

# National Code Standard 2

## STUDENT ENTRY REQUIREMENTS, SELECTION AND INDUCTION POLICY

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### Overview

1. The College is committed to ensuring students select courses and training services which appropriately match their needs, qualifications, experience and academic goals. To this end, the College has developed a policy to ensure that students are aware of entry requirements and that staff are aware of the appropriate selection process.

### Student Entry Requirements

2. Entry requirements for domestic students are set out on the Course Outlines for each qualification. Domestic students should be at least 18 years of age at the date of application.
3. There are generally no formal pre-requisites for any of the College's courses.
4. The following pre-admission requirements apply to all overseas students:

#### 4.1. Minimum age:

All individuals wishing to apply for enrolment at the College must be at least 18 years of age at the date that they submit their application. The College does not accept international students under 18 years of age.

#### 4.2. English language proficiency:

International students wishing to enrol must have:

- an IELTS band score of 5.5 (academic test version) or equivalent internationally recognised exam result in line with DICMA (Department of Immigration, Citizenship and Multicultural Affairs) regulations for direct entry into a course; or
- 4.5 with an ELICOS course to be taken before your main course. You can study an English for Speakers of Other Languages (ESOL) course for up to 40 weeks' duration at another College in Australia; or
- within two years of your application date have successfully completed in Australia a substantial part of a Certificate IV or higher level qualification from the Australian Qualifications Framework.

If the student does not meet the English language proficiency requirements, a condition of their enrolment must be enrolling in an English language course offered by an ELICOS Approved Centre.

If deemed necessary by the College's Training Manager, a College-based English Vocational Placement Test may be required to ascertain the student's English-language proficiency to determine whether the student needs any additional English-language support to satisfactorily undertake and complete their chosen qualification.

#### 4.3. Secondary education:

Individuals must provide evidence (in an English translation) of satisfactory completion of secondary schooling in their home country. Alternatively, students must demonstrate sufficient work experience to prove that they will be able to meet the vocational study requirements of the course in which they wish to enrol.

#### 4.4. Additional requirements

Additional entry requirements, if any, for particular courses are contained in the individual course information outline for each course.

There are no other specific entry requirements for our courses. However, applicants are required to provide information on any work experience, including details of employer, length of employment, position held, and duties undertaken in the role. Applicants should also provide any relevant information in their Statement of Purpose document. This will assist the College to determine whether the course is suitable for you. Work references and/or a statement from the employer substantiating the work claim may also be required.

#### **4.5. Publication of Entry Requirements**

Information about student entry requirements, including any pre-requisites for a particular course, will be made available on the Course Outline for each qualification.

