



International
College

Assessing Student qualifications, experience and English proficiency Pre- Enrolment Policy & Procedure

HIC Policy Number
STUD001

CRICOS Number 02790D
Provider Number 21838

Hays International College

CRICOS Number 02790D

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Introduction

Hays International College (HIC) is committed to offering its training courses to students from a broad range of backgrounds, cultures and languages. In doing so, it recognises its responsibility to ensure that students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

This policy and its procedures will help students to know about the security it offers them and how to make use of their consumer protection rights should the need arise. This policy and its procedures ensures students are only offered places in courses by Hays International College (HIC) for which they have been assessed as having the appropriate skills and experience.

Policy

Hays International College (HIC) will provide students prior to enrolling all information so that their actual study experience matches their expectations. Hays International College (HIC) will provide students in print (through its prospectus) or referral to its website, current and accurate information regarding the following:

- a. the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable
- b. the course content and duration, qualification offered if applicable, modes of study and assessment methods
- c. campus locations and a general description of facilities, equipment, and learning and library resources available to students
- d. details of any arrangements with another registered provider, person or business to provide the course or part of the course
- e. indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies
- f. information about the grounds on which the student's enrolment may be deferred, suspended or cancelled

Hays International College (HIC) will assess whether the student's qualifications, experience and English language proficiency are appropriate for the course for which the enrolment is sought by the student. Prior to enrolment students will be provided with HIC complaints and appeals process as per Standard 10 (for further information please refer to HIC Complaints and Appeals Policy).

Entry Requirements

- All students must be aged 18 years or over at the time of their enrolment at HIC

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- HIC will determine any prior learning that an individual may have acquired through formal, non formal and informal learning to determine the extent to which that individual meets the requirements which are specified in the course in which a student is wanting to enrol (as per Clause 1.12 RTO Standards 2015).
- HIC will provide credit for prior studies to learners for units of competency and/or modules (Recognition of Prior learning – Formal learning)as per Clause 3.5 where these are evidenced by:
 - AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
 - authenticated VET transcripts issued by the Registrar.
- HIC will determine the support needs of individual learners and will provide access to the educational and support services where necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses.
- HIC will not knowingly enrol a student who wishes to transfer from another training provider before the student has completed six months of their principal course except in circumstances outlined in Standard 7 of The National Code. These restrictions also apply to courses taken before the principal course in a package of courses.

Community Services Training Package entry requirements:

- There are no entry requirements for this Training Package.
 - Have completed Year 12 as a minimum entry requirement to HIC. (See Table on **Page 5** - Assessment of Overseas Qualification for Australian Equivalence - Year 12)

Unique Student Identifier (USI) Number:-

From 1 January 2015, all students doing nationally recognised training will need to provide Hays International College (HIC) with a Unique Student Identifier (USI). This includes students doing Vocational Education Training (VET) in schools. A USI is a reference number made up of numbers and letters. Creating a USI is free. It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life. The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

The USI will:

- link a student's VET achievements, regardless of where in Australia they did the course
- let students easily access secure digital transcripts of their achievements (transcripts will be available from January 2016) give students more control over their VET information.

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For further information please visit <https://www.usi.gov.au/students>

Table below for Overseas Secondary Qualifications (as extracted from Assessment of Overseas Qualification for Australian Equivalence - Year 12)

<http://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equivals/equiv-yr12.aspx>

Afghanistan

- Baccalauria and completion of one year's full time study towards a degree from a tertiary institution

Albania

- Dëftesë pjekurie/ Shkollë e Mesme e Përgjithshme og gjimnaz.
- Dëftesë pjekurie/ Shkollë Teknike

Algeria

- Baccalauréat/Diplôme de Bachelier de l'enseignement secondaire général
- Baccalauréat/Diplôme de Bachelier de l'enseignement secondaire technique

Argentina

- Bachillerato/Bacillerato Especializado. Marked on a scale of 0-10 Titulo de Bachiller (con orientación ...)
- Técnico (de nivel Medio) / Perito Mercantil (etc.)

Armenia

- Hasanutian vkaiakan (attestat) / Atestat midzinakarg krtoitjan / Mijnakarg yndhanur krtutyany attestat + 1 years of higher education studies or equivalent supplementary studies.
- Mijin masnagitakan krtutyany diplom + 1 years of higher education studies or equivalent supplementary studies

Austria

- Reifeprüfung/Matura.
- Reife- und Diplomprüfung.
- Berufsreifeprüfung

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Azerbaijan

- Orta Tahsil Haqqinda Attestat / Orta mekteb attestati / Svidetel'stvo/o Srednem Obrazovanii
- 1999: + 1 year of higher education studies or equivalent supplementary studies.
- 1998: + 1 years of higher education studies or equivalent supplementary studies.

Bahrain

- Tawjahiya (Secondary School Leaving Certificate). Marking varies per subject; maximum and minimum grades per subject are shown on certificate

Bangladesh

- Higher Secondary School Certificate, HSC/Intermediate + 1 years of higher education studies or equivalent supplementary studies.

Belarus

- Attestat ab agul'naj sjarednjaj adukcii/Attestat o (Obschem) Srednem Obrazovanii
 - 1999: Attestat + 1 year of higher education studies or equivalent supplementary studies.
 - 1998: Attestat + 2 years of higher education studies or equivalent supplementary studies.
- Diplom o Srednem Spetsialnom Obrazovanii
 - 1999: Diplom + 1 year of higher education studies or equivalent supplementary studies.
 - 1998: Diplom + 2 years of higher education studies or equivalent supplementary studies

Belgium

- Diploma d'Aptitude a acceder a l'enseignement superieur/Getuigschrift van hoger secundair onderwijs

Bhutan

- Bhutan Higher Secondary Education Certificate (Class XII).
- Indian School Certificate (ISC) from Council for the Indian School Certificate (CISCE)

Bolivia

- Diploma/Grado/Titulo de Bachiller en Humanidades
- Diploma/Grado/Titulo de Bachiller Técnico (Medio, Perito, etc.)

