Legal entity: HEALTH CAREERS INTERNATIONAL PTY LTD.
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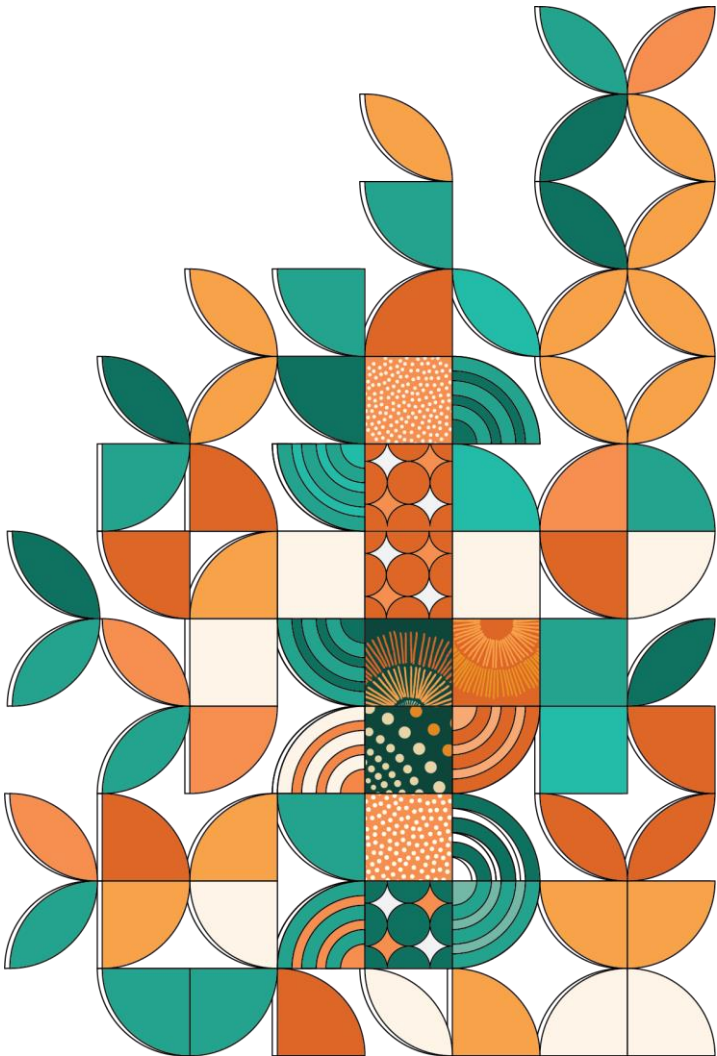
Admission and Enrolment Procedure



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SECTION 1

1. Purpose

1.1 This document outlines the procedure for approving applications for admission and enrolling students, both international and domestic, in relevant courses, skill sets, or units of competency offered by the Institute of Health and Nursing Australia (IHNA). This procedure ensures the student selection processes of IHNA are valid, fair, reliable, justifiable, and transparent. This procedure should be read in conjunction with the Admission and Enrolment Policy.

2. Scope

2.1 This procedure applies to all applications for admission and enrolment into courses offered by IHNA including applications from international students, Australian citizens, permanent residents, and applicants from culturally and linguistically diverse backgrounds.

2.2 This procedure is also relevant to the staff of IHNA who handle and process student admissions and enrolments, decision-making committees, and stakeholders of IHNA.

2.3 This procedure provides a framework and requirements for IHNA to demonstrate it is compliant with State and National regulatory requirements as well as accreditation standards that relate to student selection, eligibility, and admission to nationally recognised courses, skill sets and accredited courses.

2.4 This procedure references the process and procedures required by the:

a. Standards for Registered Training Organisations 2015.
b. Education Services for Overseas Students Act 2000 (ESOS Act).
c. National Vocational Education and Training Regulator Act 2011.
d. National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code).
e. VET Student Loan Rules 2016.
f. VET Student Loans Manual for Providers Version 4.2.
g. Standard VET Funding Contract, Skills First Program
h. Business Rules of the VET (WA) Ministerial Corporation for the Purchase of Training Services
i. Department of Training and Workforce Development (DTWD) Funding Policy
j. Smart and Skilled Operating Guidelines

3. Definitions

3.1 Refer to IHNA's and Glossary of Terms.

SECTION 2

4. Procedure

Application Process

4.1 Expression of Interest from the Student

a. Students can apply to enrol in a course at IHNA through a range of administrative mechanisms, including direct application via the IHNA website or via representative offices or IHNA campuses.

b. All applicants must complete a formal application, which gathers specific information required under legislation, including unique student identifier (USI), identity and funding eligibility and reporting data. This information is validated, and if eligible, a statement of fees is generated based on the information provided, and the applicant progresses to selection.

c. **VET Student Loans:** IHNA gathers information during the enrolment process that satisfies the requirements of VET Student Loans Rules 2016 (Division 2—Eligible students), the VET Student Loans Manual for Providers and IHNA's VET Student Loan Process and Procedure.

d. **Skills First:** Students are required to meet the requirements of the Skills First Program Standard VET Funding Contract Guidelines about eligibility (Victoria).

e. **DTWD** (Department of Training and Workforce Development): Students are required to meet the Jobs and Skills WA Priority Industry Training Program Contract.

f. **Smart and Skilled:** Students are required to meet the Smart and Skilled Eligibility requirements.

