

## Verification of Fulfillment of Entry Requirements Procedures

### 1. Verification of English language proficiency

Upon receiving the enrolment application, the Enrolment Team will conduct the verification of English language proficiency based on the evidence provided. The commonly acceptable types of English language proficiency evidence (not limited to), along with the verification methods are listed in the table below.

Type of evidence	Type of test	Verification method
English test results report	IELTS	To verify the test results report via the IELTS Test Report Form (TRF) Verification Service at: <a href="https://ielts.ucles.org.uk/ielts-trf/welcome.html">https://ielts.ucles.org.uk/ielts-trf/welcome.html</a>
	PTE	To verify the test results report via the Score Reports PTE Academic at: <a href="https://srw.ptacademic.com/">https://srw.ptacademic.com/</a>
	TOEFL iBT	To verify the test results report via the ETS Home at: <a href="https://www.ets.org/">https://www.ets.org/</a>
Completion of ELICOS or any foundation program	Subject to the ELICOS provider's requirements	To verify the document(s) provided by contacting the issuer of the document(s) and attain the confirmation of document(s) originality`

### 2. Verification of educational qualification

The Enrolment Team conduct the verification of educational qualification(s) based on the evidence provided within the enrolment application. The required educational qualifications may vary depending on the course of application. The provided educational qualification(s) must be provided in certified copy(s).

**Appendix 1** is a table which demonstrates the minimum acceptable educational qualifications which are Australian equivalent Year 10, 11 and 12. If the provided educational qualification(s) is not included in the table, or not certified, the Enrolment Team must contact the issuer of the qualification(s) to verify the originality (refer to Appendix 3 for the verification procedure)

### 3. Verification of work experience

The verification of work experience is conducted when the enrolment application is received, and the course of application has certain entry requirement(s) on working experience. The acceptable evidence of work experience includes but are not limited to:

- Resume (or CV) of the applicant
- Reference Letter from the employer/workplace
- Employment contract
- Payslip.

**Appendix 2** is the Work Experience Verification Form of which is to be completed by the Enrolment Team when conducting the verification.

## Appendix 1.

### Minimum Educational Qualifications relevant to Australian Year 10, 11 & 12

Country	Equivalent to Australian year 10 or 11	Equivalent to Australian year 12
Australia	Australian Year 10 or 11	Australian Year 12 Senior Secondary Certificate of Education – satisfactory completion, or (AQF) Certificate 3 or Certificate 4 qualification
Argentina	Education Polimodal (General Education or Integrated technical education) / General or bachillerato school/technical and specialised school (Completion of Year 10 or Year 11)	Bachillerato/Tecnico de Nivel Medio/ Bachillera to Especializado
Bangladesh	Secondary School Certificate – pass (DOHA requires completion of Year 11)	Higher Secondary Certificate/vocational higher secondary certificate (Minimum CGPA is 3.5 or 60% in HSC/First Division pass) GCE A-Level (2 passes)
Bhutan	Bhutan Middle Secondary School Certificate	Bhutan Higher Secondary School Certificate or Middle Secondary School Certificate plus 2 year relevant vocational diploma
Brazil	Certificado de Ensino Medio (Year 10 or Year 11 equivalent)	Certificado /diploma de Ensino Medio (Year 12 equivalent)

Country	Equivalent to Australian year 10 or 11	Equivalent to Australian year 12
Brunei	GCE O-Levels with 4 passes	Brunei Cambridge General Certificate of Education Advanced Level (Brunei - Cambridge A level) – 2 passes
Cambodia	DOHA requires completion of Year 11 for student visa	Diploma of Upper Secondary Education/Baccalaurate
Canada	Successful completion of Grade 11	High School Diploma
Chile	Educacion Media (Year 10 or Year 11 equivalent)	Licencia de Educación Media (Certificate of Secondary Education Certificate) Tecnico-Profesional or Tecnico
China	Senior Middle 2 (DOHA requires completion of Year 11)	General Senior Secondary Unified Graduation (Certificate of Graduation)
Colombia	Bachillerato Upper Secondary Schooling (Year 11 equivalent) (DOHA requires completion of Year 11)	Bachillerato (Secondary School Certificate)
Cuba	Secundari Basica/Basic Secondary (Completion of Year 11)	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/ TécnicoMedio/Maestro Primario, etc. (Certificado de Fin de Estudios Secundarias)

