

La Trobe College Australia - Admissions information for Diploma of Business

1. About the Diploma of Business

Start to build the knowledge and skills necessary for your career in a wide range of areas within the business sector. The diploma provides an introduction to a range of business disciplines prior to choosing the business area in which you will specialise once you move to La Trobe University.

You will study the big issues affecting all businesses globally, trade barriers, sustainability and the environment, as well as begin to gain the skills to design and evaluate innovative solutions for the future. Upon successful completion of this diploma, students will be eligible to progress to the second year of many bachelor degrees:

Pathways to La Trobe University

Bachelor of Accounting	Bachelor of Business (Accounting)
Bachelor of Business (Accounting & Finance)	Bachelor of Finance
Bachelor of International Business	Bachelor of Business
Bachelor of Business (Event Management)	Bachelor of Business (Tourism & Hospitality)
Bachelor of Business (Marketing)	Bachelor of Business (Sport Management)
Bachelor of Business Analytics	Bachelor of Commerce
Bachelor of Business (Agribusiness)	Bachelor of Digital Business
Bachelor of Business (Human Resource Management)	Bachelor of Business (Event Management / Marketing)

* WAM requirements apply – please refer to study plans for more details. (WAM is the weighted average mark obtained across all subjects, including failed units)

<https://www.latrobecollegeaustralia.edu.au/courses/diploma-of-business>

Campus Locations

The college has two campus locations – on-campus at La Trobe University’s main campus in Bundoora, Melbourne and on-campus at La Trobe University’s Sydney Campus.

Contact Addresses

Melbourne	Sylvia Walton Building La Trobe University Victoria 3086	https://www.latrobecollegeaustralia.edu.au/contact-us
Sydney	255 Elizabeth Street Sydney New South Wales 2000	https://www.latrobecollegeaustralia.edu.au/contact-us

2. Essential requirements for admission

The general admissions criteria that apply to La Trobe College Australia diploma courses are relevant to this course. Visit <https://www.latrobecollegeaustralia.edu.au/admission-requirements> to find out more.

3. Student Profile

The table below gives an indication of the likely peer cohort for new students in this course. It provides data on students who commenced in this course in the most recent intake period, including those admitted through all offer rounds and international students studying in Australia.

Applicant background	Diploma of Business Trimester One 2020	
	Number of students	Percentage of all students
(A) Higher education study	0	0%
(B) Vocational education and training (VET) study	<5	-
(C) Work and life experience	<5	-
(D) Recent secondary education		
• Admitted solely on the basis of ATAR	24	25%
• Admitted on the basis of other criteria only	0	0%
• Admitted where both ATAR and additional criteria were considered.	<5	-
International students	65	67%
All Students	97	100%

4. Admissions Criteria

A. Applicants with higher education study

Applicants with Higher Education Study are those whose highest level of study since leaving secondary education is a higher education course, such as a university degree or university-level Diploma. This includes applicants who have completed a higher education course, those who are currently studying a higher education course at another education provider and want to transfer to LTCA, or those who are currently studying a higher education course at LTCA but wish to change course.

The vast majority of our applicants have not completed any higher education study and our programs are specifically designed to cater to this group.

Completion in part (minimum 4 units) or whole, of a higher education course will satisfy the broad academic requirements for entry into an LTCA Diploma; but separate evidence of English proficiency, and/or evidence of course-specific pre-requisites might also be required.

LTCA may recognise partial completion of a qualification under the principles of Credit Transfer and Recognition of Prior Learning (RPL). Originals or certified copies of academic transcripts, unit outlines and supporting documentation are required prior to processing.

Confirmation of exemptions will accompany the Letter of Offer Package

For more details see: [Credit Transfer Policy](#) and [Recognition of Prior Learning Policy](#):

Completed bridging or enabling course

Applicants, or prospective students who successfully complete a La Trobe College Foundation Studies course gain entry into the first year of an undergraduate degree at La Trobe University.

B. Applicants with vocational education and training (VET) study

Successful completion of a Certificate IV or a Diploma course undertaken from VET study may be presented by an applicant in substitution of an ATAR score. Admission is dependent on the completion of the course and the level of academic performance achieved.

In some circumstances, your previous study may also count as credit towards your La Trobe College Australia course. This can reduce both the length and cost of your course. If you think you may be eligible for credit for prior learning, please complete and submit a [Credit Transfer or Recognition of Prior Learning Application form](#) at the time you apply for admission.

Please contact our Admissions team admissions@latrobemelbourne.edu.au for more information and to discuss your circumstances.

C. Applicants with work and/or life experience

Admission options are available for prospective students who do not have a sufficient ATAR or equivalent, have not completed secondary education to Year 12 level within the past two years or have not undertaken or completed previous recognised study. Prospective students with relevant work or life experience are required to submit a biographical essay detailing the aspects of the course relevance, their personal goals, career and life experience. The application will be assessed by an Academic Coordinator or Director.

D. Applicants with recent secondary education (within the past 2 years)

Australian year 12 students

Applicants with recent secondary education are those whose admission is primarily based on completing Year 12, but also includes those who may have completed their senior secondary studies with a TAFE or other VET provider frame. This can include applicants whose secondary education was undertaken interstate or overseas.