4.2 Course Information and Student Handbook

a. The Student Recruitment Officer provides students with the Student Handbook and relevant material in order to ensure that they make an informed decision regarding the course that they plan to study at IHNA.

b. IHNA's Student handbook, course brochures, website and marketing materials provide prospective students with information on the following:

   i. Entry Requirements: The entry requirements for each qualification as per the training package or other regulatory/accreditation bodies' directives

   ii. Admission Criteria: Criteria set by IHNA for prospective students seeking admission into a course to ensure that candidates meet industry requirements. Students must read and understand the entry requirements and admission criteria for the courses they are planning to enrol.

   iii. Any information provided as part of the application which is deemed to be false or unable to

be verified by the applicant may be grounds to revoke the offer of a place at IHNA, regardless of whether the student subsequently accepted the offer by enrolling.

NOTE: IHNA has implemented this procedure to ensure that a student is not concurrently enrolled in two funded courses. This strategic measure aims to optimise student completion rates and foster a concentrated and supportive learning atmosphere. By adhering to this procedure, IHNA seeks to enhance the overall educational experience for students and maintain a focused academic environment.

c. IHNA Student Recruitment staff will share details of all available student facilities and encourage students to disclose any concerns about completing the course, ensuring adequate support is in place to help them succeed.

4.3 Application Form

a. The Application and Enrolment form is available on IHNA's website or from IHNA campuses or can be sent to prospective students on request by sending an email to recruitments@ihna.edu.au

b. Students complete the application form and submit this with required evidence and documents to recruitments@ihna.edu.au

c. For domestic students, the documents will pass through the Document Verification System (DVS) to check and confirm the authenticity of the documents submitted by the students.

d. To verify the authenticity of English test results from IELTS or PTE, IHNA utilises the online verification systems provided by the respective English testing organisations

e. Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data is collected using this form.

f. Each application will be assessed by the Student Recruitment/ Admissions Officer to determine if the applicant meets the Course Entry requirements and Admission criteria.

g. Application details and the submitted documents are verified by the Student Recruitment/Admissions Officer. Details for a new student will be entered into Knowledge Hub (KH) and all student documents will be uploaded in KH. If the applicant is an existing student, their details will be updated.

4.4 Student Selection Process

a. Student selection will be based on the principles of merit and fairness and will be consistent with published entry requirements.

b. Where a course has specific selection criteria and limited places, all students will undergo a selection process administered by the Academic Team. IHNA is not obliged to offer places to applicants who do not meet the documented selection criteria.

c. Where a course has more applicants than seats available, admission will be based on receipt of the first formal application, first offered basis until all places are filled.

4.5 Course Entry Requirements

a. Demonstrate that the minimum academic requirements are met by either prior study or an equivalent recognised competency for the course the applicant is seeking to study (Refer Table 2 of Appendix 1)

b. Certified copies of international qualifications and professional registrations will be assessed to establish an equivalent level in the AQF in order to establish eligibility against academic requirements. On-campus, students can prepare their copies from the original one, and the documents can be certified by the authorised person at IHNA.

c. Course-specific entry requirements may also include:

   i. English-language requirements and significant work experiences in the relevant field;

   ii. Any other legislative or external requirements relevant to their eligibility to study;

   iii. Minimum age; and

   iv. Access to computers and other electronic devices that are necessary in order to successfully participate.

d. Student eligibility assessment processes must include thorough discussions with applicants and detailed evaluations of their circumstances against the eligibility requirements.

e. An IHNA authorised person will complete the evidence of eligibility for state specific funding purpose and any evidence that is sighted and is retained in the Student Profile on Knowledge Hub for audit or review purposes.

f. Some courses require applicants to undergo independent testing processes prior to and as part of the course selection process.

g. Certain courses have specific requirements that need to be met e.g. for Diploma of Nursing, the entry requirements are as follows:

   i. Requiring a formal English language test result demonstrating the applicants have achieved the Nursing and Midwifery Board of Australia (NMBA) specified level of English language skills prior to commencing the program.

   ii. Providing evidence of having sufficient language, literacy, and numeracy skills prior to commencing the program.

   iii. Requiring IHNA to notify the Australian Health Practitioner Regulation Agency (AHPRA) if a student undertaking clinical training has an impairment that may place the public at substantial risk of harm.

iv. Requiring specific conditions for the right of entry to health services for professional experience placement.

v. The NMBA requirements for registration as an enrolled nurse include, but are not limited to, the registration standard on English language skills.

