

## Student Selection & Admission Policy & Procedure

### Purpose

The purpose of this policy is to ensure Insight Academy complies with the Standard 2 & 3 of the National Code 2018 under the Education Services of Overseas Students (ESOS) framework and Clauses 5.1 – 5.3 of the Standards for RTOs 2015.

It ensures that all prospective students seeking to enrol into a course at Insight Academy as well as the Insight Academy team members are provided with clear & accurate information about student selection, entry requirements and conditions for enrolment to all courses offered at Insight Academy.

### Scope

This policy applies to all current & prospective students applying for enrolment in a course at Insight Academy and the Insight Academy Admissions team, Sales team as well as the Operations Manager. It will also impact third-party contractors such as Education Agents to ensure timely and accurate information is always provided to students.

### Policy

This policy is the point of reference for the relevant Insight Academy processes for assessing prospective student applications, student selection, issuing course offers and student's acceptance agreements as well as Confirmation of Enrolment (CoE).

Insight Academy recruits' students in an ethical and responsible manner and provides all information that enables prospective students to make informed decisions about studying in Australia. This information is shared via **Insight Academy Student Handbook** available on the **Insight Academy website** & the **Insight Academy Letter of Offer & Student's Acceptance Agreement**.

Insight Academy does not promise overseas students any possible migration outcomes from undertaking any courses or guarantee successful education assessment outcomes for the overseas or intending overseas student. It does not warrant that enrolment in or completion of the course will enable a student to obtain any employment or to remain in Australia upon completion of the course. The policy defines that consistent student selection & admission procedure is implemented and appropriate records are maintained for all students as per *Record Management Policy and Procedure*.

### Entry Requirements

General entry requirements for all VET Courses:

- Applicants must be minimum 18 years of age at the time of commencement.

- Minimum IELTS score of 6.0 or equivalent (Refer to *Appendix A*).
- Successful completion of Australian Year 12 equivalent qualification or higher is required for all AQF Level 5 (Diploma) & above courses (Refer to *Appendix B*).
- Successful completion of Australian Year 11 equivalent qualification will be acceptable for all AQF Level 4 (Cert IV) courses (Refer to *Appendix B*).
- For **Trade courses (only)**, successful completion of Australian Year 10 equivalent qualification will be acceptable for AQF Level 3 (Cert III) qualifications (Refer to *Appendix B*). In the absence of the Australian Year 10 equivalent qualification for AQF Level 3 (Cert III), equivalent LLN level results for the course may be acceptable. LLN Test will be done by Insight Academy.
- If the qualifications are in another language, submission of documents translated in English by certified translators.
- In addition, all applicants should have basic computer and MS Office skills such as Word, Excel and Power Point. (*Students must bring their own laptops to facilitate the training and assessment. Recommended Laptop requirements: Core i3 processor, 4 GB of RAM, Operating system: Windows 10 or later version, Screen: 10" or higher, Microsoft Office or Open Office Program, Adobe Reader and Antivirus Program.*)
- Mature age applicants (21+) with no formal qualification/ applicants with a study gap of more than 1 year may be considered with a minimum 3 years of work experience (each case will be reviewed individually with relevant evidence of work experience such as a reference letter on company letterhead, work samples with curriculum vitae)
- Prospective VET students may be required to undertake LLN test to identify Language, Literacy and Numeracy capabilities prior to commencing the courses. The outcome will help the trainers and Student Support team to identify the learning needs and make provisions for additional academic support where required. Please refer to the **Pre-training review & LLN Assessment Policy & Procedures**.

#### General Entry requirements for ELICOS:

- Applicants must be minimum 18 years of age at the time of commencement.

#### Course Specific Entry requirements for VET & ELICOS Courses:

- All prospective students must meet course specific entry requirements listed for entry into the desired qualification. These have been listed in the Course Syllabus/ flyers on Insight Academy website.

## Procedure

All student enrolments at Insight Academy shall follow the procedures listed below. This includes the following steps:

- Pre-enrolment information dissemination.
- Prospective student application assessment.

- Issuing the Letter of Offer & Student's Acceptance Agreement (LOO & SAA).
- Issuing the Confirmation of Enrolment (CoE).

