



Government of **Western Australia**
Department of **Training**
and **Workforce Development**

TAFE Admissions guide for entry to full time courses July 2021

Entry to non-competitive courses

Applicants for non-competitive courses need to demonstrate minimum literacy and numeracy skills or AQF qualification levels. Requirements from ONE of the columns below need to be met. For example, a school leaver can apply by providing evidence against either the requirements in the 'School leaver' column or in the 'AQF' column.

	School leaver	Non-school leaver	AQF**
Certificate I	Nil	Nil	Nil
Certificate II	OLNA* or NAPLAN 9 Band 8	C Grades in year 10 English and Maths or equivalent	Certificate I or Certificate II
Certificate III	OLNA* or NAPLAN 9 Band 8	C Grades in year 10 English and Maths or equivalent	Certificate I or Certificate II
Certificate IV	C Grades in year 11 WACE General English, and OLNA* or NAPLAN 9 Band 8	C Grades in year 11 English and Maths or equivalent	Certificate II or Certificate III
Diploma or Advanced Diploma	Completion of WACE General or ATAR (minimum C Grades) or equivalent	Completion of WACE General or ATAR or equivalent (minimum C Grades)	Certificate III

Some courses may specify entrance requirements, such as maths or a folio. Check the course entrance requirements for details.
Some courses require students to commence at a level specified in the training package. Check the training package or full time studies guide for details.

* Online Literacy and Numeracy Assessment was developed by the WASchool Curriculum and Standards Authority. It is designed to enable students to demonstrate the skills regarded as essential to meet the demands of everyday life and work in a knowledge-based economy. These skills are described in Level 3 of the Australian Core Skills Framework.

** Qualifications from the Foundation Skills Training Package have been assessed as NOT meeting the entry requirements specified by TAFE Colleges for full time courses. The qualifications do not provide adequate opportunity for students to develop a full range of literacy and numeracy skills with sufficient breadth and depth.

Overseas qualifications

For an assessment of equivalence of overseas secondary education qualifications, please apply to the School Curriculum and Standards Authority at scsa.wa.edu.au/forms/overseas-qualifications

For a comparative assessment of your overseas gained qualifications to the Australian Qualifications Framework, please apply to the Overseas Qualifications Unit migration.wa.gov.au/Pages/Overseas%20Qualification%20Unit/OQU-application.aspx

Alternative documentation

Other documents may be used to demonstrate minimum literacy and numeracy skills. For information contact TAFE Admissions by email tafe.admissions@dtwd.wa.gov.au or phone 6212 9888.

Applicants who are unable to provide documentation can sit a literacy and numeracy test arranged by TAFE Admissions.

English language competence

Applicants from countries where English is not the official language will need to demonstrate that they possess adequate English language skills. English-speaking countries for TAFE Admission purposes are: New Zealand, the United States of America, the United Kingdom, Canada (excluding French Canadian territories), Republic of Ireland and South Africa.

Special circumstances

TAFE Admissions in consultation with TAFE WA colleges may make provisions for applicants who can substantiate that special circumstances apply to them. These circumstances must be exceptional and beyond the control of the individual. These will be taken into consideration during the application process, including the entry to non-competitive and competitive courses. This will enable applicants to be considered for a place, making adjustments (if required) for their individual situation.

Special consideration will be given for circumstances that affect a person's ability to participate in education or employment that may result in a person being less competitive for entry into a course. These will be looked at on a case by case basis with the relevant TAFE WA college.

For further information and to make an application, please visit fulltimecourses.tafe.wa.gov.au

Entry to competitive courses

Applicants for competitive courses need to demonstrate minimum literacy and numeracy skills or AQF qualification levels and respond to selection criteria.

Step 1: Demonstrate literacy and numeracy skills or AQF qualification level

Requirements from ONE of the columns below need to be met. For example, a school leaver can apply by providing evidence against either the requirements in the 'School leaver' column or in the 'AQF' column.

	School leaver	Non-school leaver	AQF**
Certificate I	Nil	Nil	Nil
Certificate II	OLNA* or NAPLAN 9 Band 8	C Grades in year 10 English and Maths or equivalent	Certificate I or Certificate II
Certificate III	OLNA* or NAPLAN 9 Band 8	C Grades in year 10 English and Maths or equivalent	Certificate I or Certificate II
Certificate IV	C Grades in year 11 WACE General English, and OLNA* or NAPLAN 9 Band 8	C Grades in year 11 English and Maths or equivalent	Certificate II or Certificate III
Diploma or Advanced Diploma	Completion of WACE General or ATAR (minimum C Grades) or equivalent	Completion of WACE General or ATAR or equivalent (minimum C Grades)	Certificate III

Some courses may specify entrance requirements, such as maths or a folio. Check the course entrance requirements for details.

Some courses require students to commence at a level specified in the training package. Check the training package or full time studies guide for details.