Bosnia-Herzegovina (since 1990)

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- Svjedocanstvo svjedozba o završenom obrazovanju (1985-) / Diploma o završenoj gimnaziji (1998-) / Svjedozba o maturi (1998-) / Diploma o položenom završnom ispitu (1996-) / Diploma o položenom ispitu (1993-) / Diploma o završenoj srednjoj skoli (1992-).
- Vocational secondary education:
 - Svjedocanstvo svjedozba o završenom obrazovanju (1985-) / Svjedocanstvo o završenom obrazovanju - za zanimanje (1996-). / Diploma o završenoj srednjoj stručnoj skoli (1996-). / Diploma/technical

Brazil

- 1996: Certificado de Ensino Médio
- 1995: Certificado de Conclusão (2o Grau) (Only when a 4th year is completed at Secondary level)
- 1996: Diploma de Técnico de Nivel Medio
- 1995: Diploma de Técnico (2o Grau) / Certificado de Auxiliar Técnico / Certificado de Habilitação Básico

Brunei

- A grade of 'E' or higher in 2 A-level and 3 O-level subjects including English in the Cambridge or University of London General Certificate of Education (GCE) Examination

Bulgaria

- Diploma za (Zavarsheno) Sredno Obrazovanie / Diploma za Sredno Obrazovanie (from 1994: Svidetelstvo za zrelost or before 1974: Zrelostno Svidetelstvo).
- Diploma za Sredno - Spetzialno Obrazovanie (12 years education) (within same study area).
- Diploma za Sredno - Spetzialno Obrazovanie (11 years education) + 1 year of higher education studies or equivalent supplementary studies, (within same study area).

Burma (Myanmar)

- Matriculation and completion of one year full time study towards a degree from a recognised tertiary institution. Marking is on a percentage scale, minimum average of 45% is required to pass.

Burundi

- 2000: Diplôme des Humanités Générales + Diplôme D'Etat + 1 year of higher education studies or equivalent supplementary studies.
- 1999: Certificat Homologué des Humanités Complètes +1 year of higher education studies or equivalent supplementary studies.

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Cambodia

- Attestation de Fin d'Etudes Secondaire de l'Enseignement General/Diploma of Upper Secondary Education + 1 years of higher education studies or equivalent supplementary studies.
- Completion of the Baccalaureate Part II. Marking scale of 1-20 (max) with 10 being the minimum pass mark

Cameroon

- Diplôme de Bachelier de l'Enseignement du Second Degré / Baccalauréat de l'Enseignement Secondaire.
- Cameroon GCE Ordinary Level Examinations (at least 4 subjects passed) + Cameroon GCE Advanced Level Examinations (at least 3 subjects passed).
- Brevet de Technicien / Diplôme de Bachelier de Technicien (Admission only to same study field as in Cameroun).

Canada

- *Alberta General High School Diploma*. Marked on a percentage scale, with 50% being the minimum pass mark.
- *British Columbia Senior Secondary Graduation Diploma*. Marked on a scale of AC, P,F,I, with 'P' being the minimum pass mark.
- *Manitoba High School Graduation Diploma*. Marked on a scale of A+ -F, with 'D' being the minimum pass mark.
- *New Brunswick High School Graduation Diploma*. Marked on a percentage scale, with 50% being the minimum pass mark.
- *New Foundland High School Graduation Diploma*. Marked on a credit system. 36 credits including 21 core credits.
- *Nova Scotia Higher School Completion Certificate*. Marked on a percentage scale, with 50% being the minimum pass mark.
- *Ontario Ontario Secondary School Diploma*. Marked on a scale of A-D and P, with all grades being pass marks.
- *Prince Edward Island High School Graduation Diploma*. Marked on a percentage scale, with 50% being the minimum pass mark
- *Quebec Diploma of Collegial Studies*. Marked on a percentage scale, with 60% being the minimum pass mark.
- *Saskatchewan Completion of Division IV Standing*. Marked on a credit system, with a minimum of 21 credits of which 5 are from Year 12.

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- Licencia de Educacion Media (Secondary Education Matriculation Certificate) or Certificado de Bachillerato. Marked on a scale of 1 - 7 with 4 being the minimum pass mark.

China

- Certificate of Graduation from Upper Middle School + Chinese National University Entrance Examination (CNUEE)/Gao Kao
- Certificate of Graduation from Upper Middle School + NAHEEE + 3 years of higher adult education studies or equivalent supplementary studies.

Colombia

- Bachillerato / Diploma de Bachiller

Congo, Democratic Republic (Zaire)

- Diplôme d'Etat d'Etudes Secondaires du Cycle Long + 1 year of higher education studies or equivalent supplementary studies.

Congo, Republic of (Brazzaville)

- Baccalauréat de l'Enseignement du Second Degré (Enseig-nement Général) + 1 year of higher education studies or equivalent supplementary studies.
- Baccalauréat de l'Enseignement du Second Degré - (Enseig-nement Technique) + 1 year of higher education studies or equivalent supplementary studies.

Costa Rica

- Bachillerato. Marked on a scale 1-100, with 65 as the minimum pass mark

Croatia

- Maturalna svjedodzba / Svjedodzba o završenom srednjem obrazovanju / Svjedodzba o završnom ispitu-maturi.
- Vocationa and musical specialisations:
 - Svjedodzba o završnom ispitu. / Svjedodzba o završenom srednjem obrazovanju / Svjedodzba o završnom ispitu-maturi.