Melbourne Campus

Any year 12 secondary graduate prospective students (who have completed this study in the immediate two years prior to application to the college) must apply through a TAC Centre for the main Trimester 1 intake in Melbourne.

The Melbourne campus uses rankings in the Victorian Tertiary Admissions Centre (VTAC) and any eligible students will be made an offer through this TAC system. Applicants for other intakes (mid-year or summer semester) may apply directly through our website:

www.latrobcollegeaustralia.edu.au/apply

Sydney Campus

Prospective students applying for the Sydney campus may apply directly on our website for any intake.

www.latrobe.edu.au/study/apply/undergrad/sydney/application-form

An international Baccalaureate (IB) score is assessed based on the entry requirements which are published on our website latrobecollegeaustralia.edu.au/admission-requirements

Our courses are published in the TAC guide and website for students to access information.

ATAR-related adjustments

Prospective students can complete a SEAS (Special Consideration and Special Entry Access Scheme) application via VTAC when applying for their course if eligible and any adjustment factors will be added to their ATAR score according to the category to adjust the system rank. Such adjustment factors are detailed at: <http://www.vtac.edu.au/seas.html>

Criteria that may apply in addition to ATAR

Interviews may be conducted for prospective students where personal circumstances have affected academic achievement but SEAS (Special Consideration and Special Entry Access Scheme) was not applied for.

Applying from Interstate

Interstate Year 12 prospective students can also apply through VTAC, their qualification will be converted to the ATAR equivalent by VTAC.

Finished secondary education more than two years ago

If you have completed secondary education more than two years ago you may be eligible for direct entry to La Trobe College Australia. Please contact admissions@latrobemelbourne.edu.au for more information and to discuss your circumstances.

Other admission options

Special consideration can be applied submitting a SEAS application when applying for a course via the relevant Tertiary Admissions Centre (TAC). A non ATAR admissions option is not available for recent school leavers unless the applicant has submitted a SEAS application or completed a VET course.

Aboriginal and Torres Strait Islander prospective students

La Trobe College Australia aims to support participation by Aboriginal and Torres Strait Islander people and be sensitive to Aboriginal and Torres Strait Islander knowledge and cultures.

Selection decisions for Indigenous Australian applicants will be made by La Trobe College Australia and La Trobe University Campus after consultation with La Trobe University's Indigenous Student Services.

Domestic applicants with overseas qualifications

To ensure students have the best chance of success, all applicants are required to provide evidence of academic background and English language proficiency, prior to commencing a course. LTCA

welcomes prospective students and applicants with both domestic and equivalent international qualifications.

A detailed list of entry criteria can be found at:

<https://www.latrobecollegeaustralia.edu.au/admission-requirements>

English Language Proficiency

English Language Requirements are set out at:

<https://www.latrobecollegeaustralia.edu.au/admission-requirements>

English language proficiency can be determined by submitting evidence of Year 12 studies, IELTS Test scores, or Pearson English Test scores or equivalent.

5. How to apply

Melbourne	Prospective students may submit an application either via a TAC http://www.vtac.edu.au/courses-inst/institutions/latrobecollege.html or apply directly to the college: https://www.latrobecollegeaustralia.edu.au/apply
Sydney	All students may apply directly to the campus for any intake at our Sydney campus: https://www.latrobe.edu.au/study/apply If eligible, an offer letter will be sent via email to the prospective student – this will include instructions regarding how to accept the offer, enrolment and orientation information.

Fees and Charges

The Letter of Offer contains the Acceptance for the applicant to read and sign agreement to course, fees/charges and course start date and agree to conditions of enrolment and refund policy. For more information on fees: www.latrobecollegeaustralia.edu.au/fees

Detailed information regarding payment methods is included with information to apply for FEE-HELP assistance if appropriate: www.latrobecollegeaustralia.edu.au/fee-help-australian-government-loan-scheme

6. Advanced standing/credit transfer/recognition of prior learning (RPL)

You may be entitled to [credit for prior learning](#), whether formal or informal. Formal learning can include previous study in higher education, vocational education, or adult and community education. Informal learning can include on the job learning or various kinds of work and life experience. Credit can reduce the amount of study needed to complete a degree.

For further information about credit transfer and recognition of prior learning please see:

[Credit Transfer Policy](#) and [Credit Transfer Application Form](#)

[Recognition of Prior Learning Policy](#) and [Recognition of Prior Learning Form](#)

7. Further information

College website www.latrobecollegeaustralia.edu.au
Partner university website www.latrobe.edu.au
TEQSA National Register TEQSA is Australia's independent national regulator of the higher education sector. Its national register lets you search for accredited higher education providers and courses. www.teqsa.gov.au/national-register
QILT The federal government's QILT website helps you easily compare the study experience and employment outcomes from Australian higher education institutions. You can also compare the different study areas of different institutions, with all results based on thousands of surveys completed by students across Australia. www.qilt.edu.au
Victorian Tertiary Admissions Centre (VTAC) www.vtac.edu.au/applying.html
Study Assist www.studyassist.gov.au
Student Grievance and other policies If you are dissatisfied with the outcome of your application and/or the rationale for why you were unsuccessful in your application, you have the right of appeal against the decision. See the LTCA Student Grievance Policy for more information. www.latrobecollegeaustralia.edu.au/policies-and-procedures