



# CHOOSING COURSES

Meeting the requirements for the WACE or for entrance to TAFE or a university depends largely on a student's ambitions and abilities.

There are many factors to be considered when choosing courses. Even if you haven't yet decided on a career area it is important to look at a number of possibilities and check prerequisites so that you don't restrict future options.

When choosing a program of study, consider:

- abilities
- future goals
- interests

## Abilities

It is important to check the recommended prerequisite levels for different courses to ensure that you select a course that is best suited to you. Year 10 Semester 1 exams and achievement is the best indicator. Also your teachers' recommendations are an important part of the upper school course selection process.

## Future Goals

You must ensure that courses chosen meet criteria for future employment or study. If your career goals aren't clear, select a course that offers flexibility, interest and a realistic chance of success.

## Interests

Choose courses that you enjoy as you will spend a considerable amount of time studying them in upper school.

## Transfer From One Course To Another

Students wishing to change courses after enrolment may do so providing:

- it is possible on the timetable;
- it does not interfere with maximum class numbers;
- it does not interfere with future goals;
- it does not jeopardise the achievement of a WACE; and
- course changes must adhere to College and School Curriculum and Standard Authority deadlines.

Anyone wishing to change courses must understand that work missed up to that time has to be completed.

Any change must be discussed with the relevant Administrators. Final approval must be obtained from the course teacher and either the manager of student services responsible for upper school students or a deputy principal. If it is a late change, then approval is needed from the School Curriculum and Standards Authority.

## Requirements for University Entrance

To be considered for university admission as a school leaver an applicant normally must:

- achieve the WACE,
- achieve the competence in English as prescribed by the individual universities,
- obtain a sufficiently high ATAR for entry to a particular university and/or course, and
- satisfy any prerequisites or special requirements for entry to particular courses.

Information will be provided to students by TISC in mid-June 2017 before course selections for next year need to be made. Students are strongly advised to take note of particular university course prerequisites and to select courses that give them the best opportunity to maximize their ATAR.

Admission into university is competitive with most courses having more applicants than places. In order to process applicants fairly they will be ranked using the ATAR.

## Important Notes Regarding University Entrance

- We recommend that students study four or more ATAR courses (minimum of 5 is desirable)
- A student cannot use the following course combinations in the calculation of a ATAR. However it may be possible to take both course but the result of only one may be used in the ATAR calculation:
  - English with Literature

## What Does TAFE Offer?

TAFE offer some 800 courses covering around 5500 subjects.

TAFE offer award courses which can be pursued in related job markets, as entry to higher level award courses, and in many areas TAFE students can continue their training in degree courses offered by universities.

TAFE awards listed in order of increasing value are:

- Certificates II to IV
- Diplomas
- Advanced Diplomas

Courses are offered for some or each of the awards mentioned above in many areas including:

Agriculture, Applied Science, Architecture, Building, Computing, Electronics, Art, Design, Fashion, engineering, Health, General Studies, Horticulture, Community Care, Environmental Studies, Hospitality, Social Services, Tourism, Management, Business, Technology, Commerce, Marine Studies, Mechanics and Outdoor Recreation.

There is a specific list of the entry requirements and related job markets for each course offered. These may be looked at with our Career and VET adviser.

To enter TAFE students need to meet minimum entrance requirements which are a least C grades in the specific courses required for that particular course.

Minimum educational requirements for lower level certificate courses are usually satisfactory completion of Year 10. Minimum educational requirements for Certificate IV courses are Years 10, 11 or 12. However, actual educational levels are nearly always higher because of the competitive nature of the courses.

### TAFE Admissions Guide for entry into full-time courses

Applicants need to demonstrate minimum literacy and numeracy skills of AQF qualification levels as below:

	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 I or Certificate II
Diploma or Advanced Diploma	Completion of WACE General or ATAR (minimum C Grades) or equivalent	Completion of WACE General or ATAR 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 (OLNA) was developed by the WA School 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.