Country	Equivalent to Australian year 10 or 11	Equivalent to Australian year 12
Czech Republic		Maturita (Matriculation Certificate)/School Leaving Certificate
Denmark		Studentereksamensbevis (Upper Secondary School Leaving Certificate)
Egypt		General Secondary Education Certificate, Al-Azhar Secondary Education Certificate, Technical Secondary Education Certificate, Commercial Secondary Certificate or the Agriculture Secondary Certificate
Fiji	Form 6 Examination	Form 7 Examination/ Fiji School Leaving Certificate (FSLC)
Finland		Ylioppilastutkintodistus (Certificate of Matriculation) Secondary School Leaving Certificate
France	Brevet fundamentals	Baccalaureat/ Brevet professionnelles
Germany	Realshule or Hauptschule	Achgebundene Hochschulreife/ Fachgebundene Hochschulreife (Leaving Certificate) or Zeugnis der Reife or Reifezeugnis or Abitur or Fachhochschulreife

Country	Equivalent to Australian year 10 or 11	Equivalent to Australian year 12
Ghana	West African School Certificate or GCE O Levels with passes in 3 subjects with a minimum E grade.	Successful completion of Senior Secondary School Certificate/West African School Certificate AND a minimum of 2 passes (minimum E grade) at the GCE A level. Note: Assessment for a waiver of the GCE A level requirement may be made on a case-by-case basis and will be based in academic merit. Students with a C average and above may be considered without the A level requirement
Greece		Apolytirio Lykeiou (Leaving certificate)
Hong Kong	Secondary 4 or Secondary 5 or Hong Kong Certificate of Education Examination (HKCEE)	Hong Kong Diploma of Secondary Education (HKDSE) or Hong Kong Advanced Level Examination (HKALE)
Hungary		Gimnaziumi Erettsegi Bizonyitvány, / Gymnasium Maturity Certificate
India	All Indian Secondary School Certificate, Indian Certificate of Secondary Education (ICSE SX) Secondary Certification, GCE O-Levels (4 passes) DOHA requires completion of Year 11 for student visa	All India Senior School Certificate or Indian School Certificate or Certificate of Vocational Education or Senior Secondary Certificate or State Boards of Secondary/Senior Secondary Education certificates, GCE A-Levels (2 passes)

Country	Equivalent to Australian year 10 or 11	Equivalent to Australian year 12
Indonesia	Secondary School:SMU 3 or SMK 3	Certificate of Completion of Senior Secondary Education (Ijazah/STTB SMA/STTB SMK) or Certificate of Graduation (SKHUN)
Ireland	GCE O-Levels (4 passes)	Leaving Certificate/GCE A Levels (2 passes)
Israel		Teudat Bagrut (High School Certificate)
Italy	Diploma di scuola secondaria di primo grado	Diploma di Superamento dell'Esame di Stato conclusivo dei Corsi di Istruzione Secondaria Superiore (Upper Secondary School Leaving Certificate) or Diploma of State Examination
Japan	Completion of Kotogakko Year 1 Lower Secondary Leaving Certificate	Upper Secondary School Certificate of Graduation (Kotogakko Sotsugyo Shosho)
Jordan		Twajihi (General Secondary Education Certificate)
Kenya	GCE O-Levels (4 passes) DOHA requires completion of Year 11 for student visa	Kenya Certificate of Secondary Education (KCSE) or GCE A level – 2 passes

Country	Equivalent to Australian year 10 or 11	Equivalent to Australian year 12
Lebanon	1st year completion of General Secondary School/ Technical Secondary School, DOHA requires completion of Year 11 for student visa	Baccalaureat Libanaise (Baccalaureat 2) or Baccalaureat Technique/ Technicien or Certificat Professionne/ de Maltrise/Technicien
Macau	GSE O-Levels (4 passes), Senior Secondary School Diploma (Year 11) or Form 5	Senior Secondary School Diploma Year 12, or GCE A Level – 2 passes, or Form 6
Malaysia	SPM or GCE O-Levels (4 passes) or Senior Middle 2	STPM Senior Secondary Certificate of Education or GCE A Levels - 2 passes, UEC
Mauritius	GCE O-levels (4 subject passes)	GCE A-level – 2 passes
Mexico	Certificado de Educacion Secundaria (Certificate of Secondary Education)	2-3 year Preparatoria or Bachillerato program
Myanmar	Matriculation/Basic Education High School (BEHS) (Completion of Year 10 or Year 11) 45% or higher or GCE O - Level (4 subject passes) (DOHA requires completion of Year 11)	Matriculation/Basic Education High School (BEHS) plus minimum completed 2 years at Professional College or Secondary Technical College or GCE A- Level (2 subject passes) or A level (1 A and 2 AS level passes)