#### **Overseas Student Selection and Enrolment Process**

5. The College's student selection process is headed by the Business Development Manager and procedures have been designed to ensure that the process is conducted in a professional and ethical manner. The Business Development Manager may delegate some aspects of the process to administration staff (such as reviewing that all documentation has been submitted with an enrolment application).
6. Individuals wishing to enrol must submit an International Student Enrolment Application and Agreement form to the College. The application must include evidence of satisfactory IELTS (or equivalent) levels as well as evidence of satisfaction of any other entry requirements, including a completed LLN assessment, which will be retained on the student's file.
7. Education Agents (or an authorised College representative, if relevant) are required to complete and submit a completed Pre-Study Evaluation Form for each student together with their enrolment application. The Pre-Study Evaluation Form will also be retained on the student's file.
8. Applications are reviewed by the Business Development Manager in accordance with this policy. All individuals are considered on the basis of whether they meet the entry requirements for the course and that the student satisfies the criteria set out in the Pre-Study Evaluation Form.
9. If the College becomes aware that a student is already enrolled with another registered provider and has not yet completed their initial 6 month period of study, the College will adhere to the requirements of National Code Standard 7 and the College policy on standard 7.
10. If the application is successful, a student receives a Letter of Offer and Agreement. If the student wishes to accept the offer, the student agreement form must be returned to the College and followed or accompanied by the registration fee and initial payment as stipulated in the Letter of Offer.
11. If, at the time of enrolment application, a student has not yet satisfied certain entry requirements (such as evidence of a satisfactory IELTS score), the Letter of Offer may be issued conditional upon the submission of such evidence.
12. No fees are to be paid to the College until a signed Letter of Offer and Agreement have been returned to the College. For further information about fees, please refer to the College's Fees Policy for National Code Standard 3.
13. An electronic Confirmation of Enrolment will be issued by the Business Development Manager upon receipt of the signed student Agreement, enrolment fee and required tuition fees. This then enables the student to apply for a student visa from the Australian Government. If the Letter of Offer was issued with conditions, then the Business Development Manager will check that all conditions have been satisfied before the Confirmation of Enrolment is issued. The functions of the Business Development Manager described in this paragraph may be delegated to any other College officer who has authorised access on PRISMS. If such function is delegated, the Business Development Manager is responsible for supervising the delegate.
14. Upon commencement of their course, the Business Development Manager interviews students to verify that they are satisfied with their training product and that it does, in fact, meet their needs. Records of any changes necessary to their enrolment are noted in the student's file by the Business Development Manager who is responsible for ensuring that any necessary changes to enrolment are made for the student. If students are identified as requiring additional support, the Business Development Manager will meet with the trainer to ensure these support measures are put in place. Records of the measures taken will be made on the student file.
15. The nominated trainer is responsible for ensuring that appropriate LLN support measures are identified and implemented for the student if required.

#### **Domestic Student Selection and Enrolment Process**

16. The College's domestic student selection process is headed by the Business Development Manager and procedures have been designed to ensure that the process is conducted in a professional and ethical manner. The Business Development Manager may delegate some aspects of the process to administration staff (such as reviewing that all documentation has been submitted with an enrolment application).
17. Individuals wishing to enrol must submit a Domestic Student Enrolment Application and Agreement form to the College. The application must include evidence of satisfaction of any other entry requirements. To enable this assessment to be made, students must meet with the Business Development Manager or authorised delegate in an interview. A record of the interview and the criteria to be assessed during the interview is set out in ST90 Pre-Study Evaluation Form.

18. All individuals are considered on the basis of whether they meet the entry requirements for the course and that the student satisfies the criteria set out in the Pre-Study Evaluation Form.
19. If, upon meeting with the student, it is recommended that the student enrolls in a different training product more suited to their needs or requires additional support, the Business Development Manager is responsible for making a note of these changes in the student file and ensuring any necessary changes are made to their enrolment. If students are identified as requiring additional support, the Business Development Manager will meet with the trainer to ensure these support measures are put in place. Records of the measures taken will be made on the student file.

### **Student Induction**

20. A comprehensive induction programme has been developed by the College to assist students in undertaking their studies at the College as well as providing information on helping them settle living in Australia whilst studying.
21. Information about the College's induction program and induction dates is sent to newly enrolled students under the supervision of the Business Development Manager.
22. The College's induction program is developed and conducted by the Business Development Manager in conjunction with other College officers. The induction program covers College policies, expectations of student behaviour, an outline of Australia's ESOS framework and information on living in Australia and available community services for students.
23. At the induction, all prospective students are referred to the Student Handbook (available electronically on the student portal) and details of College support staff whom they are able to visit if they have any questions about student services or welfare issues.
24. Each student must sign an attendance sheet for the induction. A copy of the Induction Obligations form signed by the student is placed on the student's file.
25. The Chief Executive Officer or the National Manager conduct a review of all new students' files following commencement of their studies to ensure that new students have undertaken their inductions.

### **Related Forms/Publications/Standards**

- International Student Enrolment Application and Agreement Form
- Pre-Study Evaluation Form
- LLN Assessment
- Interview and Placement Test Checklist
- Enrolment Procedure
- Induction Agenda
- Student Induction Form
- Inductions Obligations Form
- Student Induction Checklist
- Standards for Registered Training Organisations 2015 – Standard 4 – Clause 4.1
- Standards for Registered Training Organisations – Standard 5 – Clauses 5.1-5.4