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Cuba

- Diploma de Bachiller en Ciencias y Letras/Título de Bachiller (nivel medio superior de la Education General Politecnica Laboral) - Certificado de Fin de Estudios Secundarias
- Técnico Medio/Maestro Primario, etc. (Certificado de Fin de Estudios Secundarias)

Cyprus

- 2001: Apolytírion from Enaiou Lykeio.
- 1980 - 2001: Apolytírion from Lykeio Epilogis Mathimaton.
- Apolytírion fra Techní Scholí.
- Lise Diplomasi + 1 year of higher education studies or equivalent supplementary studies.
- Lise Diplomasi with an average grade of 4 (new grade system) or 8 (old grade system).
- Teknik Lise Diplomasi
- Teknik Lise Diplomasi with an average grade of 4 (new grade system) or 8 (old grade system).

Czech Republic

- Vysvedceni o maturitní zkoušce / Maturitní zkouška / Maturita from gymnazium.
- Vysvedcení o maturitni zkoušce / Maturitní zkouška / Maturita from Srední odborná skola.
- Maturitní zkouška from Konzervator.
- Maturitní zkouška from Strední odborné uciliste.

Denmark

- Studentereksamen/Hojere Forberedel Seseksamen/Hojere Handelseksamen of 0-13 (maximum), with 6 as the minimum pass mark.

Dominican Republic

- Certificación (Pruebas Nacionales de Conclusion de la Educación Media) / Diploma de Conclusión de la Educación Media / Diploma/Título de Bachiller en ... (Certificado Oficial de Suficiencia en los Estudios Secundarios) / Diploma /Título de Bachiller General
- 1998: Diploma/Título de Bachiller Tecnico / Perito
- 1997: Diploma/Título de Bachiller Tecnico / Perito + 1 years of higher education studies or equivalent supplementary studies.

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- Bachillerato/Título de Bachiller en Arte/Ciencias / Bachillerato/Título de Bachiller Unico Integral
- Bachillerato/Título de Baciller Tecnico

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Egypt

- Thanawiya Amma (Certificate of General Secondary Education). Marked on a percentage scale, with a minimum of 50% as the pass mark.

El Salvadore

- Bachillerate Academico (High School Diploma). Marked on a scale of 1-10 (maximum), with 5 as the minimum pass mark

England, Wales and Northern Ireland

- General Certificate of Education (GCE): 2 A-levels and 3 O-levels (Before 1986). Grades A-E are passing grades. Since 1986 – passes in 2 GCE A-levels and 3 General Certificate of Secondary Education (GCSE) subjects

Estonia

- 1998: Gümnaasiumi Lõputunnistus + Riigeksamenitunnistus (minimum 3 state examinations).
- 1997: Gümnaasiumi Lõputunnistus + Riigeksamenitunnistus (minimum 2 state examinations).
- 1995 - 1996: Gümnaasiumi Lõputunnistus.
- 1991- 1994: Keskkooli Lõputunnistus/Gümnaasiumi Lõputunnistus.
- Lõputunnistus põhihariduse baasil kutsekeskhariduse omandamise kohta (before 1998 Lõputunnistus kutse- ja keskhariduse omandamise kohta) + Riigeksamenitunnistus.
- Lõputunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta (before 1998 Lõputunnistus keskerihariduse kohta) + Riigeksamenitunnistus

Ethiopia

- Ethiopian Higher Education Entrance Examination
- Ethiopian School Leaving Certificate Examination

European Baccalaureate

- European Baccalaureate Certificate/Diplôme du Baccalauréat Européen.

Fiji

- Form 7 Examination or Bursaries Examination Certificate of NZ. OR Completion of the Foundation Year at the Uni. of the South Pacific. Marked on a percentage scale, minimum pass is 50%.

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Finland

- Ylioppilastutkintotodistus/studentexamensbetyg.
- Tutkintotodistus/Ammatillinen perustutkinto (eksamensbevis/yrkesinriktat grundexamen) (admission to the same study areas as in Finland).
- Tutkinto 3 vuotta lyhyemmistä ammattiopinnoista (betyg för studier inom yrkesutbildning som varat mindre än 3 år) / Tutkintotodistus/Näyttötutkintona suoritettu ammatillinen perustutkinto (eksamensbevis/yrkesinriktad grundexamen som avlagts som fristående examen) / Tutkintotodistus/Ammattitutkinto (yrkesexamen) (admission to the same study areas as in Finland).
- Ammatillinen opistotasoinen tutkinto (yrkesexamen på institutnivå) / Ammatillisen korkea-asteen todistus (examensbetyg/yrkesutbildning på högre nivå).

France

- Baccalauréat général.
- Baccalauréat technologique.
- Baccalauréat professionnel.

Gambia

- West African Senior School Certificate Examination (WASSCE) showing at least 5 subjects passed with C6 or better (English compulsory)
- General Certificate of Education (O level)/School Certificate + General Certificate of Education (A level)/High School Certificate showing at least 5 subjects passed at O-level and 2 subjects passed at A-level (at least one grade D). (From 2010 at least 5 subjects passed at O-level and 3 subjects passed at A-level (at least one grade D).

Georgia

- Sashualo Skolis Atestati (Attestat o Srednem Obrazovanii):
- 1999: + 1 year of higher education studies or equivalent supplementary studies.
- 1998: + 2 years of higher education studies or equivalent supplementary studies.
- 2007: Prophesiul-Teknikuri Sastvavieblis Diplomi Danartit
- Sashualo Specialuri Sastsavieblis Diplomi + 1 year of higher education studies or equivalent supplementary studies

Germany

- Zeugnis der Allgemeinen Hochschulreife (Abitur) / Zeugnis der Reife / Reifezeugnis

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- Zeugnis der Fachgebundene Hochschulreife and Zeugnis der Fachhochschulreife (Admission only to same study field as in Germany).