\*\*Qualifications from the Foundation Skills Training Package (FSK) have been assessed as NOT meeting the entry requirements specified by TAFE Colleagues 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 [www.sca.wa.edu.au/internet/EventsandForms/OverseasQualifications](http://www.sca.wa.edu.au/internet/EventsandForms/OverseasQualifications)  
For a comparative assessment of your overseas gained qualifications to the Australian Qualifications Framework (AQF), please apply to the Overseas Qualifications Unit  
[www.migration.wa.gov.au/Pages/Overseas%20Qualification%20Unit/OQU-application.aspx](http://www.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.admission@dtwd.wa.gov.au](mailto:tafe.admission@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.

## Applicants for competitive courses need to demonstrate minimum literacy and numeracy skills or AQF qualification levels and Selection Criteria.

Regardless of the course, year or stage high grades (A or B) in part determine skill classification. For example to enter into a Certificate II in Business students could require basic communication skills and basic Maths skills.

Direct entry to Associate Diploma and higher level courses will normally require the completion of Year 12 together with the WACE and will require certain levels of achievement in specific courses.

If more students apply for a course than there are places, then selection criteria are used. Selection criteria scores are based on college grades and the courses studied.

## Selection Criteria

**Used When:** More people applying than there are available places.

**To:** Rank applicants on their demonstrated skills, knowledge and experience relevant to the qualification.

## What are selection Criteria?

Selection criteria are academic and other criteria which are used to score eligible applicants competing for entry into a course where there are more applicants than places available. Examples could include:

- Work experience;
- Industry involvement;
- Current employment.

## How do I address the selection criteria?

Selection Criteria – Maximum 90 points	
Academic Achievement – Max 60 points	Work History – Max 30 points
Derived from the highest points from either <ul style="list-style-type: none"><li>• Secondary Education Results;</li><li>or</li><li>• Completed AQF Qualification</li></ul>	Credit for total hours worked at 0.003 points per hour. <ul style="list-style-type: none"><li>• Employment</li><li>• Work Experience</li><li>• Community Services/Volunteer Work</li></ul>

## 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

[www.scsa.wa.edu.au/internet/EventsandForms/OverseasQualifications](http://www.scsa.wa.edu.au/internet/EventsandForms/OverseasQualifications)

Year level	Points awarded
Completion of Year 10	8
Completion of Year 11	12.5
Completion of Year 12	15

## Points Awarded For Completed AQF Qualifications

### Completed AQF Qualifications

Points are awarded for completed nationally recognized qualifications.

		Course Applying For					
Course completed		Certificate I	Certificate II	Certificate III	Certificate IV	Diploma	Advanced Diploma
	Pathway Course	60	60	60	60	60	60
	Degree & 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	45	45	45	30	30
	Certificate II	60	30	30	25	20	20
	Certificate I	60	20	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 II in EAL	60	20	20	20	10	10

## TAFE Application Supportive Documentation

For your application to be complete, you must include photocopies of:

- all academic records received since and including Year 9;
- any graduation certificates (including TAFE awards);
- any other results you want considered;
- a statement of equivalence if your qualifications are from overseas;
- proof of Australian (or New Zealand) citizenship or permanent Australia residency (if you were NOT BORN in Australia);
- written proof of any work experience/employment. For example:
  - copies of work references;
  - group certificates;
  - voluntary activities; and
  - work experience reports.

**The quality of the application is important and assessors look for:**

EVIDENCE OF MERIT;  
RELEVANCE OF ACADEMIC STUDIES; AND  
RELEVANCE OF EXPERIENCE.

**For further information:**

- see the State Training Providers website at [www.trainingwa.wa.gov.au](http://www.trainingwa.wa.gov.au)
- contact The Career Centre, 166 Murray Street, Perth City (second floor above Woolworths)  
Phone: 9224 6500  
Email: [career.centre@dtwd.wa.gov.au](mailto:career.centre@dtwd.wa.gov.au)  
Web: [www.trainingwa.wa.gov.au/careercentre](http://www.trainingwa.wa.gov.au/careercentre)
- talk to the Woodvale Secondary College careers coordinator.

