

Course Entry Requirements as per Standard 5. Standard for RTO's 2015

CRITERIA	BSB30115 Certificate III in Business	BSB30415 Certificate III in Business Administration	BSB40215 Certificate IV in Business	BSB40515 Certificate IV in Business Administration	BSB40615 Certificate IV in Business Sales	BSB42015 Certificate IV in Leadership and Management	BSB50215 Diploma of Business	BSB51918 Diploma of Leadership and Management	BSB61015 Advanced Diploma of Leadership and Management	CHC43015 Certificate IV in Ageing Support	CHC33015 Certificate III in Individual Support
Age	16 years and over 15 years for Funded program	16 years and over 15 years for Funded program	18 years and over	18 years and over	18 years and over	18 years and over	18 years and over	18 years and over	18 years and over	18 years and over	18 years and over
Year 12 or equivalent	Completed Year 10*	Completed Year 10*	Completed Year 10*	Completed Year 10*	Year 10 or equivalent	Year 12 or equivalent or	Year 12 or equivalent or	Year 12 or equivalent or	Year 12 or equivalent or	Year 12 or equivalent	Year 12 or equivalent
Existing worker or work experience	N/A	n//A	Yes as per www.training.gov.au Administrators or project officers	Yes as per www.training.gov.au Administrators, or project officers	Yes as per www.training.gov.au WELL DEVELOPED SALES SKILLS	Preferred Individuals working as developing and emerging leaders and managers	Must have work experience	Must have work experience	Must have work experience	Must have work experience or existing worker in the CHC sector Or completed Certificate III level in CHC related qualifications	N/A
Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment
LLN Requirements	Must meet the language, literacy and numeracy requirements Of ACSF Level 2	Must meet the language, literacy and numeracy requirements Of ACSF Level 2	Must meet the language, literacy and numeracy requirements Of ACSF Level 3	Must meet the language, literacy and numeracy requirements Of ACSF Level 3	Must meet the language, literacy and numeracy requirements of ACSF Level 3	Must meet the language, literacy and numeracy requirements of ACSF Level 3	Must meet the language, literacy and numeracy requirements of ACSF Level 3	Must meet the language, literacy and numeracy requirements of ACSF Level 3	Must meet the language, literacy and numeracy requirements of ACSF Level 3	Must meet the language, literacy and numeracy requirements of ACSF Level 3	Must meet the language, literacy and numeracy requirements Of ACSF Level 2
Computing skills	Yes- if enrolling in Canvas	Yes- if enrolling in Canvas	Yes- if enrolling in Canvas	Yes- if enrolling in Canvas	Yes- if enrolling in Canvas	Yes- if enrolling in Canvas	Basic Computing skills	Basic Computing skills	Basic Computing skills	Yes- if enrolling in Canvas	Yes- if enrolling in Canvas
Physical fitness	N/A	n//A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Must be reasonably fit and able to support and assist client with their physical requirements	Must be reasonably fit and able to support and assist client with their physical requirements
Police Check	N/A	n//A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes
Working with children check	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Able to provide if required*	Able to provide if required*
Vaccination card	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Able to provide if required *	Able to provide if required*