Ghana

- Senior Secondary School Certificate Examination (SSSCE)
- West African School Certificate (WASC/O level) + West African Higher School Certificate Examination (WAHSC/A level) showing at least 6 subjects passed at O-level and 2 to 3 subjects passed at A-level (at least one grade of D or better).

Greece

- Apolytirion of Lykeio (School Leaving Certificate). Marked on a scale of 1-20 with 10 as the minimum pass mark
- Pthychion techniká kai epagelmatiká ekpedeftiria.

Guatemala

- Diploma de Bachiller en Ciencias y Letras + years of higher education studies or equivalent supplementary studies.
- Bachillerato/Título de Tecnico Medio en ... (admission to the same study areas as in Guatemala) + 2 years of higher education studies or equivalent supplementary studies.

Haiti

- Certificat de Fin d'Etudes Secondaires Classiques (Première + Deuxième Partie)/Diplôme d'Etudes Secondaires (Première + Deuxième Partie) (système traditionnel).
- Baccalauréat/Diplôme d'Enseignement Secondaire (système réformé) + 1 year of higher education studies or equivalent supplementary studies.

Honduras

- Bachillerato/Título de Bachiller en Ciencias y Letras + 1 years of higher education studies or equivalent supplementary studies.
- Título de Bachiller en ... / Título de Maestro en ... / Título de Perito ... / Título de Técnico Medio en ... (admission to the same study areas as in Honduras) + 1 years of higher education studies or equivalent supplementary studies

Hong Kong

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- Hong Kong Certificate of Education Examination (HKCEE) + Hong Kong Advanced Level Examination (HKALE) showing at least three subjects passed at A-level or six passed at AS-level.
- Hong Kong Certificate of Education Examination (HKCEE) + Hong Kong Advanced Supplementary Certificate (HKASC) showing at least six subjects passed at AS-level.

Hungary

- Gimnazium erettsegi bizonyitvany.
- Szakközepiskola erettsegi bizonyitvany. / Szakközepiskola rettsegi-kepesito bizonyitvany. / Technikus erettsegi-kepesito bizonyitvany.
- Erettsegi/Matura. Marked on a 1-5 scale, with 2 as the minimum pass

Iceland

- Stúdentspróf.
- Stúdentspróf af starfsnámsbrautum.
- Raungreinadeildarpróf, Frumgreinadeild and Háskolelinkbrú etc. (admission to same type of education as in Iceland).

India

- All India Senior School Certificate – Standard/Level XII, OR first year standing from a tertiary institution following the Higher Secondary School Certificate OR two-year Pre-University course.

Indonesia

- Senior Academic High School Certificate (SMU/SMA -Level III), Senior Technical School Certificate (STM). Marked on a scale of 110, 5 being the minimum pass mark. Marks: 1-4 failure / 5-10 pass

International Baccalaureate

- International Baccalaureate Diploma

Iran

- 3 years High School Diploma and Pre-University diploma / 4 years High School Diploma

Iraq

- Al-Edadiyah/Al-Idadiyah (Sixth form baccalaureat) / Certificate of Preparatory Studies

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Ireland

- Leaving Certificate -Higher Level. Marked on a scale of A-F, with E being a pass. 5 subjects at Grades A-D.

Israel

- Bagrut. Marked on a scale of 1-10 (maximum), with 6 as the minimum pass mark.

Italy

- Diploma di Maturita Classica/Scientifica/Tecnica/Professionale Marked on a scale of 0-60 (maximum), with 36 the minimum pass mark.

Ivory Coast

- Diplôme de Bachelier de l'Enseignement du Second Degré/Baccalauréat.
- Diplôme de Bachelier Technicien/Baccalauréat Technique.

Japan

- Kotagakko (Upper Secondary School Certificate). Marked on a scale of A-F or 1-5 (maximum), with F and 5 considered a fail OR High School Certificate (Grade 12).

Jordan

- Tawjihi + 1 year of higher education studies or equivalent supplementary studies.

Kazakhstan

- Orta bilim turaly attestat/Attestat o (obschem) Srednem Obrazovanii:
 - 2003: + 1 year of higher education studies or equivalent supplementary studies.
 - 2002: + 2 years of higher education studies or equivalent supplementary studies.
- Diplom o Srednem Spetsialnom Obrazovanii :
 - 2003: + 1 year of higher education studies or equivalent supplementary studies.
 - 2002: + 2 years of higher education studies or equivalent supplementary studies.

Kenya

- Kenya or East African Advanced Certificate of Education (up to 1988). OR Kenyan Certificate of Secondary Education – passes in 6 of 8 subjects taken.

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Kuwait

- (Shahadat-al-thanawia-al-a'ama)General Secondary School Certificate. Marked on a percentage scale with 50% being the minimum pass mark.

Latvia

- 2001: Atestāts par visparejo vidējo izglītību.
- 2001: Atestāts par vidējo izglītību
- 2000: Diploms par profesionālo vidējo izglītību (2000 – (from reform1999)).
- 1991 to about 1999: Diploms par vidējo arodizglītību (4 years) (since1993 with the text "Jegustot visparejo vidējo izglītību" on the certificate).

Lebanon

- Baccalaureate. Usually marked on a scale of 1-20 (10 min. pass) some use 0-100 (50 min. pass) or A-F (D min. pass).

Libya

- General Secondary Certificate. Marked on a percentage scale, with 50% being the minimum pass mark.

Liechtenstein

- Maturazeugnis (Type B or E).

Lithuania

- Brandos Atestatas (Maturita-certificate) (2 years general education).
- Brandos Atestatas (Maturita certificate) (3 years combined vocational and general education).

Luxembourg

- Diplôme/Certificat de Fin d'Etudes Secondaires
- Diplôme/Certificat de Fin d'Etudes Secondaires Techniques
- Diplôme de Technicien (admission to the same type of education as in Luxembourg).