* Online Literacy and Numeracy Assessment was developed by the WASchool Curriculum and Standards Authority. It is designed to enable students to demonstrate the skills regarded as essential to meet the demands of everyday life and work in a knowledge-based economy. These skills are described in Level 3 of the Australian Core Skills Framework.

** Qualifications from the Foundation Skills Training Package have been assessed as NOT meeting the entry requirements specified by TAFE Colleges for full time courses. The qualifications do not provide adequate opportunity for students to develop a full range of literacy and numeracy skills with sufficient breadth and depth.

Overseas qualifications

For an assessment of equivalence of overseas secondary education qualifications, please apply to the School Curriculum and Standards Authority at scsa.wa.edu.au/forms/overseas-qualifications

For a comparative assessment of your overseas gained qualifications to the Australian Qualifications Framework, please apply to the Overseas Qualifications Unit migration.wa.gov.au/Pages/Overseas%20Qualification%20Unit/OQU-application.aspx

Alternative documentation

Other documents may be used to demonstrate minimum literacy and numeracy skills. For information contact TAFE Admissions by email tafe.admissions@dtwd.wa.gov.au or phone 6212 9888.

Applicants who are unable to provide documentation can sit a literacy and numeracy test arranged by TAFE Admissions.

English language competence

Applicants from countries where English is not the official language will need to demonstrate that they possess adequate English language skills. English-speaking countries for TAFE Admission purposes are: New Zealand, the United States of America, the United Kingdom, Canada (excluding French Canadian territories), Republic of Ireland and South Africa.

Special circumstances

TAFE Admissions in consultation with TAFE WA colleges may make provisions for applicants who can substantiate that special circumstances apply to them. These circumstances must be exceptional and beyond the control of the individual. These will be taken into consideration during the application process, including the entry to non-competitive and competitive courses. This will enable applicants to be considered for a place, making adjustments (if required) for their individual situation.

Special consideration will be given for circumstances that affect a person's ability to participate in education or employment that may result in a person being less competitive for entry into a course. These will be looked at on a case by case basis with the relevant TAFE WA college.

For further information and to make an application, please visit fulltimecourses.tafe.wa.gov.au

Step 2: Provide evidence against the selection criteria for courses with competitive entry

Applicants who can demonstrate minimum literacy and numeracy skills will be assessed and ranked against the following selection criteria. Offers will be made to applicants with the highest total point scores.

Selection criteria – maximum 90 points	
Academic achievement – maximum 60 points	Work history – maximum 30 points
<p>Derived from the highest points from either:</p> <ul style="list-style-type: none">• secondary education results; or• completed AQF qualification. <p>An overview of the points used to calculate a score for academic achievement is provided in attachment A.</p>	<p>Credit for total hours worked at 0.003 points per hour:</p> <ul style="list-style-type: none">• employment• work experience• community services/volunteer work

Attachment A

Selection criteria: Academic achievement (maximum 60 points)

Academic achievement can be demonstrated through secondary education results or a completed AQF qualification.

If documents for both secondary education and completed AQF qualifications are provided, points will be calculated for both and the higher points used to calculate the score for academic achievement.

If more than one AQF qualification has been completed, the one which awards the highest points score will be used.

Points awarded for secondary education results

Western Australian secondary education

The score will be generated from the three completed full-year courses that award the highest points.

Year	WACE course level	C grade	B grade	A grade
Year 10		6	8	10
Year 11 or 12	Foundation	6	8	10
Year 11	General	11	12.5	14
Year 11	ATAR	14	16	18
Year 12	General	14	15	16
Year 12	ATAR	18	20	20

Overseas secondary education

For overseas secondary school results to be considered, applicants will need to obtain a *Statement of Equivalence* from the School Curriculum and Standards Authority scsa.wa.edu.au/forms/overseas-qualifications.

Points awarded for completed AQF qualifications

Completed AQF qualifications

Points are awarded for completed nationally recognised qualifications.

		Course applying for					
		Certificate I	Certificate II	Certificate III	Certificate IV	Diploma	Advanced Diploma
Course completed	Pathway course	60	60	60	60	60	60
	Degree and above	60	60	60	60	60	60
	Advanced diploma	60	60	60	60	60	60
	Diploma	60	60	60	60	60	60
	Certificate IV	60	60	60	60	50	50
	Certificate III	60	60	60	45	30	30
	Certificate II	60	60	50	30	20	20
	Certificate I	60	30	20	15	10	10

AQF courses with a primary outcome of developing English language skills (foundation English programs) are scored separately.

Completed AQF foundation English programs

	Course applying for					
	Certificate I	Certificate II	Certificate III	Certificate IV	Diploma	Advanced diploma
Certificate IV in Spoken and Written English	60	30	30	25	20	20
Certificate III in Spoken and Written English	60	20	20	20	10	10
Certificate IV in EAL	60	30	30	25	20	20
Certificate III in EAL	60	20	20	20	10	10