

## Entry Requirements

Approved by: Chief Product and Quality Officer

Approval date: 30 June 2025

## Acknowledgement of Country

In the spirit of reconciliation, TAFE NSW acknowledges Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of Country throughout Australia and their connections to land, sea, and community. We pay our respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

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## Section 1. Purpose

- 1.1 The purpose of this policy is to establish clear, consistent and equitable entry requirements for all courses offered by TAFE NSW (excluding Higher Education). This policy aims to ensure that all prospective students are adequately prepared for their chosen programs, thereby enhancing their chances of academic success. By outlining specific entry criteria, the policy supports a fair and transparent admissions process that aligns with industry standards and educational best practices, while also considering the diverse backgrounds and needs of applicants.
- 1.2 This policy aligns with the following legislative and NSW requirements to ensure compliance and uphold educational standards:
  - a [National Vocational Education and Training Regulator \(Outcome Standards for NVR Registered Training Organisations\) Instrument 2025](#)
  - b [Education Services for Overseas Student Act 2000 \(ESOS Act\)](#)
  - c [English Language Intensive Courses for Overseas Students 2018](#) (ELICOS Standards)
  - d [National Code of Practice for Providers of Education and Training Overseas Student Act 2018 \(National Code\)](#)

## Section 2. Scope

- 2.1 The policy is relevant to both domestic and international students and aligns with legislative requirements and institutional guidelines to promote fairness, transparency, and quality in the admissions process.
- 2.2 This policy applies to all TAFE NSW staff and prospective students seeking admission to courses offered by the institution, including Vocational Education and Training (VET) courses, International Students and English Language Intensive Courses for Overseas Students (ELICOS).
- 2.3 This policy is aligned to the Enrolment and Student Administration Policy and the International Student Management Policy, which set out enrolment requirements, including for specific cohorts or circumstances, such as prospective students under the age of 18.
- 2.4 This policy does not apply to:
  - a Courses accredited under the [NSW Higher Education Act 2001](#), admission requirements for Higher Education courses are stipulated in the Enrolment and Student Administration Policy.
  - b Foundation skills readiness. Under the Foundation Skills Policy, prospective students will have access to [resources and support](#) that help them to determine their readiness for particular AQF courses based on their foundation skill level.

## Section 3. Principles

- 3.1 To ensure a fair, transparent, and effective student admissions process, the following principal policy statements are established:
- a Course entry requirements are applied consistently to ensure a fair, transparent, and effective student admissions process.
  - b Entry requirements must be clearly stated and easily accessible to all prospective students.
  - c Where specific skills and knowledge are required for students to be adequately prepared for a course, the entry requirements will align with the skills and knowledge required.
  - d Entry requirements must be inclusive and consider diverse student backgrounds and needs. The Students with Disability Policy and the Students with Disability Implementation and Reasonable Adjustment Procedure should be referred to for further information.
  - e Entry requirements should be periodically reviewed and updated to reflect current industry standards and best educational practices.
  - f VET entry requirements are specified in terms of prior knowledge, skills, and experience, expressed as competencies, and may include licensing or industry-recognised standards.
  - g TAFE NSW may implement additional entry requirements (suitability criteria) for high demand courses, where enrolment demand exceeds available places.
  - h For VET courses where entry requirements are not identified in a training package on the [National Training Register](#), there is open entry unless other legislative or regulatory considerations apply, such as Working with Children Checks or Criminal History Checks.

## Section 4. Policy requirements

To ensure the effective implementation of this policy, the following requirements must be adhered to maintain consistency, fairness, and transparency in the admissions process.

### General entry requirements

- 4.1 TAFE NSW requires all entry requirements for nationally recognised courses must be published with the course information on the [TAFE NSW website](#) and in other published course information targeted at prospective students.
- 4.2 Entry requirements are essential criteria that must be met by prospective students to ensure they possess the necessary foundation to successfully undertake and complete the qualification. These requirements:
  - a Do not form part of a qualification for training and assessment purposes.
  - b Are mandatory.
  - c Must be achieved prior to commencing the qualification.