Macedonia (former Yugoslav Republic of)

- Diploma za položen završen ispit (gimnazija)

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- Diplome per dhenien e provimit te pjekurise
- Svidetelstvo za zavrsheno sredno obrazovanie .
- Vocational/general (strucna/profesionale):
- Diploma za polozen zavrshen ispit (strucna) / Diplome per dhenien e provimit te pjekurise (profesionale)
- Svidetelstvo za polozen zavrshen ispit vo uciliste za sredno obrazovanie.
- Svidetelstvo za stepen na strucna podgotovka / Dëftëse per fazen e pergatitjes profesionale.

Malaysia

- Sijil Pelajaran Malaysia (SPM/Certificate of Education) + Sijil Tinggi Persekolahan Malaysia (STPM/Malaysia Higher School Certificate) showing at least 4 subjects passed (English and Mathematics compulsory).
- Sijil Pelajaran Malaysia (SPM/Certificate of Education) + Matriculation Certificate (Matrikulasi) with Grade Point Average of at least 2.0 or better.

Malta

- General Certificate of Education -Advanced Level. Require a minimum of 2 A-levels & 3 O-levels. Marked on A-F scale, F being a fail.
- Matriculation Certificate.

Mauritius

- General Certificate of Education -Advanced Level. Require a minimum of 2 A-levels & 3 O-levels. Marked on A-F scale, F being a fail.

Mexico

- Certificado de Bachillerato General/Unico
- Certificado de Bachillerato Tecnológico
- Bachillerato en Ciencias/Humanidades. Marked on a percentage scale, with 60% as the pass mark.

Moldova

- Diploma de absolvire a invatamintului mediu general / Atestat de studii medii de cultura generala / Atestat de maturitate + 1 years of higher education studies or equivalent supplementary studies (diploma with silver- or goldmedal can be accepted)
- Diploma de bacalaureat

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- 1992: Dund bolovsrolyn ünemlech gerchilgee + 1 years of higher education studies or equivalent supplementary studies.
- 1991: Buren dund bolovsrolyn ünemlech gerchilgee + 1 years of higher education studies or equivalent supplementary studies.

Morocco

- Baccalauréat / Baccalauréat de l'Enseignement Secondaire

Mozambique

- Certificado de Habilitações Literarias

Namibia

- IGSC: At least 6 passed subjects and at least 25 points in the 6 passed subjects + 1 year of higher education studies or equivalent supplementary studies give access to short- and medium-cycle higher education programmes.
- IGSC: at least 6 subjects and at least 25 points in the 5 best passed subjects + 1 year of higher education studies or equivalent supplementary studies.
- HIGSC (higher and ordinary level): at least 6 subjects including at least 5 subjects at higher level passed with at least the grade 3 corresponding to 40 points and no more than 1 subject passed at ordinary level with at least the grade B corresponding to 6 points (in total at least 46 points). If passed with less than 46 points (but minimum 30 points) access might be granted with + 1 year of higher education studies or equivalent supplementary studies.
- Namibia Senior Secondary Certificate (NSSC ordinary level): at least 6 passed subjects and at least 25 points in the 6 passed subjects + 1 year of higher education studies or equivalent supplementary studies give access to short- and medium-cycle higher education programmes.
- Namibia Senior Secondary Certificate (NSSC ordinary level): at least 6 subjects and at least 25 points in the 5 best passed subjects + 1 year of higher education studies or equivalent supplementary studies.
- Higher Namibia Senior Secondary Certificate (NSSC higher and ordinary level): at least 6 subjects including at least 5 subjects at higher level passed with at least the grade 3 corresponding to 40 points and no more than 1 subject passed at ordinary level with at least the grade B corresponding to 6 points (in total at least 46 points). If passed with less than 46 points (but minimum 30 points) access might be granted with + 1 year of higher education studies or equivalent supplementary studies.

Nepal

- School Leaving Certificate + Higher Secondary Certificate

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- School Leaving Certificate + Proficiency Certificate

Netherlands

- Voorbereidend Wetenschappelijk Onderwijs (VWO)
- Hoger Algemeen Voortgezet Onderwijs (HAVO) + Propaedeutische Diplom/Verklaring
- Diploma Middelbaar Beroepsonderwijs (MBO), level 4 and Middenkaderopleiding (Admission only to same study field as in the Netherlands.)

New Zealand

- Higher School Certificate (Form 7) OR University Bursaries OR National Certificate of Educational Achievement (NCEA) Level 3.

Nicaragua

- Bachillerato en Ciencias y Letras. Only awarded if student has passed.

Nigeria

- West African GCE: 2 A-levels and 3 O-levels (Passing grades are AE for A-levels, and 1-8 for O-levels) – up to 1989. OR Senior School Certificate (since 1989)
- Nigerian Certificate of Education combined with University Board Matriculation Examination (UME)

Norway

- Examen Atrium/Vitnemal: Den Videregaende Skole. Marked on a scale of 0 -6 (maximum), with 2 as the minimum pass mark

Pakistan

- Higher Secondary School Certificate (HSSC) / Higher Secondary Certificate (HSC) / Intermediate Examination / Intermediate Certificate / Diploma of Faculty of Arts/Science (FA/FSc) / Certificate/Diploma/Intermediate in Commerce.

Papua New Guinea

- PNG Higher School Certificate. Marking scale stated on certificate

Paraguay

Student
STUD001
Version 5.2

Assessing student's qualifications, experience and English Proficiency Policy and Procedure
Oct 2021
Responsibility: PEO
Hays International College Pty Ltd T/A Hays International College

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- Bachillerato Certificate. Marked on a scale of 1-5 (max) or 0-10 (max) with 2 and 3 being pass marks

Peru

- Certificado Oficial de Estudios / Certificado de Educación Secundaria Común Completa (quinto) + 1 year of higher education studies or equivalent supplementary studies.
- Diploma de Aptitud Profesional / Bachillerato Profesional + 1 year of higher education studies or equivalent supplementary studies (Admission only to same study field as in Peru).