4.6 Language, Literacy, Numeracy and Digital (LLND) Test

a. An LLND Test (LLND Robo test is utilised by IHNA) is scheduled and conducted with all prospective students.

b. VET Loan applicants need to undergo a VET Loan approved LLND test.

c. IHNA's Student Recruitment/Admission Officer in conjunction with trainers and assessors is responsible for assessing the LLND tests submitted by applicants.

d. The Course Coordinator will formulate a strategy for each applicant in discussion with the Student Recruitment and Admission Officer based on the results of the LLND test. This strategy will be noted in the section "Identified Individual Needs" in the document 'Training Plan, which is maintained for each student and is also noted in the Students profile.

e. Trainers/Assessors and Educators access and review this document on a regular basis to update the progress of a student. Student support needs are also identified and regularly updated so as to provide the best support to the student.

4.7 English Language Proficiency

a. All international as well as domestic students need to meet IHNA course entry requirement by English language.

b. Minimum English level of IELTS 6.0* or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Digital test (against the ACSF)

c. If an applicant has satisfactory English language proficiency test results or meets an exclusion to English Language Proficiency test requirements (Appendix 1) (authenticated appropriately) and meets all other requirements, the applicant will be offered a place in the chosen course.

d. If an applicant does not meet the requirements of Appendix 1 and there are doubts about the English language skills to cope in an academic environment, the applicant will be advised to enrol in an English (EAP or ELICOS) course for an appropriate duration until the student achieves the required level of English proficiency.

e. All applicants must provide evidence of English language proficiency test scores or evidence to substantiate any of the listed exclusions in Appendix 1.

4.8 Pre-Training Review (PTR) Process

a. Prior to admission to an accredited course or qualifications, all students will undergo a pre-training review. The pre-training review considers, suitability of the course for that student, existing language, literacy, numeracy and digital (LLND) skills appropriate for the course, English language skills, prior secondary or tertiary qualifications, and eligibility for advanced standing through credit transfer or recognition of prior learning (RPL).

b. For a pre-training review, the student should provide current evidence of their competency against the relevant unit of competency. This evidence may take several forms and might include certification, references from past employers, testimonials from clients and work samples. Previous study transcripts from the USI portal are required for an effective assessment.

c. The Pre-Training Review Report will be completed by a Student Recruitment/Admission Officer. As part of completing Pre-Training Review, applicants may be contacted by Student Support Officers to clarify responses or request an applicant to attend an interview prior to enrolment. The overall PTR process is overseen by National Training Managers.

d. The outcome of the pre-training review will be reported to the applicant within 5 working days. Depending on the outcome of the PRT, the applicant's selection for the course might result in the establishment of an individual study plan, which may include referral to alternative learning pathways or relevant support services, including study support or accessibility support. Refer to IHNA's Student Support and Accessibility Policy and Procedure.

4.9 Collection of Supporting documents:

a. Admissions Officers are required to ensure that all applicants provide valid supporting documentation:

b. Certified copies of passport and Visa;

c. Driving licence and Medicare;

d. Concession card (if applicable);

e. Address proof (Electricity bill, Gas bill, Water bill, Tenancy agreement etc.);

f. Australian Year 12 certificate and Citizenship evidence (Applicable for students availing funding);

g. Certified copies of Academic transcripts;

h. Evidence of relevant discipline qualifications (e.g., HLT or CHC qualifications for nursing courses);

i. Evidence of meeting any applicable legal requirements, such as obtaining a student visa

j. Evidence of English language proficiency;

5. Funding Support requirements

Eligible students can apply for funding support via VET Student Loan, Skills First (Victoria), Smart

and Skilled (NSW) and Department of Training and Workforce Development (DTWD) Funding for Western Australia.

5.1 VET Student Loans:

a. Students are required to meet the academic suitability requirements included in the VET Student Loans Rules 2016 (Part 2, Division 2—Eligible students), the VET Student Loans Manual for Providers and IHNA's VET Student loan related Procedures

b. Eligible students' criteria:

i. be enrolled in a course offered by IHNA; and

ii. provided the necessary required information and documents; and

iii. meet all the admission requirements set by IHNA.

c. The student must be undertaking the course primarily at any IHNA campus in Australia.

d. The student is required to apply for a VET Student Loan using IHNA's application process, initiated via Electronic Commonwealth Assistance Form (eCAF)

e. The student must be: an Australian citizen; or the holder of a permanent humanitarian visa, or a Pacific engagement visa, who is usually resident in Australia; or a qualifying New Zealand citizen. A qualifying New Zealand citizen is a New Zealand citizen who:

i. holds a special category visa; and

ii. has been usually resident in Australia for at least 10 years; and

iii. was a dependent child when he or she was first usually resident in Australia; and

iv. has been in Australia for periods totalling 8 years during the previous 10 years; and

v. has been in Australia for periods totalling 18 months during the previous 2 years.

f. Academic suitability: The student must have been assessed by IHNA, and the assessment must have been done in accordance with:

i. the IHNA student entry procedure; and

ii. Requirements set out by the IHNA for the assessment of whether the student is academically suited to undertake an approved course.

g. Student eligibility assessment processes must include thorough discussions with applicants and detailed evaluations of their circumstances against the eligibility requirements.

