McGibbon Institute of Trade and Business

ENTRY REQUIREMENTS POLICY AND PROCEDURES

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1. Purpose

This policy establishes a fair, transparent and consistent process for determining whether prospective learners meet the entry requirements for training and assessment delivered by McGibbon Institute of Trade and Business (McGibbon). It is intended to support informed enrolment decisions, learner safety, appropriate course placement, and successful participation in the selected training product.

2. Scope

This policy applies to prospective and enrolled learners, admissions staff, trainers and assessors, the Training Manager, Compliance Manager, and any third party involved in recruitment or enrolment. It applies to all training products on McGibbon's current scope of registration, subject to any additional requirements imposed by the training product, regulator, funding body, licensing authority, workplace, or delivery arrangement.

3. Policy principles

- Entry requirements must be identified before enrolment and communicated accurately to prospective learners.
- Decisions must be based on published, relevant and documented criteria, applied consistently and without unlawful discrimination.

- Entry requirements must be distinguished from training product assessment requirements and from licensing or registration requirements that apply after training.
- Where a training product has no formal prerequisite, McGibbon must not present an internal preference as a mandatory national entry requirement. Any genuine course-specific requirement must be justified, published and approved.
- Reasonable adjustments and support options may be considered where appropriate, without compromising inherent course requirements, assessment validity, workplace safety or applicable legal obligations.
- Applicants must receive clear information about fees, course duration, delivery mode, work placement or practical requirements (if applicable), equipment/PPE, assessment methods, language, literacy, numeracy and digital skills expectations, and any mandatory licences or prerequisites.
- Personal information and evidence collected during admissions must be handled in accordance with applicable privacy and records-management requirements.

4. Definitions

Entry requirement: A prerequisite or condition an applicant must meet before being admitted to a training product.

LLN: Language, literacy and numeracy skills relevant to participation in the course.

Digital literacy: Skills required to access and use the digital tools or learning platforms used in the course.

RPL: Recognition of Prior Learning: an assessment process that evaluates relevant prior learning and experience against the requirements of a training product.

Training product: A nationally recognised qualification, skill set, unit of competency or accredited course listed on the RTO's scope, as applicable.

5. Entry requirements

5.1 General requirements

Unless a training product or other applicable requirement specifies otherwise, admissions staff will confirm the following before finalising enrolment:

- Applicant identity and contact details have been recorded and verified in accordance with McGibbon's enrolment and identity-checking procedures.
- The applicant has received accurate pre-enrolment information and understands the course structure, expected workload, delivery mode, assessment arrangements, fees and refund terms.
- The applicant has been informed of any published prerequisites, mandatory licences, work placement requirements, physical/inherent requirements, tools or PPE, and other course-specific conditions.
- The applicant has sufficient English language, literacy, numeracy and digital skills to participate safely and meaningfully, or an appropriate support/assessment process has been completed.
- The applicant has disclosed relevant prior qualifications, experience, credit transfer requests, or RPL requests where these affect the proposed training plan.

- Any required USI or other nationally mandated enrolment information will be collected and verified at the appropriate stage, in accordance with applicable rules.

5.2 Age and school-leaver applicants

The minimum age for enrolment must be confirmed for each course and cohort. Where applicants are under 18, McGibbon must apply its approved under-18, child-safety, consent, supervision and welfare arrangements, where relevant. Do not insert a blanket minimum age unless it is supported by the training product, law, contract, workplace requirements or an approved organisational decision.

5.3 English, language, literacy and numeracy

McGibbon will assess whether the applicant's language, literacy and numeracy (LLN) skills are appropriate for the learning and assessment activities of the selected course. Methods may include a documented LLN assessment, discussion, review of prior study or relevant evidence, and course-specific tasks. The method and threshold must be appropriate to the training product and published to applicants.

Where a gap is identified, admissions staff and the Training Manager will consider whether learning support, reasonable adjustment, referral, a foundation skills option, or an alternative course is appropriate. Admission must not be confirmed where an essential entry requirement is unmet or the applicant cannot safely participate, unless a lawful and valid alternative arrangement is approved.

5.4 Course-specific and trade-related requirements

For trade and construction training, applicants must be told before enrolment about any course-specific practical activities, workshop or site attendance, PPE, tools, placement/workplace access, safety inductions, physical/inherent requirements, licences, tickets, or employer/site conditions that apply. These must be verified against the current training product, delivery strategy, state/territory requirements and any relevant workplace or licensing authority.

Do not assume that every qualification below has the same prerequisites. The current training package, unit requirements, licensing rules and McGibbon's approved delivery arrangements must be checked before this table is finalised.

Qualification / course area	Entry checks to confirm before publication	Status in this template
CPC30220 Certificate III in Carpentry	Check current training product prerequisites, any required prior units, workshop/site safety, PPE/tools and licensing context.	Verify current requirements
CPC30620 Certificate III in Painting and Decorating	Check current training product prerequisites, practical delivery requirements, PPE and any workplace/site conditions.	Verify current requirements
CPC31020 Certificate III in Solid Plastering	Check current training product prerequisites, practical delivery requirements, PPE and any workplace/site conditions.	Verify current requirements
CPC31320 Certificate III in Wall and Floor Tiling	Check current training product prerequisites, practical delivery requirements, PPE and any workplace/site conditions.	Verify current requirements
CPC40120 Certificate IV in Building and Construction	Check current training product prerequisites, relevant experience/units if specified, LLN and any licensing context.	Verify current requirements

CPC50220 Diploma of Building and Construction (Building)	Check current training product prerequisites, any required prior qualification/experience and current delivery requirements.	Verify current requirements
RII60520 Advanced Diploma of Civil Construction Design	Check current training product prerequisites, relevant technical skills, LLN/digital skills and any software requirements.	Verify current requirements

The list above reflects course areas previously identified for McGibbon marketing and is not confirmation that every qualification remains on the current scope of registration. Verify each qualification on the National Register and McGibbon's current scope before use.