Philippines

- High School Diploma (kurso sa sekundarya) + 2 years of higher education studies or equivalent supplementary studies.

Poland

- Swiadectwo Dojrzalosci/Matura (from Liceum ogólnokształcące - general)
- Swiadectwo Dojrzalosci/Matura (from Liceum Profilowane)
- Swiadectwo Dojrzalosci/Matura (from Liceum techniczne)
- Swiadectwo Dojrzalosci/Matura (from Liceum zawodowe) (Admission only to same study field as in Poland)

Portugal

- 2007: Diploma de estudos secundários / Certificado de Fim de Estudos Secundários / Diploma de Ensino Secundário from Cursos científico-humanísticos and from Cursos tecnológicos do ensino secundário.
- 2006: Diploma of estudos secundários / Certificado de Fim de Estudos Secundários / Diploma de Ensino Secundário from Cursos gerais do ensino secundário and from Cursos tecnológicos do ensino secundário.
- Diploma of estudos secundários / Certificado de Fim de Estudos Secundários / Diploma de Ensino Secundário from Cursos profissionais.

Romania

- Diploma de Bacalaureat (Liceul teoretic).
- Diploma de Bacalaureat (Liceul de Specialitate).

Russian Federation

- Attestat o Srednem Obrazovanii or Attestat o Srednem (Polnom) Obshchem Obrazovanii:
 - 1999: Attestat + 1 year of higher education studies or equivalent supplementary studies

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- A higher educational institution might within the institution's discretion admit candidates with 11 years of studies when the grade is at least 4 in all subjects + global average of 4,5)
 - 1998: Attestat + 1 years of higher education studies or equivalent supplementary studies.
- Diplom Srednee Professionalnoe Obrazovanie:
 - 1999: Diplom (9 + 3 years) te.
 - 1998: Diplom (8 + 3 years) + 1 years of higher education studies or equivalent supplementary studies or Diplom (8 + 4 years)

Rwanda

- 1998: Certificat du Cycle Supérieur de l'Enseignement Secondaire/ Advanced General Certificate of Secondary Education + 1 year of higher education studies or equivalent supplementary studies.
- 1994-1997: Diplôme d'Humanités Générales + 1 year of higher education studies or equivalent supplementary studies.
- 1986-1993: Diplôme de Fin d'Etudes Secondaires + 1 year of higher education studies or equivalent supplementary studies.
- 1985: Diplôme/Certificat d'Humanités Générales + 1 year of higher education studies or equivalent supplementary studies.
- Diplôme/Certificat d'Humanités Techniques / Diplôme d'Etudes Secondaires Professionnelles A2 / Professional Certificate of Secondary Education Level A2 + 1 year of higher education studies or equivalent supplementary studies.

Samoa (American)

- High School Diploma.

Saudi Arabia

- General Secondary Education Certificate. Marked on a percentage scale with 50% being the minimum pass mark

Scotland

- Scottish Certificate of Education (SCE). Marked on a scale of A-F, F being a fail. Three subjects passed in the Higher Grade

Senegal

- 1996: Baccalauréat de l'Enseignement Secondaire (Série L and S).

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- 1995: Diplôme de Bachelier de l'Enseignement du Second Degré (Série A, B, C, D and E).
- Vocational + academic:
 - 1996: Baccalauréat de l'Enseignement Secondaire (Série T and G) (Admission only to same study field as in Senegal).
 - 1995: Diplôme de Bachelier de Technicien (section F and G) (Cursos científico-humanísticos).

Sierra Leone

- Senior School Certificate Examination + 1 year of higher education studies or equivalent supplementary studies.
- General Certificate of Education with 5 subjects passed at O-level and 3 subjects passed at A-level.

Singapore

- Singapore/Cambridge GCE Advanced Level Certificate with grade 'E' or higher in 2 Advanced Level subjects and 3 Ordinary Level subjects. OR Completion of a Technician Diploma/Certificate from a Polytechnic

Slovakia

- Vysvedčenie o Maturitnej skúške/ Maturitná skúška /Maturita z gymnázia.
- Vysvedčenie o Maturitnej skúške/Maturitná skúška /Maturita zo Strednej od-bornej školy.
- Maturitná skúška z Konzervatória.
- Maturitná skúška zo Stredného odborného učilišťa.

Slovenia

- Maturitetno spricevalo (Matura).
- Poklicna matura + maturitetni tecaj.

Somalia

- Shahaadada Dugsiga Dare (Secondary School Leaving Certificate) + 1 years of higher education studies or equivalent supplementary studies.

South Africa

- Senior certificate showing at least 5 Higher Grade Subjects passed
- Senior certificate showing less than 5 Higher Grade Subjects passed + endorsement + 1 year of higher education studies or equivalent supplementary studies.

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South Korea

- Ilbankye Kodung Hakkyo (Academic High School Diploma/Graduation Certificate).

Spain

- Título de Bachiller/Bachillerato (Baccalaureate).
- Bachillerato Unificado y Polivalente (BUP) + Curso de Orientación Universitaria (COU).

Sri Lanka

- General Certificate of Education (GCE) -Advanced Level Certificate with passing grades in 3 Advanced Level Subjects.

Sudan

- Sudan School Certificate / Higher Secondary School Certificate / The Secondary School Certificate + 1 years of higher education studies or equivalent supplementary studies

Sweden

- Slutbetyg from Gymnasieskolan.
- Avgångsbetyg from Gymnasieskolan.
- Slutbetyg from Komvux
- Intyg för behörighet högskolestudier (grundläggande/särskild behörighet)/Folkhögskolan (1995-).
- Intyg om allmän/särskild behörighet/Folkhögskolan (-1994).