## The Links between TAFE and University

All universities in Western Australia to a greater or lesser extent accept TAFE qualifications i.e. Certificate IV and above, as admission for specific courses. The extent of this acceptance varies between universities and courses and students should consult with the relevant university.

### STATE TRAINING PROVIDERS QUALIFICATIONS AND AUSTRALIAN QUALIFICATIONS FRAMEWORK

TAFE	UNIVERSITY
	Doctorate
	Masters Degree
	Graduate Diploma
	Bachelor Degree
Advanced Diploma	Advanced Diploma
Diploma	Diploma
Certificate IV	
Certificate III	
Certificate II	
Certificate I	

If you intend to follow this pathway to university admission then you are advised to consult with the counsellors at the relevant university to identify which TAFE courses are recommended.

# Another Pathway to University

## Alternative Entry Options

(NB: Alternate Entry Programs are reviewed annually)

### Gaining Admission to University TAFE

An Australian Tertiary Admissions Rant (ATAR) is not the only means of entry to university in Western Australia. TAFE can be your stepping stone to a university education. A significant number of TAFE graduates gain admission to Australian universities each year.

TAFE graduates need to apply through the Tertiary Institutions Services Centre (TISC) for admission to the public universities, visit [www.tisc.edu.au](http://www.tisc.edu.au)  
Apply directly to the University of Notre Dame Australia for admission.

### UNIVERSITY ACCESS VIA TAFE

This chart shows the current minimum entry requirements for each university for students applying after completing a STP course.

University	Minimum Entry Requirement	Contact Information (Universities Admissions Centres)
Curtin University of Technology	Certificate IV and separate evidence of English competence. In many instances a diploma and subject prerequisites are recommended. For further information on relevant prerequisite requirements check online for the Curtin University handbook.	University Admission Centre Telephone: (08) 9266 1000 Fax: (08) 9266 4108 Email: <a href="mailto:admissions@curtin.edu.au">admissions@curtin.edu.au</a> Website: <a href="http://www.prospective.curtin.edu.au">www.prospective.curtin.edu.au</a>
Edith Cowan University	Certificate IV in an appropriate discipline as determined by ECU. English language competence.	Student Recruitment and Careers Student Services Centre Telephone: 134328 Email: <a href="mailto:enquiries@ecu.edu.au">enquiries@ecu.edu.au</a> Website: <a href="http://www.reachyourpotential.com.au">www.reachyourpotential.com.au</a>
Murdoch University	Certificate IV	Prospective Students' & Admission Centre Telephone: 1300MURDOCH Fax: (08) 9360 6491 Email: <a href="mailto:admissions@murdoch.edu.au">admissions@murdoch.edu.au</a> Website: <a href="http://www.murdoch.edu.au">www.murdoch.edu.au</a>
University of Notre Dame Australia	Certificate IV and English language competence.	Admission Office Telephone: (08) 94330537 Fax: (08) 9433 0555 Email: <a href="mailto:admissions@nd.edu.au">admissions@nd.edu.au</a> Website: <a href="http://www.nd.edu.au">www.nd.edu.au</a>
University of Western Australia	Diploma, English language competence and subject prerequisites. Contact UWA directly to discuss your options.	Admissions Centre Telephone: (08) 6488 2477 Country Callers: 1800 653 050 Fax: (08) 6488 1226 Email: <a href="mailto:study@usw.edu.au">study@usw.edu.au</a> Website: <a href="http://www.studyat.uwa.edu.au">www.studyat.uwa.edu.au</a>

### MINIMUM ENTRY REQUIREMENT

The minimum entry requirement is the minimum level of educational achievement necessary to apply for a place at a university. Achieving the minimum entry requirement does not guarantee entry to a particular course of that an applicant is competitive enough to be selected for a place at the university.

Entry to courses is very competitive and some university courses have subject prerequisites. Completing a diploma may increase your chance of selection.

## **ADVANCED STANDING AND CREDIT TRANSFER**

Once you have gained admission into university you may be eligible for advanced standing or credit for your previous studies.