Country	Equivalent to Australian year 10 or 11	Equivalent to Australian year 12
Nepal	Completion of Higher Secondary Education Board Certificate, DOHA requires completion of Year 11 for student visa	Higher Secondary Education Board Certificate (Grade 12)
New Zealand		National Certificate of Educational Achievement (NCEA) – Level 3, minimum 60 credits
Netherlands		Voorbereidend wetenschappelijk onderwijs (Diploma VWO) or Hoger algemeen voortgezet onderwijs Diploma HAVO)
Nigeria	Senior Secondary School (WAEC/NECO) examinations – pass grade, GCE O-Levels (4 subject passes)	Senior Secondary School (WAEC/NECO) examinations (5 subjects passes C grade average) GCE A Levels (2 passes)
Norway		Vitnemal fra den videregaende skolen (Certificate from upper secondary school)
Oman		School Leaving Certificate
Pakistan	Secondary School Certificate DOHA requires completion of Year 11 for student visa	Higher Secondary School Certificate/ Intermediate Certificate



Country	Equivalent to Australian year 10 or 11	Equivalent to Australian year 12
Papua New Guinea		Higher School Certificate
Peru	Secundaria / Education Secundaria (Completion of Year 11)	Certificado de Educación Secundaria Común Completa (Secondary Common Education Graduation Certificate) plus a Technical Diploma or entrance to University
Philippines	High School Diploma or National College Entrance Examination (NCEE) + one year of Bachelor Degree OR from 2018, successful completion of Grade 11 Senior High School (DOHA requires completion of Year 11)	High School Diploma or a Certificate of Graduation + two years of bachelor degree OR from 2018, Grade 12 Senior High School Diploma
Poland		Matura Swiadectwo Dojrzalosci Liceum Ogólnokształcące (Certificate of Matriculation of the General Lyceum)
Portugal		Certificado de Fim de Estudos Secundarios or Diploma de 12 Ano de Escolaridade (Secondary Certificate)
Russia		Attestat o Srednem (polnom) Obshchem Obrazovanii (Certificate of Secondary (Complete) General Education)

Country	Equivalent to Australian year 10 or 11	Equivalent to Australian year 12
Saudi Arabia		Shahadat al-thanawiyyah al-'aama or shahadat al-marhalat al-thanawiyyat (General Secondary Education Certificate) Form 7 or University Foundation Year
Singapore	GCE O-Levels (4 subject passes)	GCE A-levels - 2 passes
Slovakia		Maturitni Vysvedceni/Maturitnej Vysvedcenie(Matriculation Certificate)
Slovenia		Spričevalo o poklicni mature or Spričevalo o poklicnimature or Svidetelstov zo položen zavresen
South Africa	National Senior Certificate / Senior Certificate Year 11/10	National Senior Certificate (Year12) Senior Certificate (Year 12) GCE A-Levels 2 Passes, International Baccalaureate Diploma
South Korea	Completion of Senior High School Grade 1 or equivalent	General/Academic Senior High School Certificate/Diploma (Immungye Kodung Hakkyo Choeupchang)
Spain		Titulo de Bachiller