5.2 Skills First Funding for Victoria:

a. Skills First is a Victorian Government initiative offering access to government-subsidised training for courses in growth industries. For eligible students, the tuition fees will be reduced. Skills First covers

both qualifications and specific skill sets. Students are required to meet the Skills First Eligibility requirements included in the 'Standard VET Funding Contract Guidelines'.

b. Eligible students' criteria: Student must be:
   i. an Australian citizen, or
   ii. an Australian permanent resident, or
   iii. a New Zealand citizen.

c. Student must be physically present in Victoria while participating in training and assessment. A student must be undertaking all training and assessment while physically present in:
   i. the State of Victoria; or
   ii. a border region with one of the following postcodes:

NSW	SA
2546	5262, 5263
2548 – 2551	5267 - 5272
2625 – 2633	5277 - 5279
2640 – 2648	5290, 5291
2650, 2651, 2653, 2655, 2656	5302 - 5304
2658 – 2660	5311, 5333, 5340
2700, 2707	5342 - 5345
2710 – 2717	
2720	
2730-2739	

d. In a calendar year, a student can only commence a maximum of 2 :
   i. Skills First subsidised Skill Sets; and
   ii. Skills First subsidised programs that are AQF qualifications.

e. Student eligibility assessment processes must include thorough discussions with applicants and detailed evaluations of their circumstances against the eligibility requirements

f. Before the commencement of the course, for each student deemed eligible, IHNA Student Recruitment/Admission Officer and the student must complete the information and declarations in the 'Skills First Evidence of Eligibility and Student Declaration form'

5.3 Smart and Skilled Funding for New South Wales (NSW):

a. Students are required to meet the Smart and Skilled Eligibility requirements according to the Smart and Skilled Operating Guidelines for the funding purposes in New South Wales. It is entitled to government-

subsidised training up to and including Certificate III and government funding for higher-level courses (Certificate IV and above) in targeted priority areas.

b. Eligible students' criteria: Student must be:
   i. 15 years old or over;
   ii. no longer at school;
   iii. living or working in NSW;
   iv. an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen.

c. Students eligibility remains unaffected if they have completed a vocational education and training (VET) course, including a school-based apprenticeship or traineeship, as part of their high school education. There might be exceptions to the eligibility conditions mentioned above, such as for Aboriginal and Torres Strait Islander people.

d. An IHNA authorised person and the student will complete the' Smart and Skilled Funding Application Questionnaire' and 'Smart and Skilled Consent to Use and Disclosure of Personal Information' by the student and any evidence that is sighted and retained in the Student Profile on Knowledge Hub in relation to any individual student available for audit or review purposes.

5.4 Department of Training and Workforce Development (DTWD) Funding for Western Australians:

a. A variety of training options and courses are available and subsidised under Jobs and Skills WA. Students qualify for a subsidised training place if they have left school and their primary place of residence is in Western Australia.

b. Eligible students' criteria: Student must be:
   i. an Australian citizen; or
   ii. a permanent visa holder or holder of visa subclass 309, 444, 785, 790, 820 or 826;
   iii. a dependent or spouse of the primary holder of a visa subclass 457; or
   iv. a Bridging Visa E holder (subclasses 050 and 051), and they have made a valid application for a visa of subclass 785 or 790.

c. Student eligibility assessment processes must include thorough discussions with applicants and detailed evaluations of their circumstances against the eligibility requirements.

d. All successful applicants are sent relevant funding documents and other necessary information to complete the admission process by the Student Recruitment/Admissions Officer.

6. Selection and Offer Letter

6.1 If an applicant does not satisfy the entry requirements or Admission Criteria, they will be notified via

email or a letter stating the reason for the rejection of their application. This communication will be recorded in the student profile along with the application form.

6.2 The responsibility to accept or deny applicants admission to courses at IHNA rests with the Course Coordinator or delegate.

6.3 When information provided in the application is insufficient to determine selection, a request for additional or supporting information may be made to the applicant.

6.4 Failure to provide additional or supporting information with the required timeframe, may impact the capacity of IHNA to make an offer.

6.5 All completed applications will receive a formal selection outcome.

6.6 If an applicant has demonstrated meeting all the relevant criteria and evidence for admission, a formal offer letter to an IHNA course will be made in writing. If the applicant is successful, an Offer Letter and/or Confirmation of Admission COA) for domestic students and Confirmation of Enrolment (CoE) for international students, payment details and any other course-specific requirements are E-mailed to the student for signature and the signed copy will be retained in the respective student profile in KH.

6.7 An offer in any other form, including verbal (e.g., in conversation) or written communication (e.g. Email) will not constitute an unconditional offer of admission to an IHNA course.

6.8 All the funding eligible students (VET Student Loan, Skills First, Smart and Skilled, DTWD and other related state or territory funding) will be notified promptly about their funding approval.

6.9 Once all available places in an intake are filled, subsequent applicants may be allocated to the next available intake.