6. Application and enrolment procedure

1. Provide the applicant with current course information, entry requirements, fees/refund information, delivery details, assessment arrangements, support information and any relevant licensing/workplace caveats.
2. Receive the application and supporting evidence required for the selected training product.
3. Check that the application is complete and identify any missing documents or information. Request clarification where needed.
4. Verify identity and review evidence of prerequisites, prior learning, English/LLN, licences, experience or other requirements relevant to the course.
5. Conduct the approved LLN or other entry assessment where required. Record the method, outcome and any support needs.
6. Refer uncertain, exceptional or borderline cases to the Training Manager or authorised delegate. Do not promise admission before approval.
7. Record the decision as: eligible; eligible with documented support/conditions; pending further evidence; or not eligible. Reasons must be recorded for pending or unsuccessful decisions.
8. Communicate the decision and next steps to the applicant in writing. Where the applicant is not eligible, explain the relevant unmet criterion and, where appropriate, suggest a suitable alternative or pathway.
9. Before training commences, complete the enrolment agreement and other required records, confirm the training plan and support arrangements, and ensure the learner has been informed of relevant policies and obligations.
10. Store records securely in accordance with the records-retention schedule and privacy procedures.

7. Recognition of prior learning and credit transfer

Applicants may be advised of the availability of credit transfer and Recognition of Prior Learning (RPL), where applicable. These processes must be conducted under McGibbon's separate approved RPL and Credit Transfer policy/procedure and the applicable training product rules. Entry screening must not be represented as an RPL assessment, and RPL must not be granted without the required evidence and assessment decision.

8. Reasonable adjustment and learner support

Where an applicant identifies a disability, learning difficulty, LLN need or other support requirement, authorised staff will discuss reasonable options confidentially. Adjustments must be considered individually and documented. They must not compromise assessment validity, competency requirements, inherent requirements or safety obligations. If McGibbon cannot provide a suitable arrangement, the applicant will be informed respectfully and, where practicable, referred to an appropriate alternative.

9. International students and funded learners

If McGibbon enrols international students, additional requirements relating to student visas, English proficiency, overseas student information, written agreements and relevant ESOS/National Code obligations must be incorporated and applied to the relevant cohort. If McGibbon delivers funded training, any eligibility, evidence, residency, concession or funding-contract requirements must also be checked. These requirements must not be applied to cohorts to which they do not relate.

10. Unsuccessful applications, review and complaints

An applicant who does not meet an entry requirement will be informed of the criterion and the evidence considered. An applicant may request an administrative review if they believe information was overlooked or the procedure was not followed. The review will be conducted by an authorised person who was not the original decision-maker where practicable. This review does not replace any applicable complaints and appeals process or statutory rights.

11. Roles and responsibilities

Role	Responsibility
CEO / delegated executive	Approve this policy, allocate resources and approve exceptions where authorised.
Compliance Manager	Monitor regulatory alignment, document control, audits and corrective actions.
Training Manager / Head of Training	Confirm course-specific requirements, entry assessment methods, LLN/support pathways and escalation decisions.
Admissions / Student Administration	Provide current information, check applications/evidence, record decisions and maintain applicant records.
Trainers and Assessors	Advise on course-related LLN, practical, safety and assessment requirements; identify learner support needs.
Marketing / Education agents (if used)	Use only approved and current course information; do not promise entry or outcomes that have not been authorised.

12. Records and privacy

- Application and enrolment forms
- Evidence of prerequisites, identity, licences or qualifications where relevant
- LLN/entry assessment results and support plans
- Eligibility decisions, reasons and approval records
- Applicant communications and review outcomes
- Records of reasonable adjustment discussions and agreed arrangements, stored with appropriate access controls

Records must be retained and disposed of in accordance with applicable legal requirements, regulatory standards, funding contracts and McGibbon's approved records-management procedure. Access must be limited to authorised personnel.

13. Monitoring and review

The Compliance Manager will review this policy at least annually and when there are material changes to training products, the RTO's scope, regulator requirements, licensing rules, funding contracts or delivery arrangements. Monitoring may include file sampling, enrolment audits, applicant feedback, complaints, LLN/support outcomes and corrective-action records.

14. Related documents

- Enrolment and Student Handbook
- Fees, Charges and Refunds Policy
- Complaints and Appeals Policy and Procedure
- Access and Equity / Diversity Policy
- Assessment Policy and Procedure
- Recognition of Prior Learning and Credit Transfer Policy
- Student Support and LLN Procedure
- Privacy and Records Management Procedure
- Work Health and Safety / Critical Incident Procedure
- Current training and assessment strategy for each training product

Document Control

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Appendix A — Course Entry Requirements Verification Register

Complete one row for every training product before publishing or approving entry requirements.

Training product/code	Official prerequisite(s) checked	LLN/English method and threshold	Other course-specific conditions	Verified by / date

Appendix B — Applicant decision record

Applicant name / ID	
Training product	
Evidence reviewed	
LLN / entry assessment outcome	
Support or adjustment considered	
Decision and reasons	Eligible / Eligible with support / Pending / Not eligible
Decision-maker and date	