Details of each stage are described below, and the Operations Manager & / or Admissions Officers shall ensure consistent implementation of these procedures.

### **Pre-Enrolment information dissemination**

All prospective & current students are able to access the information regarding 'Living in Australia', the Insight Academy course(s) & the relevant Insight Academy policies & procedures via the Student Handbook and the Course Syllabus & Flyers on the Insight Academy website. This information includes but is not limited to:

- Course information including course code & title, course structure & duration, entry requirements, syllabus, mode of study, delivery locations and any third-party agreements affecting the training &/ or assessment.
- English language proficiency as well as Language, Literacy & Numeracy (LLN) requirements.
- The fee breakdown describing all costs involved with the course, the payment plan/ schedule, the payment arrangement.
- RPL & Course credits where applicable.
- The grounds for course deferment, suspension & cancellation & refund arrangements & process along.

This information is also available in the Insight Academy brochures that may be distributed to prospective students by the means of:

- Face to face meetings (through education agent representatives) &
- Emails (pdf)

### **Prospective student application assessment**

All applicants/ prospective students are required to apply for their intended course(s) in writing via the online application form and submit the required documents/ evidence.

To avoid delays in admission processing, students will be encouraged to submit a complete set of supporting documents including:

- Passport (Other forms of ID may be accepted in some cases)
- Certified copies of academic transcripts (not required for currently enrolled students applying to college for another program) – These can include overseas qualifications or qualifications/statements of attainment completed/attained within Australia. Only certified copies are accepted. Education agents are also authorised to certify documents for this purpose.
- Certified copies of all graduation certificates in both the original language and English (not required for currently enrolled students applying to college for another program).

- Evidence of English language proficiency or Australian qualification held.
- Any other information or documents that are specified in the usual course entry requirements (this may involve a recent portfolio of your work, resume or interview, employment paperwork).

If prospective learners are applying from outside Australia, they will also need to complete.

- International student Statement of Purpose (SOP).
- Genuine student test (GST) paperwork.

This information is used to assess the admission against the Department of Home Affairs Genuine Temporary Entrant and Genuine Student criteria.

There is no fee charged for the submission of an application.

The Insight Academy admissions team assesses all prospective students' enrolment applications & supporting documents to ensure they meet the general & course specific entry requirements, confirming their prior qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

Where the prospective student has not provided all required evidence to meet the entry requirements the prospective student shall be contacted to inform them of the required evidence outstanding. All successful applications to study will be sent/ given a 'Letter of Offer' and 'Students' Acceptance Agreement'. Any unsuccessful applicant is to be notified in writing of the decision including the reasons the application to study was rejected.

Students who provide false information (such as qualifications, IELTS scores etc) on their application may have their offer cancelled/enrolment at a later stage even, stating the reasons for cancellation.

Students who wish to apply for Credit Transfer (CT) must fill in the CT application form which will be assessed by the admissions team in consultation with Academic Coordinator.

### **Issuing the Letter of Offer & Student's Acceptance Agreement (LOO & SAA)**

All successful applications will be sent/ given a 'Letter of Offer' and a 'Students' Acceptance Agreement' that is required to be signed and returned with initial payment to confirm their enrolment.

- **Letter of Offer**

The Letter of Offer will summarise the enrolment process, notify students that they have been successful through the application stage, and must now complete and sign the Students' Acceptance Agreement and pay applicable fees to confirm their enrolment.

The Letter of Offer will include the following information at a minimum:

- Identify the outcome of the application to study with the Insight Academy.
- Identify the proposed course details including start dates, end dates and location.
- Any conditions imposed on the students' enrolment.
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- The required steps to confirm enrolment including completing and signing the Students' Acceptance Agreement and payment of applicable enrolment fees.

- **Students' Acceptance Agreement**

The 'Students' Acceptance Agreement' is a written agreement between Insight Academy & the student and must be signed and returned by the student as an indication that they accept the terms and conditions included in the same.