Country	Equivalent to Australian year 10 or 11	Equivalent to Australian year 12
Sri Lanka	Sri Lankan GCE O-Levels (4 subject passes) DOHA requires completion of Year 11 for student visa	GCE A-levels – 2 passes
Sweden		Slutbetyg Från Gymnasieskola
Switzerland		Federal Maturity Certificate/ Maturitätszeugnis, Certificat de Maturité/ Attestato di Maturità
Taiwan	Senior High School (1st or 2nd Year)	Senior High School Diploma or Senior Vocational School Diploma
Thailand	Upper Secondary School (Matayom 5/ Matayom 4)	Matayom 6 or MS 6. (Certificate of Secondary Education)
Turkey		Lise Diplomasi (Secondary School Diploma) Technical or Vocational School Diploma (Teknik or Meslek Lise Diplomasi)
United Arab Emirates		Tawjihiyya or Thanawiyya Al-A'ama (General Secondary Certificate), Technical Secondary School Certificate, Commercial Secondary School Certificate or Certificate from an Agriculture Institute
UK	GCE O-Levels (4 subject passes)	GCE A-Levels (2 subject passes)

Country	Equivalent to Australian year 10 or 11	Equivalent to Australian year 12
Venezuela	Educacion Media (10 years of secondary schooling minimum)	Educacion Media – Academic or Tecnico (Medio), Bachillor
Vietnam	Upper Secondary schooling (Year 10 or 11 equivalent) (DOHA requires completion of Year 11)	Bang Tot Nghiep Trung hoc Pho thong (Upper Secondary Education Graduation Diploma)
Zambia	ZSC Year 12 (4 passes) GCE O Levels (4 passes)	ZSC Year 12 (5 subject passes C grade or better) GCE A-Levels (2 subject passes) or A-levels 1 A and 2 AS level passes or Diploma in relevant area (1 year minimum)
Zimbabwe	Zimbabwe General Certificate of Education (ZGCE) GSE O-Levels (4 subject passes)	Zimbabwe General Certificate of Education at Advanced Levels (A Levels)– 2 passes, or International Baccalaureate Diploma

## Appendix 2.

### Work Experience Verification Form

The Work Experience Verification Form is used by assessors, or those who are appointed (the verifier) by the college in order to verify the related work experience provided by a student. A student may have more than one instance of work experience (e.g., experience from multiple workplaces) to be verified.

Note: The verifier may be able to verify work experience provided by a student. For example, the company no longer operates or any other reasons. The student can provide statutory declarations to confirm the truth and accuracy of the information.

#### Profile

A verifier is expected to fill the required information below (i.e., Student name, ID, qualification and unit of competency), prior to the commencement of the verification process.

<b>Student Name</b>	
<b>Student ID</b>	
<b>Qualification</b>	
<b>Verifier Name</b>	
<b>Verifier Position</b>	

Experience no.	Company/ Organisation	Experience (Role)	Job description	Duration	Company contact	Outcome Verified (V) or Unable to be Verified (UV)	Date verified

Experience no.	Company/ Organisation	Experience (Role)	Job description	Duration	Company contact	Outcome Verified (V) or Unable to Verified (NV)	Date verified

The table below is for a verifier to provide their Feedback/comments. The feedback can occur when the verifier has difficulties/concerns in confirmation the authenticity of work experience and/or additional information of roles/responsibilities the candidate has not provided initially.

**Feedback/comments from Verifier:**

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<b>Signature of Verifier:</b>		<b>Date:</b>	
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## Appendix 3.

### Qualification Verification Form

The Qualification Verification Form is used by enrolment team, or those who are appointed (the verifier) by the college to verify the related qualification provided by a Candidate.

Note: The verifier may be able to verify qualification provided by a student. For example, the RTO/School no longer operates or any other reasons. The student can provide statutory declarations to confirm the truth and accuracy of the information.

#### Profile

A verifier is expected to fill the required information below (i.e., Student name, ID, qualification and unit of competency), prior to the commencement of the verification process.

<b>Student Name</b>	
<b>Student ID</b>	
<b>Qualification</b>	
<b>Verifier Name</b>	
<b>Verifier Position</b>	

Qualification no.	Institute Name	Completion Year	Institute contact	Outcome Verified (V) or Unable to be Verified (UV)	Date verified

Qualification no.	Institute Name	Completion Year	Institute contact	Outcome Verified (V) or Unable to be Verified (UV)	Date verified

The table below is for a verifier to provide their Feedback/comments. The feedback can occur when the verifier has difficulties/concerns in confirmation the authenticity of work experience and/or additional information of roles/responsibilities the candidate has not provided initially.

**Feedback/comments from Verifier:**

<b>Signature of Verifier:</b>		<b>Date:</b>	
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