Switzerland

- Eidgenössisch Anerkanntes Maturitätszeugnisse and Maturitätszeugnis ausgestellt von eidgenössisch anerkannten Schulen:
- Kantonale Maturitätszeugnisse (all those that give access to all higher education institutions in Switzerland).
- 1994: Eidgenössisches Berufsmaturitätszeugnis / Certificat fédéral de maturité professionnelle / Attestato federale di maturità professionale (Admission only to same study field as in Switzerland)
- 1999/2000 : Maturitätszeugnis (MAR) / Certificat de Maturité (RRM) / Attestato di Maturità.
- 1998/1999: Maturitätszeugnis (MAV) / Certificat de Maturité / Attestato di Maturità.

Syria

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- Al Shahada Al Thanawiya / Baccalauréat + 1 year of higher education studies or equivalent supplementary studies.

Taiwan

- Senior High School Leaving Certificate

Tanzania

- National Form IV Examination Certificate / General Certificate of Secondary Education (GSE) (O level) (showing at least 5 subjects passed) + National Form VI Examination Certificate / Advanced Certificate of Secondary Education (ACSE) (A level) showing at least 2 Principal passes/levels and 1 Subsidiary pass/level. (Mathematics and English are compulsory.)

Thailand

- 1984: Matayom VI (M6) / Maw 6 + 1 year of higher education studies or equivalent supplementary studies.
- 1983: Matayom suksa V + 1 year of higher education studies or equivalent supplementary studies.

Tonga

- Tonga National Form Seven Certificate + Pacific Senior Certificate.

Tunisia

- Baccalauréat de l'enseignement secondaire.
- Baccalauréat de l'enseignement professionnel (Bac Pro) (2008).

Turkey

- Lise Diplomasi (8+4 years) accomplished 2010 + ÖSS (The student Selection Examination)/185.000 gives access to university studies, + ÖSS (The student Selection Examination)/160.000 gives access to short and medium cycle higher education
- Lise Diplomasi (8+4 years) accomplished in 2009
- Lise Diplomasi (8+3 years) accomplished until 2008 + 1 year of higher education studies or equivalent supplementary studies
- A higher educational institution might within the institution's discretion admit candidates with an average grade of 4 (new grade system) or 8 (old grade system).

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- Meslek Lise Diplomasi (8+4 years) accomplished 2010 + ÖSS (The student Selection Examination)/185.000 gives access to university studies, + ÖSS (The student Selection Examination)/160.000 gives access to short and medium cycle higher education
- Meslek Lise Diplomasi (8+4 years) accomplished in 2009
- Meslek Lise Diplomasi (8+3 years) accomplished until 2008 + 1 year of higher education studies or equivalent supplementary studies.
- A higher educational institution might within the institution's discretion admit candidates with an average grade of 4 (new grade system) or 8 (old grade system).
- Teknik Lise Diplomasi (8+4 years) accomplished 2010 + ÖSS (The student Selection Examination)/185.000 gives access to university studies, + ÖSS (The student Selection Examination)/160.000 gives access to short and medium cycle higher education
- Teknik Lise Diplomasi (8+4 years) accomplished in 2010 gives access to short cycle higher education
- Teknik Lise Diplomasi (8+4 years) accomplished in 2009
- Meslek Lise Diplomasi (8+4 years) accomplished until 2008 + 1 year of higher education studies or equivalent supplementary studies.
- A higher educational institution might within the institution's discretion admit candidates with an average grade of 4 (new grade system) or 8 (old grade system).

Uganda

- 6 subjects in Uganda Certificate of Education (UCE) with the minimum grade 8 + principal subjects with the minimum grade E + General Paper in Uganda Advanced Certificate of Education (UACE)
- Ordinary Diploma
- National Diploma

Ukraine

- Atestat pro povnu zagal'nu srednju osvitu (Russian: Attestat o Srednem (Polnom) Obshchem Obrazovanii):
- 1999: + 1 year of higher education studies or equivalent supplementary studies. A higher educational institution might within the institution's discretion admit candidates with an 11 year education with a minimum of 4 (8) in all subjects and an average of at least 4,5 (9).
- 1992 -1998: + 1 years of higher education studies or equivalent supplementary studies.
- 1992: Attestat o Srednem Obrazovanii + 1 years of higher education studies or equivalent supplementary studies.
- Dyplom molodschogo spetsialista

Uruguay

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- Bachillerato Certificate. Marked on a scale of 1-6 (max), with 3 as the minimum pass mark.

USA

- Completion of Grade 12 at an American High School and award of a High School Graduation Diploma. Must have completed two semesters in at least four subjects one of which must be an English derivative which have a clear relationship to courses offered by the Victorian Curriculum and Assessment Authority at Year 12 level. Grades A-D are passing grades

Uzbekistan

- Attestat o srednem obrazovanii / O'rta ma'lumot to'g'risida shahodatnoma
- 1998: + 1 years of higher education studies or equivalent supplementary studies.

Venezuela

- Bachillerato/Titulo de Bachiller + 1 year of higher education studies or equivalent supplementary studies.
- Bachillerato/Titulo de Bachiller (agropecuario, comercial, industrial, mercantil, salud) + 1 year of higher education studies or equivalent supplementary studies.
- Bachillerato/Titulo de Técnico Medio en ... + 1 year of higher education studies or equivalent supplementary studies

Vietnam

- Bang Tu Tai Hai (baccalaureat II)/Bang Tot Nghiep Pho Thong Trung Hoc (certificate from secondary education), Giay Chung Nhan Pho Thong Trung Hoc (provisional certificate) + admissions exam (Ky Thi Dai Hoc/Ky Thi Tuyen Vao Dai Hoc) + 1 year of higher education studies or equivalent supplementary studies.