7. Criteria for exclusions to entry to a course at IHNA

7.1 Includes a person who is currently excluded or suspended from study at IHNA.

7.2 Current or previous suspensions from other vocational or tertiary institutions may be considered grounds for not admitting a person to IHNA as part of the selection process.

7.3 An outstanding or unresolved debt to IHNA may be considered grounds for not admitting a person to IHNA as part of the selection process.

7.4 Applicants who have met the entry requirements but have previously been excluded from IHNA or any other institution on academic progress grounds must demonstrate that they have an improved likelihood of success in the course for which they are applying.

8. Enrolment and Fees

8.1 All applicants who received and signed an offer for admission to a course are eligible to enrol in that course in that intake by no later than the relevant enrolment deadline.

8.2 As per the Fees, and Refunds Policy, new students are required to pay fees for their first semester by the date specified in the letter of offer. Payment of tuition fees and charges is a condition of enrolment and must be paid in full by the agreed due date. Failure to pay will result in cancellation of the student's enrolment.

8.3 International students will receive a Certificate of Enrolment (CoE) upon payment of fees.

9. Deferment of Studies: Before and After Course Commencement

9.1 An applicant who has received an Offer Letter may apply for deferment of their studies within five working days, following the process of deferment.

9.2 Applicants must submit a formal request for deferral through the IHNA Student Support Portal by completing Withdrawal/Deferral/Transfer-Request Form.

9.3 An applicant whose deferral application is accepted will be issued a new Offer Letter with a new commencement date.

9.4 An applicant will be required to submit a new application for admission if the deferral period expires.

9.5 If the deferral is for an international applicant, IHNA is required to report the deferral to the relevant government department via PRISMS. The Course Coordinator or the Admission Manager has the discretion to permit deferral for each intake of courses.

9.6 Deferral may not be granted if it jeopardises the program's conduct. The period of deferment will normally be no longer than a year and will normally be until the first semester of the following year, unless a course is available for commencement in an earlier admissions intake.

9.7 IHNA does not guarantee the course offering will be available to the applicant at the end of the period of deferral.

9.8 Where the course is no longer available at the end of the period of deferral, IHNA may seek to make an appropriate alternative offer.

9.9 Current fees and any other requirements will be applicable on enrolment and commencement of studies.

9.10 At the end of the period of deferral, the applicant will be invited to enrol, thereby accepting the offer. Failure to enrol by the relevant enrolment deadline may lapse the offer.

10. Responsibility

10.1 The IHNA Board of Directors is accountable for ensuring that this procedure meets the requirements of the Standards for Registered Training Organisations 2015 including, but not limited to, the VET

Student Loan, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled Funding and the Enrolled Nurse Accreditation Standards 2017 and is consistent with IHNA's obligations regarding the principles of access and equity.

10.2 The Chief Operations Officer (COO) is responsible for establishing the entry requirements, selection criteria and application assessment processes which are consistent with the requirements of relevant regulatory and accreditation standards.

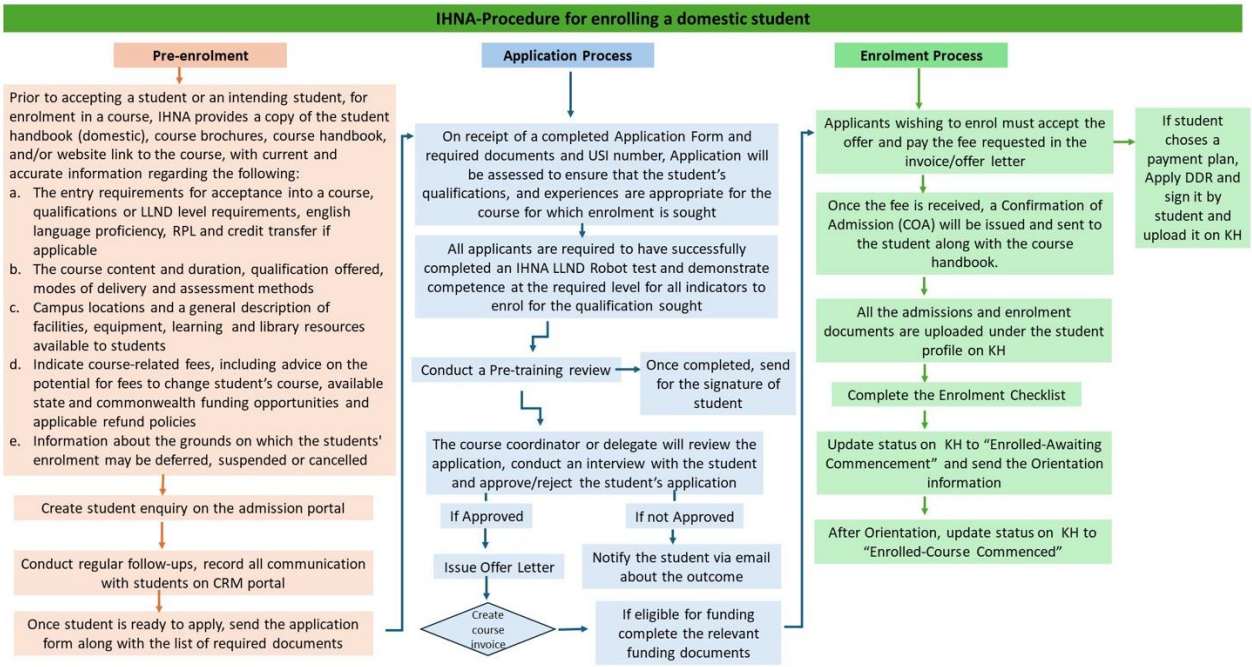
10.3 Registrars are responsible for implementing the student selection process in accordance with this procedure and ensuring that all students enrolled have met the entry requirements specified by IHNA and in the Training Product prior to accepting their application. Marketing Managers and the Quality Assurance team will assist the Registrars in this process.