- d Must be specific to the knowledge, skills, or experience required to enter a qualification.
- 4.3 Entry requirements for nationally recognised courses may vary depending on the nature and level of the qualification. They may include, but are not limited to:
  - a General educational qualifications
  - b Vocational qualifications
  - c Relevant competencies from a lower-level qualification or related stream
  - d Employment and work experience
  - e A combination of units of competence and vocational expertise
  - f Apprenticeships and traineeships
  - g Access to the workplace or equipment
  - h Legislative and licensing requirements, or industry-recognised standards
- 4.4 Entry requirements may be satisfied through recognition of prior learning (RPL), except where industry or accreditation requirements prohibit it. Alternatively, a combination of recognition of prior learning and credit transfer may be used to meet the entry requirements. Refer to the [Recognition Policy](#) for details.
- 4.5 For qualifications eligible for a VET Student Loan, there is a Commonwealth requirement that all students must be assessed for academic suitability to undertake the course. Evidence of an applicant meeting the entry requirements must be retained. For VET Student Loan students, this evidence must be stored for a period of five years and in accordance with [the Retention of Student Education Evidence Procedures](#).
- 4.6 If entry to the course requires relevant industry experience and/or current employment, these requirements must be clearly specified to ensure consistent application across locations.
- 4.7 If general work experience is required (paid or unpaid), it is preferable to specify the type of experience being sought, such as experience in customer service or an office environment. It is acceptable to specify 'work experience of any type'.
- 4.8 If access to a workplace or specific equipment is essential for training or assessment and completing the course, this must be included in the entry requirements.
- 4.9 Licensing, regulatory or accreditation requirements that impact course entry or future employment must be clearly listed in the entry requirements. Examples include age restrictions for serving alcohol and criminal record checks for certain jobs.

### International and ELICOS Student Entry Requirements

- 4.10 All prospective international students must meet the Department of Home Affairs requirements to attain the necessary visa and eligibility to enrol at TAFE NSW. These requirements are outlined in the Enrolment and Student Administration Policy, the TAFE NSW International Student Application form and the International Student Management Policy. Prospective students must download and

complete the TAFE NSW International Student Application Form and email the completed form along with supporting documentation to [intadmissions@tafensw.edu.au](mailto:intadmissions@tafensw.edu.au).

### ELICOS Students

- 4.11 General English Programs are designed, upon successful completion at a specified level, to support entry into TAFE NSW courses with International English Language Testing System (IELTS) entry requirements, provided that all other course entry requirements are met. Details are made available to prospective students on the TAFE NSW [English Language Course website](#).
- 4.12 The entry requirement for the English for Academic Purposes course is an International English Language Testing System (IELTS) score of 5.5 or equivalent. Students who have successfully attained the Upper Intermediate level (Common European Framework of Reference for Languages - CEFR B2) at a TAFE NSW English Language Centre are admitted into the English for Academic Purposes course, provided all other enrolment requirements are met.
- 4.13 Upon successful completion of the English for Academic Purposes course, students will meet the IELTS requirement for TAFE NSW course entry with an IELTS score of 6.5 and no individual band less than 6.0.

### International Students

- 4.14 Prospective students may need to apply through an education agent, for more information please see International [Student website](#), Steps to apply.
- 4.15 Each TAFE NSW qualification has distinct academic and English language requirements. Prospective students must verify their eligibility for enrolment by reviewing the specific requirements of their chosen course, which are available on the [Course Search | TAFE NSW](#) International page.
- 4.16 The [TAFE NSW International Academic Requirements by Country](#) document provides information on academic levels equivalent to Australian Year 10 and Year 12, explaining how these correspond to vocational and higher education courses.
- 4.17 Additionally, each qualification has a specific English requirement equivalent to an academic International English Language Testing System (IELTS) test score. Prospective students must verify their eligibility by checking their specific course.
- 4.18 Some courses may have additional entry requirements, such as portfolios, skills assessments, interviews and questionnaires. Prospective students must verify their eligibility for enrolment by reviewing the specific requirements of their chosen course, which are available on the [Course Search | TAFE NSW](#) International page.