This Written Agreement will contain the following information at a minimum:

- Identify the course or courses in which the student is to be enrolled
- Provide an itemised list of course money payable by the student:
  - Including duration of study periods.
  - Fees per study period.
  - Schedule of payments required.
- Provide information in relation to refunds of course money. The refund information is to include details of the following in the case of student or provider default:
  - Amounts that may or may not be repaid to the student (including any course money collected by education agents on behalf of the registered provider).
  - Processes for claiming a refund.
  - A plain English explanation of what happens in the event of a course not being delivered.
  - A statement that "This agreement does not affect the rights of an overseas student to take action under Australian Consumer Law", where applicable.
- Set out the circumstances in which personal information about the student may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition; and
- Advise the student of his or her obligation to notify the registered provider of a change of contact details while enrolled in the course.
- It will include a student declaration that will cover all enrolment terms & conditions.
- Be signed by the authorised manager.

### **Issuing the Confirmation of Enrolment (CoE)**

Acceptance into a course of study with the Insight Academy is confirmed when the potential student has signed and submitted the Letter of Offer & Student Acceptance Agreement. Soon after Insight Academy receives:

- the signed agreement, confirming that the learner has met any outstanding conditions;
- tuition fee deposit and
- confirmation of payment for Overseas Student Health Cover (OSHC) [If applied]

the learners will be issued with an electronic Confirmation of Enrolment (eCoE).

An eCoE is the official document issued by Insight Academy that confirms enrolment and is used by the Australian Government. It records exactly what the learner will be studying, including the start and end dates expected for each program, any fees paid, and total fees required. All international students must have a valid eCoE while studying on a student visa in Australia.

- **Records**

A student profile is created on Insight Academy Student Management System, and the signed Students' Acceptance Agreement will be kept on the students file along with their application form and all other documents relevant to the student's enrolment.

- **Orientation**

Students will be provided with the orientation session details via email before the course start date and will be required to attend the compulsory orientation session. During the session, the student will participate in an induction program.

The student support team will check and confirm students' details including the following:

- ✓ Address & other contact details – mobile phone number and email address.
- ✓ Next of kin details.
- ✓ Overseas Student Health Cover (OSHC)
- ✓ USI details
- ✓ Individual needs

The students will be required to complete the pretraining review and LLN Assessment before the commencement of their chosen course. This LLN assessment will help the college to assess any additional academic support required by the student to study and complete their course successfully. The academic team will answer any questions they may have and provide students with a copy of their training plan.

**Important: The students will be reported to have commenced the enrolled course on PRISMS within 14 days of CoE start date. Insight Academy will cancel a student's enrolment for non-commencement within 14 days if the student fails to attend the orientation and remains absent for the first week of the study period.**

## **Management Action & Responsibility**

Operations Manager in consultation with the Admissions coordinator & Marketing Coordinator is responsible for managing this Policy and its implementation.

Any suggested revisions to the policy in future will be approved by the CEO.





## Appendix A

### English Language Proficiency equivalence:

All applicants must have the following minimum score of an internationally recognised English Language proficiency tests or equivalent in line with Department of Home Affairs (DHA) guidelines when seeking an enrolment at Insight Academy as International Students. **The test results must be from the past 2 years.**

**Important: The English language proficiency requirement for all VET courses has changed in line with the DHA Student visa requirements (as below) from 01/04/2024.**

- All Confirmations of Enrolments (COEs) issued before 01/04/2024 with the course start date before 30/09/2024 have been accepted with the previous English language proficiency requirements of IELTS 5.5 or equivalent.
- All Confirmations of Enrolments (COEs) issued before 01/04/2024 with the course start date after 01/10/2024 will be required to demonstrate the English language proficiency as per the English entry requirements mentioned below.

<b>English language test providers</b>	<b>Minimum score</b>	<b>Minimum score and at least 10 weeks English Language Intensive Courses for Overseas Students (ELICOS)</b>	<b>Minimum score and at least 20 weeks ELICOS</b>
International English Language Testing System (IELTS)	6.0 Overall with no band less than 5.5	5.5	5.0
TOEFL internet-based test (only accepted if test is taken on/ before 25 July 2023) *	64	46	35
Cambridge English: Advanced (Certificate in Advanced English) **	169	162	154
Pearson Test of English Academic (PTE Academic)	50	42	36
Occupational English Test	B for each test component	N/A	N/A

### English language proficiency evidence exemptions\*\*\*

The following applicants do not require to provide any English language proficiency level evidence.