West Africa

- West African GCE (A Level). 2 A's and 3 O's required with grades of A-C

Yugoslavia (the former)

- Matura (1945-1981 and 1989-1992) (Serbo-Croatia) Matura or zakljucni izpit (1945-1981 and 1989-1992) (Serbo-Croatia).
- Svjedocanstvo o završnom ispitu (1980') (Serbo-Croatia).
- Svjedocanstvo o završenom XXX obrazovanju (1945-1992) (Serbo-Croatia).
- Diploma o završenom srednjem obrazovanju (4 år) (1945-1992) (Serbo-Croatia).
- Diploma o završenom srednjem usmjerenom obrazovanju (1981-1990) (Serbo-Croatia).

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- Diploma o položenom završnom ispitu (Serbia-Croatia).
- Diploma o završenom pozivnosmerenom obrazovanju i vaspitanju srednjeg stupnja (Serbian dialect).
- Spricevalo o zaključnom ispitu (Slovenian).
- Diploma o srednjem programu srednjega usmerjenega izobrazevanju (Slovenian).
- Svidetelstvo za položen završen ispit vo ucliste za sredno obrazovanie (Macedonian).
- Svidetelstvo za završeno sredno obrazovanie (Macedonian).
- Vocational + general subjects, 4 years secondary education (level IV).
- Svjedocanstvo o završenom XX obrazovanju (eg. medicinska sestra-tehnicar) (1945-1992) (Serbo-Croatia).
- Diploma o završenom srednjem usmjerenom obrazovanju (1981-1990) (Serbo-Croatia).
- Diploma o strepenu strucne spreme – level IV (1981-1990) (Serbo-Croatia).
- Diploma o stecenom strepenu strucne spreme (Serbo-Croatia).
- Svidetelstvo za Stepen na strucna podgotovka (Macedonia).

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Yugoslavia, The Federal Republic of (1992-2003), Serbia-Montenegro (2003-2005), Serbia (2006-) Montenegro (2006-)

- Diploma o polozenom završnom ispitu / Diploma o Završenoj Srednjoj Školi / Diploma o polozenom maturskom ispitu/diploma o stecenom srednem obrazovanju (Serbia).
- Diploma o Završenoj Srednjoj Školi / Svjedocanstvo o stecenom stepenu strucne spreme/diploma o polozenom maturskom ispitu/diplom mbi dhenien e provimit te matures (Montenegro).
- Diploma o stecenom pozivnousmerenom obrazovanju i vaspitanju srednjeg stupnja (Wojwodina).
- Diplome per kryerjen e shkolles se mesme te pergjithshme – gjimnazin/Diplome per kryerjen e shkolles se mesme te larte – gjimnazin (Kosovo).
- Vocational-general secondary education:
- Diploma o stepenu strucne spreme (4 years of study) (Serbia)
- Svjedocanstvo o stecenom stepenu strucne spreme/diploma o polozenom maturskom ispitu/diplom mbi dhenien e provimit te matures (4 years of study) (Montenegro)
- Diploma o stecenom pozivnousmerenom obrazovanju i vaspitanju srednjeg stupnja (4 years of study) (Wojwodina)
- Diplome per kryerjen e shkolles se mesme profesionale/Diplome per kryerjen e shkolles se te larte - profesionale (4 years of studies) (Kosovo).

Zambia

- Zambia School Certificate (with 6 subjects passed (English is compulsory) and a credit in a least 1 of the subjects or 5 subjects passed (English is compulsory) and a credit in a least 2 subjects + 1 year of higher education studies or equivalent supplementary studies.

Zimbabwe

- Higher School Certificate (GCE 'A' level) which prepares students to enter universities in Zimbabwe and elsewhere or the polytechnics.

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Procedure

1. All enrolment applications from International Students are received and assessed by student administration. The student assessment process at HIC is conducted in an ethical and responsible manner. Entry requirements are in accordance with all Australian and Victorian Equal Opportunity regulations.
2. Enrolment applications will not accepted without appropriate supporting documentation. All international students are required to submit the following with their application form:
 - Any other supporting information, such as previously attained qualifications.
 - Year 12 Completion Certificate

Note: - All documents that are attached with the application form other than English must be accompanied translated into English by NAATI-National Accreditation Authority for Translators and Interpreters Ltd.

For further details please refer to https://www.naati.com.au/home_page.html

3. Mature aged entry – that is, applicants who will have achieved the age of twenty-one years prior to 1 January of the year of prospective entry, with relevant work experience (evidence of prior work or life experience in an area related to the course)
 - ▶ an applicant who has at least two years documented professional work experience: (detailing the nature and duration of the work undertaken, the level of responsibility and references from employers
 - ▶ carried out in the medium of English and
 - ▶ undertaken within two years of the application to enroll to study a course offered by HIC
4. All original documents of English Proficiency, documents of Academic qualifications in English Medium or accompanied by NAATI translated will be verified at Orientation.

Assessing the level of a student’s English Proficiency during the HIC placement test

1. The responses to the placement test are aligned to the Australian Core Skill Framework (ACSF)
2. The demonstrated competence as indicated in the Assessment Test tasks are also mapped against the performance criteria from ESL Frameworks, which provides the equivalent proficiency of ACSF in English with ISLPR, IELTS and the ESL Frameworks.
3. The results of the placement test act as a guide to the staff at HIC as to the student’s ability to engage in the course in which they have intended to enrol and requires any additional support for completing their studies.
4. There is no fee attached to the English support for students.

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RELATED DOCUMENTS			
ESOS	National Code Standard 7, 10		
Standards for Registered Training Organisations 2015	Clause 1.12, 1.7, 3.5, 3.6, 4.1, 5.1, 5.2, 5.3, 6.1 – 6.6		
POLICIES	Fees & Charges, Refund, Deferment, suspension and cancellation; Course progress		
Last Updated	Oct 2021	Updated by	JW