## Section 5. Responsibilities

Position	Responsibility
Chief Product and Quality Officer (Accountable Officer)	Oversight of the development, review, and amendment of this policy, with the authority to approve revisions to the policy to ensure alignment with regulatory and legislative requirements and current TAFE NSW operations.
Director Educational Quality (Responsible Officer)	Support the Accountable Officer in the development, monitoring, review, and amendment of this policy, to ensure alignment with regulatory and legislative requirements and current TAFE NSW operations.
Course Product Manager and Product Management Team Delegates	Clearly specify entry requirements for all VET qualifications and courses in each Course Profile. Ensure these requirements are published in the TAFE NSW course catalogue and on the TAFE NSW website.
Student Support and Community Group	Adhere to the requirements of this policy and put into effect the Enrolment and Student Administration Policy

## Section 6. Monitoring

- 6.1 The Responsible Officer or their delegate will oversee the effectiveness of this policy and review feedback received. They will take necessary actions to ensure continuous improvement and compliance with the legislation specified in clause 1.2.
- 6.2 The Responsible Officer will coordinate a formal review of this policy every three years or where a change to legislation or organisational structure necessitates.

## Section 7. Where to get help

- 7.1 Student requiring further support to clarify entry requirements please contact:
- a Domestic students: Call 131601 to speak to Customer Service Consultant
  - b International Students: Contact TAFE NSW International on [+61 2 7920 8888](tel:+61279208888)

## Section 8. Governance information

Governance	Details
Legislation, regulations, and standards	<p>This policy is governed by:</p> <p><a href="#">National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025</a></p> <p><a href="#">Education Services for Overseas Student Act 2000 (ESOS Act)</a></p> <p><a href="#">English Language Intensive Courses for Overseas Students 2018</a> (ELICOS Standards)</p> <p><a href="#">National Code of Practice for Providers of Education and Training Overseas Student Act 2018 (National Code)</a></p>
Related policies	<p>This policy is to be read together with:</p> <ul style="list-style-type: none"> <li>- International Student Management policy</li> <li>- Enrolment and Student Administration Policy</li> </ul>
Accountable Officer	Chief Product and Quality Officer
Responsible Officer	Director Educational Quality
Content Manager number	PROJ20/229
Next review date	3 years from the approval date, unless legislation states otherwise

## Section 9. Definitions

Word	Definition
Prerequisites	Courses, units of competency or qualifications that must be successfully completed prior to enrolling in a specific course.
Licensing Requirements	Certifications or licenses that are mandatory for entry into a course or profession.
Work Experience	Relevant job experience that is required before admission to a course
International Student	An international student studying onshore on a student visa and is therefore covered by the ESOS Framework.

Word	Definition
Domestic Student	<p>A student who is not an international student studying on a student visa and covered by the ESOS Framework. Or,</p> <p>For the purposes of VET Student Loan eligibility:</p> <ul style="list-style-type: none"> <li>• An Australian citizen.</li> <li>• A permanent humanitarian visa holder who is usually resident in Australia.</li> <li>• A Pacific Engagement visa holder (if your course census date was after 1 February 2024).</li> <li>• A qualifying New Zealand citizen on a Special Category Visa (SCV) who meets long-term residency requirements.</li> <li>• A student studying onshore who has a visa that is not a student visa, but one that permits study.</li> </ul>

## Section 10. Document history

No.	Effective	Approved by	Amendment
1	27 April 2016	Director, TAFE NSW Learning Services	Transferred and updated from Department of Education (previous ref PD/2005/0090/V04).
2	July 2017	Director, TAFE NSW Learning Services	Reference to VET FEE-HELP changed to VET Student Loans
3	1 July 2025	Chief Product and Quality Officer	Update to align to the revised Enrolment and Student Administration Policy and the revised Outcome Standards.