- Citizen of and holding a passport from
  - UK (*You may be required to provide evidence of an English test score with your visa application if you hold a British National Overseas (BNO) passport.*),
  - USA,
  - Canada,
  - NZ or
  - Republic of Ireland.
- If already enrolled in a standalone English Language Intensive Course for Overseas Students (ELICOS),
- If completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland,
- If completed Senior Sec. Certificate of Education/ AQF level IV or higher in the last 2 years in English language in Australia while you held a student visa.
- *You may be offered an Online Placement Test if you are not able to demonstrate English language proficiency at the required level before course commencement.*

*\* On 26 July 2023 the TOEFL internet-based test (TOEFL iBT) stopped offering English language tests for Australian visa purposes. A score for a TOEFL iBT test taken on or after 26 July 2023 will no longer satisfy the English language requirement for Student visa purposes.*

*\*\*From 12 February 2024, only results from the paper-based Cambridge C1 Advanced test (previously known as Cambridge English: Advanced CAE) will be accepted for Australian visa and migration purposes. Test scores for both C1 Advanced paper-based and computer-based tests, taken before 12 February 2024, within the specified validity period are still accepted.*

*\*\*\*Adapted from the student visa 500 requirements published on Dept. of home affairs website.*  
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>

## Appendix B

Depending on the preferred course the prospective students want to apply for they will have to provide evidence of completion of the Australian equivalent of year 10, 11 or 12 for entry.

*The table below indicates the equivalent qualifications for different countries.*

Country	Equivalent to Australian year 10 or 11	Equivalent to Australian year 12
Argentina	Education Polimodal (General Education or Integrated technical education) / General or bachillerato school/technical and specialised school (Completion of Year 10 or Year 11)	Bachillerato/Tecnico de Nivel Medio/ Bachillera to Especializado
Bangladesh	Secondary School Certificate – pass (DHA requires completion of Year 11)	Higher Secondary Certificate/vocational higher secondary certificate (Minimum CGPA is 3.5 or 60% in HSC/First Division pass) GCE A-Level (2 passes)
Bhutan	Bhutan Middle Secondary School Certificate	Bhutan Higher Secondary School Certificate or Middle Secondary School Certificate plus 2 year relevant vocational diploma
Brazil	Certificado de Ensino Medio (Year 10 or Year 11 equivalent)	Certificado /diploma de Ensino Medio (Year 12 equivalent)
Brunei	GCE O-Levels with 4 passes	Brunei Cambridge General Certificate of Education Advanced Level (Brunei - Cambridge A level) – 2 passes)
Cambodia	DHA requires completion of Year 11 for student visa	Diploma of Upper Secondary Education/Baccalaurate
Canada	Successful completion of Grade 11	High School Diploma
Chile	Educacion Media (Year 10 or Year 11 equivalent)	Licencia de Educación Media (Certificate of Secondary Education Certificate) Tecnico-Profesional or Tecnico
China	Senior Middle 2 (DHA requires completion of Year 11)	General Senior Secondary Unified Graduation (Certificate of Graduation)
Colombia	Bachillerato Upper Secondary Schooling (Year 11 equivalent) (DHA requires completion of Year 11)	Bachillerato (Secondary School Certificate)
Cuba	Secundari Basica/Basic Secondary (Completion of Year 11)	Diploma de Bachiller en Ciencias y Letras/ Título de Bachiller (nivel medio superior de la Education General Politecnica Laboral) - Certificado

		de Fin de Estudios Secundarias/ TécnicoMedio/Maestro Primario, etc.  (Certificado de Fin de Estudios Secundarias)
Czech Republic		Maturita (Matriculation Certificate)/School Leaving Certificate
Denmark		Studentereksamensbevis (Upper Secondary School Leaving Certificate)
Egypt		General Secondary Education Certificate, Al-AzharSecondary Education Certificate, Technical Secondary Education Certificate, Commercial Secondary Certificate or the Agriculture Secondary Certificate
Fiji	(DHA requires completion of Year 11)	Fiji Form 7 Examination/ Fiji School Leaving Certificate (FSLC)
Finland		Ylioppilastutkintotodistus (Certificate of Matriculation) Secondary School Leaving Certificate
France	Brevet fundamentals	Baccalaureat/Brevet professionnelles
Germany	Realshule or Hauptschule	Achgebundene Hochschulreife/ FachgebundeneHochschulreife (Leaving Certificate) or Zeugnis der Reifeor Reifezeugnis or Abitur or Fachhochschulreife
Ghana	West African School Certificate or GCE O Levels with passes in 3 subjects with a minimum E grade.	Successful completion of Senior Secondary School Certificate/West African School Certificate AND a minimum of 2 passes (minimum E grade) at the GCE A level. Note: Assessment for a waiver of the GCE A level requirement may be made on a case-by-case basis and will be based in academic merit. Students with a C average an above may be considered without the A level requirement
Greece		Apolytirio Lykeiou (Leaving certificate)
Hong Kong		Hong Kong Diploma of Secondary Education (HKDSE) or Hong Kong Advanced Level Examination (HKALE)