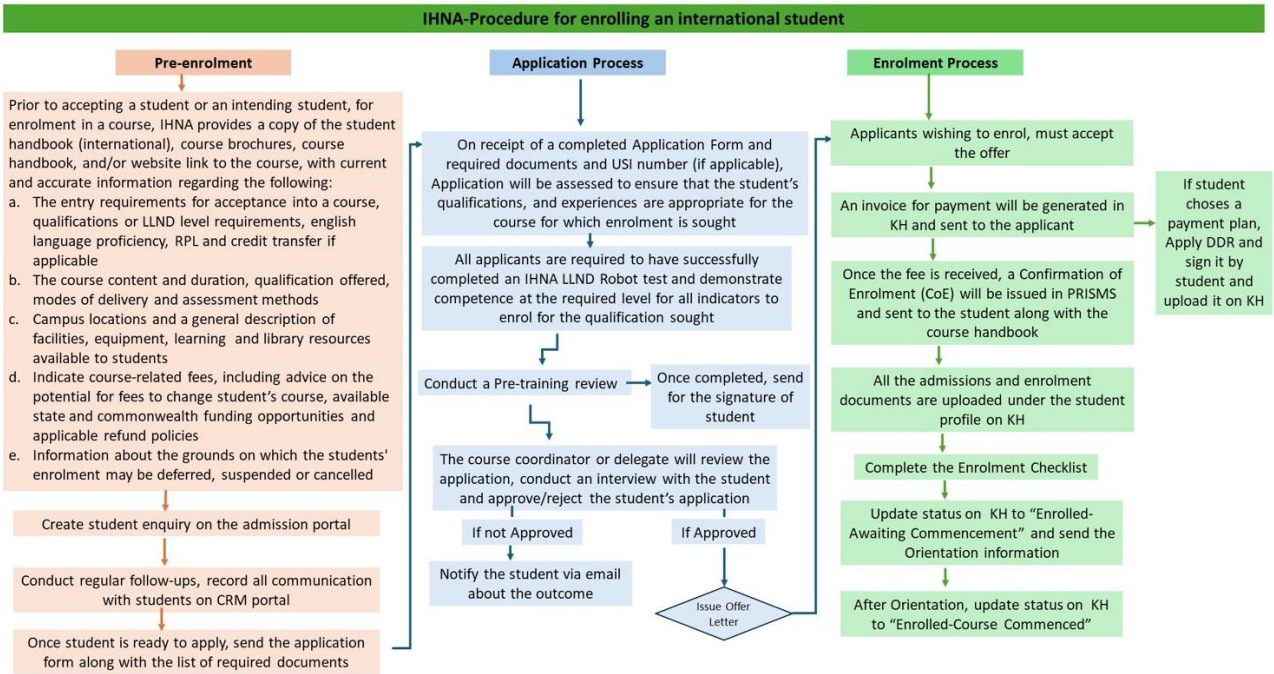
10.4 National Training Managers are responsible for ensuring pre-training reviews (PTR) are conducted to determine the competency levels of applicants to tailor their training plans. They are to confirm if recognition of prior learning and/or credit transfer is applicable for an applicant prior to confirming their enrolment.

10.5 Student Support and Administration Officers are responsible for providing support for all potential students in accordance with the principles of access and equity as outlined in the Access and Equity Policy.

10.6 Admissions Officers are responsible for the following:

a. Ensuring all information is accurately and completely entered into the Student Management System Knowledge Hub (including document uploads and communications);
b. Reviewing and assessing applications, including English-language proficiency and relevant courses' specific entry requirements;
c. Requesting additional relevant information from applicants (or Agents) as necessary;
d. Communication to the students about the selection outcome;
e. Letter of Offer processing to successful applicants;
f. Issuing Confirmation of Admission (COA) for Domestic Students and Confirmation of Enrolment (CoE) for the international students.