In many cases, the universities have determined which TAFE qualification will earn you advanced standing or credit.

The following are current alternative entry pathways and are subject to change. They do, however, serve as a guide for students.

## **EDITH COWAN UNIVERSITY (ECU)**

### **Alternative Entry Pathways**

#### **Entry Pathways 2016 (some courses excluded)**

- Students without an ATAR or those with an ATAR below the minimum course entry requirement can apply directly online to ECU
- Can use portfolio entry plus an interview in place of or to supplement ATAR
- Must meet successful English Assessment
- Straight into a degree if successful or if not then into ECU's University Preparation Course.

**NB English competency** can be demonstrated by students undertaking English ATAR, Literature ATAR and English as an Additional Language Dialect ATAR and achieves: a scaled score of at least 50 or a letter grade of an A, B, or C in Year 12.

Non ATAR students undertaking General English will be assessed on a case-by-case basis.

These above also applies to WAAPA entry.

### **TAFE Business College**

ECU accepts applications from students who have completed Certificate IV or above at a STP, or an equivalent level at a business college, ECU has standing agreements with PIBT, Alexander, Martin, Beaufort and other colleges.

## **MURDOCH UNIVERSITY**

### **Applicants with State Training Provider Qualifications**

Applicants who have recently completed a STP Certificate Level IV, Advanced Certificate, Diploma or Advanced Diploma with good grades are eligible to be considered for admission and can apply for advanced standing.

### **Alternative Admission Pathways**

- **Entry Awards** – guaranteed admission for selected students
- **Media Portfolio Entry** – to gain entry to certain media and arts courses
- **On-Track Sprint** – free four week course for near miss students with an ATAR 60.00 – 69.95 and 45+ in ATAR English. A STAT test must be sat to meet English language Competency.
- **On Track** – free 12 week program for students who have had a major disruption to their studies
- **Murdoch University preparation Course**
- **Indigenous Programs** – Contact the Kulbardi Aboriginal Educational Centre

## CURTIN UNIVERSITY

### Applicants with State Training Provider Qualifications

- All STP Advanced Diploma, Associate Diploma, Diploma and Certificate IV awards as well as a number of Advanced Certificate awards, satisfy Curtin's general matriculation requirements.

### Curtin Enabling Programs

- **Uniready Enabling Program** is a free one semester (full time) program which can be undertaken only online. It allows students to achieve a minimum entry of a 70 ATAR, to be used for courses not requiring prerequisites such as business, humanities and several health sciences. Application is via TISC and requires a written submission. An equivalent program is offered for indigenous students and is called the Indigenous Tertiary Enabling Program.
- The Faculties of Engineering and Science offer a two semester **enabling course in engineering and science** for applicants who have had limited educational opportunity in areas of science and mathematics. Successful completion of the course satisfies the university's matriculation requirements to a Bachelor's degree in the Faculties of Engineering and Science.
- **StepUp** to Curtin Entry pathway. If your ATAR is between 60.00 and 69.95 you can still apply to study at Curtin. You can be considered for course that have no set prerequisites or for courses where you have met the prerequisites.
- **Portfolio entry** is for selected Curtin courses, if you don't have the requirements for entry. Submitting a portfolio enables you to demonstrate evidence of your academic achievements, qualifications and ability.

## UNIVERSITY OF WESTERN AUSTRALIA

### Applicants with State Training Provider Qualifications

- Applicants with TAFE qualifications are considered for entry to all courses. Those with Associate Diploma awards may be eligible for credit in some courses but all applicants should note that prerequisite subjects may not have been covered in their STP courses. If in doubt on these points, applicants with STP qualifications are advised to make an appointment with the sub-dean of the relevant faculty to discuss their application.
- **Uway** allows students whose academic achievement has been adversely affected by certain disadvantages to be considered for admission.
- **Provisional Entry Scheme** for indigenous students who have completed WZACE but have not gained a sufficiently high ATAR to enter their preferred course or who have a strong employment history and/or a good educational background.