Hungary		Gimnaziumi Erettsegi Bizonyitvány, / Gymnasium Maturity Certificate
India		All India Senior School Certificate or Indian School Certificate or Certificate of Vocational Education or Senior Secondary Certificate or State Boards of Secondary/Senior Secondary Education certificates, GCE A-Levels (2 passes)
Indonesia	Secondary School:SMU 3 or SMK 3	Certificate of Completion of Senior Secondary Education (Ijazah/STTB SMA/STTB SMK) or Certificate of Graduation (SKHUN)
Iran	HSC Diploma	National High School Diploma (4-year program)/ Pre-University Certificate
Iraq		Baccalaureate Ilmiya (Science) or Baccalaureate Adabiyya (Humanities) or Baccalaureate Mihniya (Vocational)
Ireland	GCE O-Levels (4 passes)	Leaving Certificate/GCE A Levels (2 passes)
Israel		Teudat Bagrut (High School Certificate)
Italy	Diploma di scuola secondaria di primo grado	Diploma di Superamento dell'Esame di Stato conclusivo dei Corsi di Istruzione Secondaria Superiore (Upper Secondary School Leaving Certificate) or Diploma of State Examination
Japan	Completion of Kotogakko Year 1 Lower Secondary Leaving Certificate	Upper Secondary School Certificate of Graduation (Kotogakko Sotsugyo Shosho
Jordan		Twajihi (General Secondary Education Certificate)
Kenya	GCE O-Levels (4 passes) DHA requires completion of Year 11 for student visa	Kenya Certificate of Secondary Education (KCSE) or GCE A level – 2 passes
Lebanon	1st year completion of General Secondary School/ Technical Secondary School, DOHA requires completion of Year 11 for student visa	Baccalaureat Libanaise (Baccalaureat 2) or Baccalaureat Technique/ Technicien or Certificat Professionnel/ de Maltrise/Technicien
Macau	GSE O-Levels (4 passes), Senior Secondary School Diploma (Year 11) or Form 5	Senior Secondary School Diploma Year 12, or GCE A Level – 2 passes, or Form 6
Malaysia	SPM or GCE O-Levels (4 passes) or Senior Middle 2	STPM Senior Secondary Certificate of Education or GCE A Levels - 2 passes , UEC

Mauritius	GCE O-levels (4 subject passes)	GCE A-level – 2 passes
Mexico	Certificado de Educacion Secundaria (Certificate of Secondary Education)	2-3 year Preparatoria or Bachillerato program
Myanmar	Matriculation/Basic Education High School (BEHS) (Completion of Year 10 or Year 11) 45% or higher or GCE O - Level (4 subject passes) (DOHA requires completion of Year 11)	Matriculation/Basic Education High School (BEHS) plus minimum completed 2 years at Professional College or Secondary Technical College or GCE A- Level (2 subject passes) or A level (1 A and 2 AS level passes)
Nepal	Completion of Higher Secondary Education Board Certificate, DOHA requires completion of Year 11 for student visa	Higher Secondary Education Board Certificate (Grade 12)
New Zealand		National Certificate of Educational Achievement (NCEA) – Level 3, minimum 60 credits
Netherlands		Vorbereidend wetenschappelijk onderwijs (Diploma VWO) or Hoger algemeen voortgezet onderwijs Diploma HAVO)
Nigeria	Senior Secondary School (WAEC/NECO) examinations – pass grade, GCE O-Levels (4 subject passes)	Senior Secondary School (WAEC/NECO) examinations (5 subjects passes C grade average) GCE A Levels (2 passes)
Norway		Vitnemal fra den videregaende skolen (Certificate from upper secondary school)
Oman		School Leaving Certificate
Pakistan	Secondary School Certificate DHA requires completion of Year 11 for student visa	Higher Secondary School Certificate/ Intermediate Certificate
Papua New Guinea		Higher School Certificate
Peru	Secundaria / Education Secundaria (Completion of Year 11)	Certificado de Educación Secundaria Común Completa (Secondary Common Education Graduation Certificate) plus a Technical Diploma or entrance to University
Philippines	High School Diploma or National College Entrance Examination (NCEE) + one year of Bachelor Degree OR from 2018, successful completion of Grade 11 Senior High School (DOHA requires completion of Year 11)	High School Diploma or a Certificate of Graduation + two years of bachelor degree OR from 2018, Grade 12 Senior High School Diploma