IHNA-Procedure for enrolling a domestic student
Pre-enrolment
Prior to accepting a student or an intending student, for enrolment in a course, IHNA provides a copy of the student handbook (domestic), course brochures, course handbook, and/or website link to the course, with current and accurate information regarding the following:
a. The entry requirements for acceptance into a course, qualifications or LLND level requirements, english language proficiency, RPL and credit transfer if applicable
b. The course content and duration, qualification offered, modes of delivery and assessment methods
c. Campus locations and a general description of facilities, equipment, learning and library resources available to students
d. Indicate course-related fees, including advice on the potential for fees to change student's course, available state and commonwealth funding opportunities and applicable refund policies
e. Information about the grounds on which the students' enrolment may be deferred, suspended or cancelled
Create student enquiry on the admission portal
Conduct regular follow-ups, record all communication with students on CRM portal
Once student is ready to apply, send the application form along with the list of required documents
Application Process
On receipt of a completed Application Form and required documents and USI number, Application will be assessed to ensure that the student's qualifications, and experiences are appropriate for the course for which enrolment is sought
All applicants are required to have successfully completed an IHNA LLND Robot test and demonstrate competence at the required level for all indicators to enrol for the qualification sought
Conduct a Pre-training review
Once completed, send for the signature of student
The course coordinator or delegate will review the application, conduct an interview with the student and approve/reject the student's application
If Approved
If not Approved
Issue Offer Letter
Notify the student via email about the outcome
Create course invoice
If eligible for funding complete the relevant funding documents
Enrolment Process
Applicants wishing to enrol must accept the offer and pay the fee requested in the invoice/offer letter
If student choses a payment plan, Apply DDR and sign it by student and upload it on KH
Once the fee is received, a Confirmation of Admission (COA) will be issued and sent to the student along with the course handbook.
All the admissions and enrolment documents are uploaded under the student profile on KH
Complete the Enrolment Checklist
Update status on KH to "Enrolled-Awaiting Commencement" and send the Orientation information
After Orientation, update status on KH to "Enrolled-Course Commenced"


IHNA-Procedure for enrolling an international student
Pre-enrolment
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a. The entry requirements for acceptance into a course, qualifications or LLND level requirements, english language proficiency, RPL and credit transfer if applicable
b. The course content and duration, qualification offered, modes of delivery and assessment methods
c. Campus locations and a general description of facilities, equipment, learning and library resources available to students
d. Indicate course-related fees, including advice on the potential for fees to change student's course, available state and commonwealth funding opportunities and applicable refund policies
e. Information about the grounds on which the students' enrolment may be deferred, suspended or cancelled
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All applicants are required to have successfully completed an IHNA LLND Robot test and demonstrate competence at the required level for all indicators to enrol for the qualification sought
Conduct a Pre-training review
Once completed, send for the signature of student
The course coordinator or delegate will review the application, conduct an interview with the student and approve/reject the student's application
If not Approved
If Approved
Notify the student via email about the outcome
Issue Offer Letter
Enrolment Process
Applicants wishing to enrol, must accept the offer
An invoice for payment will be generated in KH and sent to the applicant
If student choses a payment plan, Apply DDR and sign it by student and upload it on KH
Once the fee is received, a Confirmation of Enrolment (CoE) will be issued in PRISMS and sent to the student along with the course handbook
All the admissions and enrolment documents are uploaded under the student profile on KH
Complete the Enrolment Checklist
Update status on KH to "Enrolled-Awaiting Commencement" and send the Orientation information
After Orientation, update status on KH to "Enrolled-Course Commenced"

APPENDIX 1:

Applicants from English-speaking countries:

1. IHNA does not require applicants to provide evidence of English language if they are:
    - Citizens of English-speaking countries (as per Table 1), OR
    - Permanent Residents of English-speaking countries (Table 1), OR
    - Individuals who have resided in an English-speaking country (Table 1) for a minimum of TEN years and have completed secondary or tertiary education in an English-speaking country.
2. Applicants are required to provide the following documents as evidence to support their application:
    - Proof of citizenship or residency
    - Attested copies of official academic transcripts

Table 1: Recognised English-Speaking Countries

• American Samoa	• Australia
• Bahamas	• Barbados
• Belize	• Botswana
• Canada	• Fiji
• Gibraltar	• Ghana
• Guyana	• Jamaica
• Kenya	• Lesotho
• Liberia	• New Zealand
• Nigeria	• Papua New Guinea
• Singapore	• Solomon Islands
• South Africa	• The Gambia
• Tonga	• Trinidad and Tobago
• United Kingdom (incl Northern Ireland) and Republic of Ireland	• United States of America
• Zambia	• Zimbabwe

Applicants from Non-English-speaking countries:

3. IHNA accepts the following English language tests, provided they were completed no more than two years before the intended start date and meet the minimum scores for the desired program. Applicants are required to provide copies of official Academic Transcripts as evidence.

General Exclusions to English Language Tests

4. Please refer to the accredited curriculum documentation as some courses have specific requirements. Where this is the case, the requirements in the accredited document apply.

