

Policy Title: Admissions Policy

Approved by: Campus Director

Executive(s) Responsible: Associate Director, Student Services/Registrar; and Associate Director, Compliance & Risk Management

Administrator(s) Responsible: Admissions Manager; Admissions Officer; and Compliance Officer

Revision Date: 20 August 2023

Effective Date: 11 September 2023

Next Review Date: 05 May 2024

Institution Number: 4119

Background & Scope

Canadian College of Technology and Business (CCTB) is committed to providing accurate information and guidance to prospective students to ensure they make informed decisions about their program of study. CCTB admission criteria are publicized and applied consistently.

This policy applies to all prospective and current CCTB students.

Purpose of the Policy

This policy outlines the admissions requirements for the entirety of CCTB's approved programs of study.

Policy Statement

Admission Requirements are listed on all program outlines and must be provided prior to enrollment. Admission requirements may not be waived by either the student or CCTB.

No tuition funding may be disbursed to the student or received by CCTB until all admission requirements are met. Once students enter into a contract with CCTB, payment arrangements, if any, must be met and first payment or payment in full must be received before the start of the first class.

1. Academic Requirements

Program Name	Minimum Academic Requirements
Post Secondary Diplomas <i>(all)</i>	Secondary school diploma or equivalent from an approved government institution of applicant's home country, or applicant is minimum 19 years of age (mature student admission).
Postgraduate Certificate in Security Operations Analyst with Co-op	Post-secondary diploma in Information Technology or Computer Science from an approved government institution of applicant's home country, or applicant has a minimum of 2 years of work experience within a field of information technology.

2. Academic Document Requirements

Program Name	Required Academic Documents
Post Secondary Diplomas	Scanned original, certified/notarized, official secondary education graduation proof of completion.
Postgraduate Certificate Programs	Scanned original, certified/notarized official university and/or college proof of completion.

Any official documentation that is not in English must be officially translated.

3. English Language Proficiency Requirements

In addition to meeting the academic admission requirements, all applicants to CCTB must provide proof of English proficiency to be considered for admission.

3.1. Proof can be provided through the completion of official English Proficiency tests.

Program Name	Required English Proficiency Level
Business	
Digital Marketing with Co-op	IELTS Academic 5.0 or equivalent
Business Administration with Co-op	

Business Management with Co-op	
Hospitality	
Hospitality and Tourism Administration with Co-op	IELTS Academic 5.0 or equivalent
Hospitality and Tourism Management with Co-op	
Technology	
Cybersecurity Analyst with Practicum	IELTS Academic 5.5 or equivalent
Cybersecurity Risk Management with Co-op	
Software Quality Assurance Engineering with Practicum	
Software Quality Assurance Engineering with Co-op	
Data Engineering and Analytics with Co-op	
User Experience and Interactive Design with Co-op	
Full-Stack Web Development with Co-op	
Security Operations Analyst with Co-op (Postgraduate)	IELTS Academic 6.0 or equivalent

Official English Proficiency Test Equivalency Table

English Language Test	IELTS Academic 5.0	IELTS Academic 5.5	IELTS Academic 6.0
Internet-based (iBT) TOEFL	45	55	60
Paper-based (PBT) TOEFL	450	496	530
IELTS General	IELTS General 5.0	IELTS General 5.5	IELTS General 6.0
IELTS Indicator	IELTS Indicator 5.0	IELTS Indicator 5.5	IELTS Indicator 6.0
Duolingo	85	95	105

Canadian Academic English Language (CAEL)	35	40	50
Canadian Academic English Language - ONLINE (CAEL - ONLINE)	35	40	50
PTE Academic (Pearson Test English)	29	36	46
CELPIP	5	6	7
Cambridge English Test	PET (B1 Preliminary)	FCE (B2 First)	FCB (B2 First – B)
CEFR	B1	B2	B2
LanguageCert	B1 Achiever (39-50)	B2 Communicator (25-32)	B2 Communicator (33-38)
CLB (Canadian Language Benchmarks)	5	6	7
TOEIC (Test of English for International Communication)	600 (B1)	680 (B2)	780 (C1)

3.2. Proof can be provided through successful completion of an English as a Second Language (ESL) or an English for Academic Preparation (EAP) program at a College, University, or approved pathway language organization. CCTB also accepts Proof of English proficiency documents from [Languages Canada](#) approved members.

Please find below a non-exhaustive list of English proficiency partners and required levels.

EAP Education Pathway Partner	Minimum English Proficiency Requirement Level		
	IELTS Academic 5.0	IELTS Academic 5.5	IELTS Academic 6.0
TLG	Level 3 UPP	Level 4 UPP	Level 5 UPP

EC English	B1+ (Intermediate)	B2 (Upper Intermediate)	B2+ (Pre-Advanced)
Oxford International Education Group	Pathway Level 5	Pathway Level 6	Pathway Level 7

3.3. Proof can be provided based on previous education completed with English as the language of instruction.

Level of Study	Minimum Requirement
Secondary	3 years of non-ESL studies in an English-speaking country
Postsecondary	2 years of non-ESL studies in an English-speaking country
Postgraduate	1 year of non-ESL studies in an English-speaking country*

*Proof of medium of instruction may be requested

3.4. Students that are originally from the countries below may be exempt from the English Language Requirement.

Countries recognized where English is a primary language.

American Samoa	Falkland Islands	Malawi	Sierra Leone
Anguilla	Fiji	Malta*	Singapore
Antigua and Barbuda	Gambia	Mauritius*	Solomon Islands
Australia	Ghana	Montserrat	South Africa*
Bahamas	Gibraltar	New Zealand	Tanzania
Barbados	Grenada	Nigeria	Trinidad & Tobago
Belize	Guam	Philippines*	Turks & Caicos
Bermuda	Guyana	Rwanda*	Uganda
Botswana	Ireland	St. Helena	United Kingdom
Cameroon*	Jamaica	St. Kitt's & Nevis	USA
Canada**	Kenya	St. Lucia	Virgin Islands (British and US)
Cayman Island	Lesotho	St. Vincent & The Grenadines	Zambia
Dominica	Liberia	Seychelles	Zimbabwe
Ethiopia	Malta*		

CCTB reserves the right to waive Language proficiency requirements for these selected countries that succeed in providing a stamped letter from the institution/Board/Ministry confirming the English

language as a **Medium of Instruction** for completed secondary and/or post-secondary education.

Applicants that have completed at least 1 year of post-secondary studies (2 terms) from a private institution in Canada, may be exempt from providing additional proof of English if Admissions is able to confirm the initial English requirements to enter such program.

Admissions Procedure

All required documents must be submitted before enrollment into a program. If the student does not yet meet all academic and English Language proficiency requirements, their admission will not be processed.

Related Legislation

- BC Human Rights Code
- Private Training Act

Document History

Date	Approval/Review/Key Change(s)