



MPA Skills

Admission Entry Requirements / Benchmarks

Addressing entry requirements

How do I get into MPA Skills

To get into MPA Skills you need to meet the entrance requirements for your chosen course. For a number of courses, you will also need to address selection criteria.

Courses that require selection criteria to be addressed will clearly indicate this below the entrance requirement information.

What are the entrance requirements?

Entrance requirements are the lowest level of school results you need to be allowed into a full-time course at MPA Skills.

Entrance requirements will be either:

- A lower level qualification, for example, to enroll in a Certificate IV in Plumbing and Services you need a Certificate III in Plumbing.
- or
- Communications skills and if required maths skills

The level of communication and maths skills required for entry to a course will be measured according to the following scale:

- basic skills
- developed skills
- Well developed skills
- Highly developed skills

For example, to enter into a Certificate II in drainage you could require basic communication skills and basic maths skills.

	●	●●	●●●	●●●●
Communication skills (reading, writing, speaking and listening skills in English)	✓			
	✓			

The above table provides a sample of what will be provided under each course. In some cases entry to a course may require you to meet communication skills only. In these cases the table will look like this:

	●	●●	●●●	●●●●
Communication Skills (reading, writing, speaking and listening skills in English)		✓		



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How do I meet the entrance requirements?

Follow these simple steps:

1. Choose a course from this website.
2. Read the information under the course's entry requirements. For some courses you will need a lower level qualification. For other courses, you will need to show that you meet the level of communication and maths skills indicated.
3. If you need to meet communication and maths skills benchmarks, go to the Evidence Guide. – [LINK](#)

For further information contact MPA Skills to see what courses you are eligible for.

Evidence Guides

The Evidence Guide will tell you what documents you can provide to MPA Skills to show that you meet the required level of communication and maths skills.

The communication and maths skills will be shown as “dots” as in the images shown.

The Evidence Guide includes information about relevant documents such as:

- School results (both Australia and overseas)
- Tests (eg STAT, IELTS, TOFEL)
- Other qualifications (eg from TAFE or University)
- Bridging and access courses (ie CGEA, NOW, Fast Track.).

To see how many dots your evidence gives you, read the Evidence Guide. There are two guides for both parts of the assessment:

Math Skills – [LINK](#)

Communication Skills – [LINK](#)

If you need further assistance contact MPA Skills.

What are the 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 applications than places available for a course.

Examples could include:

- Work experience
- Industry involvement
- Current and previous employment.

How do I address the selection criteria?

If the course you are applying for asks you to address the selection criteria you will need to submit more documents.



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You can score points for:

Qualification pathway (maximum score = 29)

This includes any qualification Completed/not completed, as listed in the qualification pathway of the selection criteria.

Work Experience / Employment (maximum score = 29)

This includes any employment or workplace experience that you have had as listed below under the work experience and employment sector. *Note: you must provide copies of either a reference, pay slip or group certificate / summary. CVs and phone references are not accepted.*

Education / Skills Development (maximum score = 42)

This includes secondary education (current or past), or portfolio demonstrating skill development. The portfolio may contain qualifications or tests that you completed in the past. For more information on how the points are calculated for this section and evidence required check the Evidence Guide.

For a brief explanation of selection criteria see the selection criteria table. – [LINK](#)

What should I do if I do not have any documents or I have completed my schooling overseas?

If you do not have any documents and have studied in Australia, you will need to ring the institution where you studied. If you did high school in Western Australia you can contact the Curriculum Council on telephone +618 9273 6300. Allow some time to get a copy of your documents.

If you studied overseas you need to get a Statement of Equivalence. This is a document that states your qualification and shows the nearest qualification in Western Australia. For secondary studies, telephone the Curriculum council on telephone + 618 9273 6300 to get your Statement of Equivalence. For post secondary studies telephone the Overseas Qualifications Unit on telephone + 618 9224 6566. You may also need to provide proof that you meet the MPA Sk9ills English language requirements for the qualification you want to study.

If your qualifications are **not in English**, telephone the Translation and Interpreting Service on telephone 131 450 for help.

For more information you can contact MPA Skills on 08 9471 6600.