Exclusion Category	Conditions			
Prior Study – Senior Secondary	**Taught & assessed in English**	**Min duration of continuous education in English language**	**Max timeframe attained prior to IHNA course start**	**Other / Additional Minimum Criteria**
Senior Secondary studies in an English-speaking school *Includes International Baccalaureate (IB) Diploma where English is the main language of instruction*	✓	5 years	≤2 years	
International Baccalaureate (IB) Diploma not undertaken in English	n/a	n/a	≤2 years	• Grade 4 in IB English A at Higher Level, or • Grade 5 in IB English A at Standard Level, or • Grade 7 in IB English B at Higher Level
Other Senior Secondary studies in the following non-English-speaking countries:	✓	2 years	≤2 years	• Meets the additional criteria below

Country	Qualification	Minimum Requirement
Germany	German Abitur	Grade 12 in English
Hong Kong	Hong Kong Diploma of Secondary Education (HKDSE)	Level 4 in English Language or Literature in English
India	All India Senior School Certificate - CBSE	Grade of B1 in English Core
	Indian School Certificate - ICSE	80% in English
Malaysia	Sijil Tinggi Persekolahan Malaysia (STPM)	C pass in 920 English
Switzerland	Swiss Matura	A grade of 5 (good) or better in English

Other Senior Secondary studies in the following non- English speaking countries:	✓	n/a	≤4 years	• Meets the additional criteria below

Country	Qualification	Minimum Requirement
Denmark	Danish Studentereksamen or Higher Preparatory Examination	Grade 7 in English in the final year (English B or English A)
Norway	Norwegian Certificate of Upper Secondary Education	Grade 4 in the First Year of Upper Secondary English (if this is the only completed English subject); or Average Grade 4 in all completed Upper Secondary English subjects

Sweden	Swedish Secondary School Leaving Certificate	Grade D in English in the final year (English 6/English Course B)

Exclusion Category	Conditions			
Prior Study – Post Secondary or Tertiary	**Taught & assessed in English**	**Min amount completed**	**Max timeframe attended prior to IHNAcourse start**	**Additional notes**
Partial or Completed Post-secondary/Tertiary studies undertaken outside Australia (from a recognized institution)	✓	≥1 year FT (or equivalent PT)	≤2 years	RPL/Credit options may be available depending on the course. Consult RPL Policy/Procedure and individual course entry requirements/ pathway agreements.
Partial or Completed **cognate** Australian **AQF Level 5 or higher** award (from a recognized institution)	n/a	≥1 year FT (or equivalent PT)	≤2 years	RPL/Credit options may be available depending on the course. Consult RPL Policy/Procedure and individual course entry requirements/ pathway agreements.

Exclusion Category	Conditions	
Work Experience (English speaking)	**Min duration of continuous work experience in English language**	**Additional notes**
Lived and worked consistently in an English-speaking country	≥3 years	Must provide work reference letter on company letterhead with specific information on the type of work, dates of employment and contact details of supervisor

SECTION 3

11. Associated Information

Related Internal Documents	• Admission and Enrolment Policy • Recognition of Prior Learning Policy • Recognition of Prior Learning Procedure • Pre-Training Review (PTR) Policy • Pre-Training Review (PTR) Procedure • Access and Equity Policy • Access and Equity Procedure • Training Plan Record • Withdrawal/ Deferral/ Transfer - Request Form • Advertising and Marketing Policy • Advertising and Marketing Procedure • Domestic Student Handbook • International Student Handbook • Application Form • Pre-Training Review document • Complaints and Appeals Policy • Complaints and Appeals Procedure • Skills First Program Evidence of Student Eligibility and Student Declaration • Smart and Skilled_Funding Application Questionnaire • Smart and Skilled_Consent To Use and Disclosure of Personal Information • Offer Letter • Confirmation of Admission (COA) for domestic students • Confirmation of Enrolment (CoE) for International Student • Language, Literacy,Numeracy, Digital test • All States relevant Privacy notice • Student Orientation
Related Legislation, Standards, and Codes	• National Vocational Education and Training Regulator Act 2011 • Standards for Registered Training Organisations 2015 • Education Services for Overseas Students Act 2000 (ESOS Act) • National Code of Practice for Providers of Education andTraining to Overseas Students 2018 (National Code) • Australian Core Skills Framework • Victorian VET Student Statistical Collection Guidelines • Student Identifiers Act 2014 • Equal Opportunity Act 1995 • Human Rights and Equal Opportunity Commission Act1986 • Disability Standards for Education 2005

	• Enrolled Nurse Accreditation Standards 2017 • VET Student Loan Rules 2016 • VET Student Loan Mannual • Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled)
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SRTO2015 Stds and sub-standards	Standards for RTOs 2015 - Clauses 3.5 - Clauses 5.1 to 5.3 - Clause 7.3

12. Change History

Version Control		**Version 6.0**
Version No.	**Date**	**Brief description of the change, incl version number, changes, who considered, approved, etc.**
V.4.0	04/03/2021	Separated Procedure from Policy, revised and updated with pertinent sections
V.5.0	28/02/2024	Updated in new template and logo. Revised, and edited with minor changes, including adding VSL, Skills First, Smart and Skilled, DTWD funding information, added English language requirements Annex 1, added PTR process, replaced LLN by LLND
V.6.0	27/06/2024	Updated in new logo and flow of the document as per the new Admissions and Enrolment Procedure