CRITERIA	CHC43115 Certificate IV in Disability	CHC43415 Certificate IV in Leisure and Health	MSM30116 Certificate III in Process Manufacturing	SIR30216 Certificate III in Retail	SIT30616 Certificate III in Hospitality	TLI31216 Certificate III in Driving Operations	TLI31616 Certificate III in Warehousing	TLI41816 Certificate IV in Warehousing	TLI42016 Certificate IV in Logistics	TLI50415 Diploma of Logistics
Age	18 years or over	18 years or over	16 years or over Or 15 years for funded program	16 years or over* Or 15 years for funded program	16 years or over* Or 15 years for funded program	16 years or over* Or 15 years for funded program	16 years or over* Or 15 years for funded program	18 years or over	18 years or over	18 years or over
Year 12 or equivalent	Year 12 or equivalent*	Year 12 or equivalent*	Completed Year 10*	Completed Year 10*	Completed Year 10*	Completed Year 10*	Completed Year 10*			
Existing worker or work experience	Must have work experience in the CHC sector or completed any Cert III level in any relevant CHC qualifications	Must have work experience in the CHC sector or completed any Cert III level in any relevant CHC qualifications	Must be working or has work experience in process manufacturing sector or related sector	N/A	N/A	N/A	N/A	Existing worker or must have work experience in the sector	Existing worker or must have work experience in the sector	Must have work experience in the TLI sector
Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment	Complete an LLN assessment
ACSF Level	Minimum Level 3	Minimum level 3	Minimum level 2	Minimum level 2	Minimum level 2	Minimum level 2	Minimum level 2	Minimum level 3	Minimum level 3	Minimum level 3
Computing skills	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	yes
Physical fitness	yes	Yes	Yes- lifting maybe required,	Yes- lifting maybe required,	Yes- lifting maybe required,	Yes- lifting maybe required,	Yes- lifting maybe required,	Yes- lifting maybe required,	Yes- lifting maybe required	Yes
Police Check	yes	yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Working with children check	yes	If required by the facility	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Vaccination card	if required by the facility	If required by the facility	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Able to attend work placement	Able to attend work placement	Able to attend work placement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

- 15 or 16 years may be accepted if they are employed full time in the relevant industry, otherwise Year 12 or over 17 years, they are required to participate in the program in order to keep their Centrelink Payment.
- Student will be considered If the student has not completed Year 12 but LLN assessment result is above ACSF Level 3
- **CHC and BSB/TLI Certificate IV and above must score ACSF level 3 on writing skills due to the documentation task of the qualifications.**

Guide on AQF Level

AQF Level 3	AQF Level 4	AQF Level 5	AQF Level 6
<p>Summary Graduate at this level will have theoretical and practical knowledge and skills for work and/or further learning.</p> <p>Knowledge Graduates at this level will have factual, technical, procedural and some theoretical knowledge of a specific area of work and learning</p> <p>Skills Graduates at this level will have a range of cognitive, technical and communication skills to select and apply a specialised range of methods, tools, materials and information to:</p> <ul style="list-style-type: none"> • complete routine activities • provide and transmit solutions to predictable and sometimes unpredictable problems <p>Application of knowledge and skills Graduates at this level will apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable context within established parameters</p>	<p>Summary Graduates at this level will have a theoretical and practical knowledge and skills for specialised and/or skilled and/or further learning</p> <p>Knowledge Graduates at this level will have broad factual, technical and some theoretical knowledge of a specific area or broad field of work and learning</p> <p>Skills Graduates at this level will have a broad range of cognitive, technical communication skills to select and apply a range of methods, tools, materials and information to;</p> <ul style="list-style-type: none"> • complete routine and non-routine activities • provide and transmit solutions to a variety of predictable and sometimes unpredictable problems <p>Application of knowledge and skills Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgment and limited responsibility in known or changing context and within established parameters</p>	<p>Summary Graduates at this level will have specialised knowledge and skills for skilled/paraprofessional work and/or further learning.</p> <p>Knowledge Graduates at this level will have technical and theoretical knowledge in a specific area or a broad field of work and learning</p> <p>Skills Graduates at this level will have a broad range of cognitive, technical and communication skills to select and apply methods and technologies to;</p> <ul style="list-style-type: none"> • analyse information to complete a range of activities • provide and transmit solutions to sometimes complex problems • transmit information and skills to others <p>Application of knowledge and skills Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement and defined responsibility in known or changing context and within broad but established parameters.</p>	<p>Summary Graduates at this level will have broad knowledge and skills for paraprofessional/highly skilled work and/or further learning.</p> <p>Knowledge Graduates at this level will have broad theoretical and technical knowledge of a specific area or a broad field of work and learning.</p> <p>Skills Graduates at this level will have a broad range of cognitive, technical and communication skills to select and apply methods and technologies to:</p> <ul style="list-style-type: none"> • analyse information to complete a range of activities • interpret and transmit solutions to unpredictable and sometimes complex problems • transmit information and skills to others <p>Application of knowledge and skills Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement and defined responsibility: in contexts that are subject to change within broad parameters to provide specialist advice and functions</p>