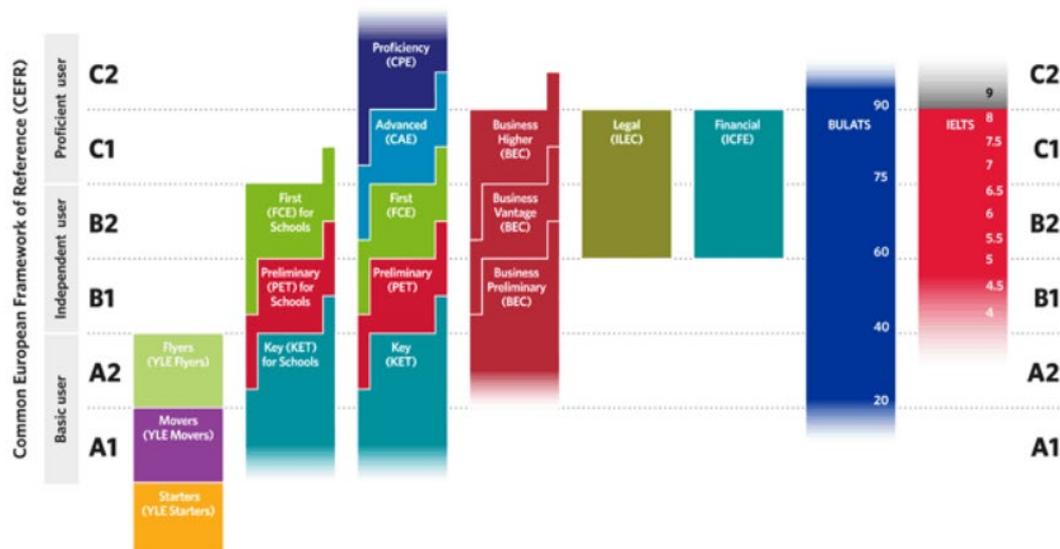
APPENDIX – 1: IELTS 5.5 Equivalency Guidelines



Source: https://www.cambridgeenglish.org/exams-and-tests/cefr/cefr-exams/?hc_location=ufi

Cambridge English

A range of exams to meet different needs



Source: <https://languagepro.com.br/language-proficiency-tests-toefl-ielts-toeic-cambridge/>

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Test	Minimum Score Required
Pearson Test of English Academic	42
Cambridge English Scale Score	162
TOEFL IBT	46-59
OET	C
ELICOS	Upper Intermediate level certificate from an Australian registered ELICOS provider
Australian K-12 Education	Australian Year 12
Studies in Vocational education in Australia	Successful completion of a nationally accredited vocation course of Certificate IV level or above in Australia from a registered provider completed in the last two years.
Studies in Higher education in Australia	Complete of a higher education degree in Australia from a recognised higher education provider
Studies competed overseas	Evidence of at least 5 years of studies in an English-speaking country (Australia, New Zealand, United Kingdom, Canada, United States of America, South Africa, Republic of Ireland)
English is the first language	Birth certificate from an English-speaking country (Australia, New Zealand, United Kingdom, Canada, United States of America, South Africa, Republic of Ireland)
Oxford Placement Test	B2

Note: English test result must not be older than two years.

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APPENDIX – 2: Minimum Schooling Equivalency Guidelines

Australian Year 12 Senior Secondary Certificate of Education – satisfactory completion

Australian Year 11 + successful completion of a vocational course of AQF level Cert III or IV or above.

Australian Year 11 + successful completion of the PAX LLN test, that determines “no additional support required”

International Equivalent education to Australian year 12, as outlined in Appendix 3 of this policy.

Cambridge International: GCE A-Level* (2 passes with an aggregate score of 3)

International Baccalaureate Certificate (IB): International Baccalaureate Diploma with a minimum score of 22

New Zealand National Certificate of Educational Achievement (NCEA) at Level 3.

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APPENDIX – 3: Australian VS International Schooling Year XII Equivalency Guidelines

Country	Year 12 Equivalent
Argentina	Bachillerato Especializado: average grade Bueno (Good)
Bangladesh	HSC: First Division 60% average or GPA 4 or HSC plus first year standing from recognised tertiary institution
Brazil	Certificado de Conclusao de 2 Grau or first year of study at recognized university with pass grades
Brunei	GCE A-level1
Canada	Ontario Grade 13: 60% average in six Ontario Academic Courses or other Canadian Matriculations
Chile	Licencia de Educacion Media (Academic Secondary Education Certificate): average grade Bueno (Good)
China	Senior Middle School Graduation Diploma: average 80% or National College Entrance Examination (NCEE): minimum score 450 (minimum score 650 in Guangdong Province) or completion of first year of bachelor's degree from approved university
Columbia	Bachillerato: minimum 65%
Czech Republic	Vysvedceni o Maturitini Zkousce/Maturita
Denmark	Studentereksamen / Hojere Forberedelseseksamen (HF) / Hojere Handelseksamen (HHX) / Hojere Teknisk Eksamen (HTX)
Egypt	Thanaweya A'ama (General Secondary School Certificate)
Fiji & other South Pacific nations	Form 7 or University of the South Pacific Foundation Year or Australian university or college Foundation Studies2 or equivalent matriculation for admission to New Zealand universities
Finland	Ylioppilastutkintotodistus / Studentexamensbetyg (Finnish National Matriculation)
France	Baccalaureate General: minimum grade good
Germany	Abitur or Reifezeugnis or Zeugnis Der Allgemeinen Hochschulreife
Greece	Apolytirio Eniaiou Lykeiou
Hong Kong	HKALE1 or GCE A-level1
Hungary	Erettsegi/Matura
India	All India Senior Secondary School Certificate (since 1990) or India School Certificate (Grade 12) or CBSE School Certificate or State Boards: 60% average
Indonesia	Surat Tanda Tamat Belajar Sekolah Menengah Tingkat Atas (STTB SMA) (Upper Secondary Certificate of Completion) or SMU/III: average of 7.0 in 5 academic subjects or NEM: 6.8 average
Ireland	Ardeistimeireacht (Leaving Certificate) with either passes in 5 subjects, including at least 3 at C level in Higher (or Common) level papers or passes in 6 subjects, including at least 2 C level in Higher (or Common) level papers

