

MITP11 Admissions Policy and Procedure

Quick Reference Guide

Purpose

This policy ensures fair and transparent admissions decisions. We assess whether each course is right for you based on your current skills, experience, and goals.

Entry Requirements

Each course has specific entry requirements available on our website. Generally, you need to meet minimum age requirements, have appropriate English language skills, and demonstrate foundational knowledge for your chosen course.

How to Apply

Complete the application form (domestic or international) and submit required documents including proof of identity, previous qualifications, and English test results if applicable. You will complete a Pre-Training Review (Genuine Student Test) to help us understand your goals and assess language, literacy, numeracy, and digital literacy skills. This is not a pass/fail test but ensures we can provide appropriate support.

International Students

You must provide English proficiency evidence (IELTS, PTE, or TOEFL), have qualifications verified, and demonstrate genuine student status under visa requirements. To transfer from another provider within your first six months in Australia, you need a release letter from your current provider.

Support Available

We provide reasonable adjustments for students with disabilities, culturally safe environments for First Nations students, wellbeing support services, and digital literacy assistance. Disclose any support needs during application so we can arrange appropriate help.

Admission Steps

Step 1: Submit Your Application

Complete the appropriate application form and provide all required documents. Ensure all documents are certified copies where required and translations are provided for documents not in English.

Step 2: Document Verification

Our admissions team will verify the authenticity of your documents and confirm they meet entry requirements. For international qualifications, we may need additional time to verify through official channels.

Step 3: Complete Pre-Training Review

You will complete assessments to help us understand your learning needs, including language, literacy, numeracy, and digital literacy evaluations. We will also discuss your goals and any support you may need.

Step 4: Application Assessment

We review your complete application, considering your background, course requirements, and PTR results. We assess whether we can provide the necessary support for you to successfully complete the course.

Step 5: Letter of Offer

If approved, you will receive a Letter of Offer and Student Agreement outlining course details, fees, start dates, and any conditions of enrollment or support arrangements.

Step 6: Acceptance and Enrollment

Sign and return the Student Agreement and pay the required fees to secure your place. International students will receive a Confirmation of Enrollment (CoE) for visa application purposes.

Key Points to Remember

Before applying: Check course requirements, prepare certified documents, consider career alignment, understand full costs (international students).

During application: Provide complete and honest information, disclose support needs, ask questions,

keep document copies.

After acceptance: Read Letter of Offer carefully, understand fees and conditions, attend orientation.

Additional Information

Package courses: Complete pre-enrollment requirements only once before your first course.

Deferring start date: Apply under MITP08 Deferral, Suspension and Cancellation Policy.

Education agents: Must be registered and follow our Code of Practice.

Contact Information

Student Admissions: 1300 244 002, admission@menzies.vic.edu.au

Related Policies

MITP89 Pre-Training Review | MITP08 Deferral, Suspension and Cancellation | MITP83 Reasonable Adjustment | MITP28 Student Support Services | MITP12 Education Agents

This is a summary only. The complete policy is available from the admissions office or website. Last Updated: November 2025