Pacific College of Technology		Authorized by	Principal
		Effective Date	12 January, 2026
	Policy & Procedures on Assessment of Academic Entry Requirements		

1. Purpose

The purpose of this policy is to ensure the Pacific College of Technology complies with the national Quality Framework, and the terms and conditions of the Smart and Skilled programme. Any matters not listed on this document will be governed by Smart and Skilled Contract Operating Guidelines available from https://www.nsw.gov.au/education-and-training/resources/smart-and-skilled-operating-guidelines

A copy of these policies is also available on the College web-site: www.pct.edu.au

2. Scope and Responsibility

This policy applies to all Pacific College of Technology staff processing applications from prospective students. The **Administration Officer** is the designated official for the implementation of these policies and procedures.

3. Procedures to be adopted for assessing academic entry requirements

3.1 Any applications received for various qualifications shall be recorded, and an initial assessment undertaken for the academic entry requirements.

3.2 Applications will be assessed according as per the College policy and procedures.

3.3 The Recognition of Prior Learning (RPL) may be offered to relevant candidates at the time of application. The procedures and the application form for RPL are available on our website.

3.4 The Administration officer will assess applications in a timely manner using the Academic Entry Requirements outlined below:

Course	Academic Entry Requirements
Certificate IV to Advanced Diploma	Successful completion of Year 10 or higher in an Australian school, or equivalent level overseas (students may need to complete a language, literacy and numeracy assessment if they are unable to provide evidence of Year 10 completion at the time of enrolment). Evidence of successful completion Year 10 e.g. a certificate, must be provided prior to finalising enrolment)

3.5 When assessing enrolment applications, the Administration Officer will ensure evidence that students successfully meet educational entry requirements, and other supporting documents is provided and attached to their application.

4. Student Selection

Pacific College of Technology has open, fair and transparent processes, based on merit for making decisions about:
• the selection, from among potential students; and
• the treatment of students.

Pacific College of Technology will ensure that prior to enrolment prospective students have access to information regarding the course, training, assessment, services and Smart and Skilled program provided by the College to enable them to make an informed decision about the suitability of the course and the Institute facilities in meeting their individual needs.

In order for Pacific College of Technology to assess an application to admissions into a course, applicants must complete the following:

4.1 Send the completed and signed **Pacific College of Technology Admission Application Form** to Pacific College Administration Officer or delegate.

4.2 Successful applicants will be notified via SMS and/or Email. Also the **Training Delivery Plan** will be developed in consultation with the student and teacher. A copy will be provided to the student after being signed by the student, trainer and DOS.

4.3 Unsuccessful applicants will be provided with the specific reason(s) they were not accepted and will be referred to the Director of Studies.

5. Selection Procedures

5.1 Applications will be sought from eligible candidates, with selection based on one, or a combination of, (but not limited to) the following:
· educational record (including any pre-requisites);
· interviews which may be conducted via telephone or face-to-face at the College; and/or
· appropriate skills or other assessment mechanisms.
5.2 The College will ensure that throughout the process of selection and enrolments, applicants are treated fairly, courteously and expeditiously

5.3 These requirements will be communicated at the time of enquiry or program advertising.

Appendix 1- Application Form Checklist

I. Eligibility for admission/Requirements

- Completed and **signed Pacific College of Technology Admission Application Form**
- Evidence of **Australian Permanent Residency or Citizenship.**
- Completed PCT **Smart and Skilled** Student Induction form.
- Evidence of Academic qualifications completed in Australia or overseas.

II. Document that need to be checked After Admission

- Enrolment confirmation has been notified to students
- Student is provided with a copy of Training Delivery Plan.