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Iran	Year 12 (Foreign quals = Australian year 12) : National High School Diploma / Successful completion of the Pre-University Certificate OR Year 11 : Completion of three years study towards the National High School Diploma
Israel	Bagrut (Higher Secondary Matriculation): GPA 6.5
Italy	Conseguito con l'Esame di Stato (High School Certificate Diploma)
Japan	Kotogakko Sotsugyo Shomeisho (Upper Secondary School Leaving Certificate): 60% average or GPA 3.0 or first year of bachelor's degree from approved university or Junior College Diploma with credit grades or Australian university or college Foundation Studies
Jordan	Twajihi (General Secondary Education Certificate): average 80%
Kenya	KCSE: B+ average with passes in 8 subjects or GCE A-level1
Lebanon	Baccalaureat
Macau	GCE A-level1
Malaysia	STPM: 2 passes or GCE A-level1 or MICSS UEC or SACE or Ontario Grade 13: 60% average in six subjects
Mauritius	GCE A-level1
Mexico	Bachillerato General or first year of bachelor's degree
Nepal	Proficiency Certificate from Tribhuvan University or first year bachelor's degree or Australian university or college Foundation Studies2
New Zealand	Bursary Examination: 250 in five subjects or National Certificate in Educational Achievement: Level 3 with statement "University Entrance Achieved" on certificate
Netherlands	Voorbereidend Wetenschappelijk Onderwijs (VWO) Diploma
Norway	Vitnemal den Videregaende Skole (Certificate of Completion of Upper Secondary School examinations): GPA 4 (B grade)
Oman	First year of bachelor's degree at recognized university: GPA 2 or C
Pakistan	HSC: First Division 60% average or Intermediate Certificate: First Division or first year of bachelor's degree from approved university
Papua New Guinea	First year at University of Papua New Guinea or Papua New Guinea University of Technology or PNG HSC: 5 subjects with 3 B passes or Australian university or college Foundation Studies2
Peru	Certificate de Educacion Secundaria
Philippines	High School Diploma: 60% average or first year of bachelor's degree or Australian university or college Foundation Studies 2
Poland	Matura (Swiadectwo Dojrzalosci): grade 4 pass
Portugal	Diploma de Ensino Secundario / Certificado do 12 ano
Russia	First year of bachelor's degree at recognized university or tertiary institution or Svidetel'stvo Srednam Obrazovanii or Attestat obokonchanii poinoj sredej shkoly or Attestat Zrelosti (Certificate of Secondary Education)

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Singapore	GCE A-level1 or Cambridge Overseas Higher School Certificate1 or GCSE O-level plus Polytechnic Diploma
Slovakia	Vysvedcenie o Maturitnej Skuska (Maturita)
Slovenia	Maturitetno Spricevalo (Secondary School Leaving Diploma)
South Africa	Matriculation Certificate or Senior Certificate with Matriculation Exemption
South Korea	Immungye Kodbng (Diploma of Graduation from high school): GPA 3.5 in academic subjects or qualification for university entrance in South Korea in common entrance examination or completion of first year bachelor degree at recognized university
Spain	Titulo de Bachillerato (LOGSE) or Curso de Orientacion Universitaria (COU) (University Orientation Year)
Sri Lanka	3 Sri Lankan A-level S (standard) passes or GCE A-level1
Sweden	Fullstandigt Slutbetyg or vgangs-betyg (three years uppersecondary school): VG grade
Switzerland	Maturitätszeugnis (Federal Maturity Certificate) or Certificate de Maturite or Baccalaureate or Attestato de Maturita
Taiwan	Senior High School Graduation: B grade or credit in joint four-year College and University Entrance Examination or completion of minimum three years of five-year Junior College Diploma
Thailand	Matayom VI (M6) GPA of 2.75 or first year of bachelor’s degree or Australian university or college Foundation Studies2
Turkey	Lise Diploması (State Lycee Graduation Diploma) plus first year standing from recognized tertiary institution or Australian university or college Foundation Studies2
United Arab Emirates	Tawjihıya or first year of bachelor’s degree at recognized university or Australian university or college Foundation Studies2
United Kingdom	GCE A-level1 or Scottish Certificate of Education: passes in 4 Higher Level subjects including English
United States of America	US high school diploma: average grade C plus scores above60th percentile in SAT
Vietnam	Bang Tu Tai or Bang Tot Nghiep Pho Thong Trung Toc (Upper Secondary School Graduation Certificate): GPA 7.0 or first year of bachelor’s degree or Australian university or college FoundationStudies2
Zimbabwe	GCE A-level1 or ZGCE A-level1 or Advanced Certificate of Secondary Education (ACSE): passes in 3 subjects
Global	International Baccalaureate (IB): Diploma: minimum 24 points over six subjects or Certificate plus Australian university or college Foundation Studies2 Advanced International Certificate of Education (AICE): Equivalent to GCE A-level1 passes