Poland		Matura Swiadectwo Dojrzalosci LiceumOgolnoksztalacego (Certificate of Matriculation of the General Lyceum)
Portugal		Certificado de Fim de Estudos Secundarios or Diploma de 12 Ano de Escolaridad (Secondary Certificate)
Russia		Attestat o Srednem (polnom) Obshchem Obrazovanii(Certificate of Secondary (Complete) General Education)
Saudi Arabia		Shahadat al-thanawiyah al-'aama or shahadat al-marhalat al-thanawiyat (General Secondary Education Certificate) Form 7 or University Foundation Year
Singapore	GCE O-Levels (4 subject passes)	GCE A-Levels -2 passes
South Africa		National Senior Certificate (Year12) Senior Certificate (Year 12) GCE A-Levels 2 Passes, International Baccalaureate Diploma
South Korea	Completion of Senior High School Grade 1 or equivalent	General/Academic Senior High School Certificate/Diploma (Immumgye Kodung Hakkyo Choeupchang
Spain	Graduado en Educación Secundaria Obligatoria (Compulsory Lower Secondary Education Certificate)	Titulo de Bachiller
Srilanka	Sri Lankan GCE O-Levels (4 subject passes) DOHA requires completion of Year 11 for student visa	GCE A-Levels -2 passes
Sweden		Slutbetyg Från Gymnasieskola
Switzerland		Federal Maturity Certificate/ Maturitätszeugnis, Certificatde Maturité/ Attestato di Maturità
Syria		General Secondary School Certificate (Al Shahada Al Thanawiya Baccalaureate) Technical or Vocational Secondary School Certificate Technical Baccalaureate
Taiwan	Senior High School (1st or 2nd Year)	Senior High School Diploma or Senior Vocational School Diploma
Thailand	Upper Secondary School (Matayom 5/ Matayom 4)	Matayom 6 or MS 6. (Certificate of Secondary Education)
Turkey		Lise Diplomasi (Secondary School Diploma) Technical or Vocational School Diploma (Teknik or Meslek Lise Diplomasi)

United Arab Emirates		Tawjihyya or Thanawiyya Al-A'ama (General Secondary Certificate), Technical Secondary School Certificate, Commercial Secondary School Certificate or Certificate from an Agriculture Institute
UK	GCE O-Levels (4 subject passes)	GCE A-Levels -2 passes
USA	High School Grade 10	High School Diploma
Venezuela	Educacion Media (10 years of secondary schooling minimum)	Educacion Media – Academic or Tecnico (Medio), Bachillor
Vietnam	Upper Secondary schooling (Year 10 or 11 equivalent) (DHA requires completion of Year 11)	Bang Tot nghiep Trung hoc Pho thong (Upper Secondary Education Graduation Diploma)
Zambia	ZSC Year 12 (4 passes) GCE O Levels (4 passes)	ZSC Year 12 (5 subject passes C grade or better) GCE A-Levels (2 subject passes) or A-levels 1 A and 2 AS level passes or Diploma in relevant area (1 year minimum)
Zimbabwe	Zimbabwe General Certificate of Education (ZGCE) GSE O-Levels (4 subject passes)	Zimbabwe General Certificate of Education at Advanced Levels (A Levels)– 2 passes, or International Baccalaureate Diploma