

Pre-Enrolment Policy & Procedure V3.0

Policy

This policy/procedure supports:

- **Education Services for Overseas Students Act (2000)**, National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2: Recruitment of an overseas student
- **National Vocational Education and Training Regulator Act (2011)**, Standards for Registered Training Organisations (RTOs) 2015, Standard 4. Clause 4.1—Provide accurate and accessible information to prospective and current students, ‘Standard 1 Clause 1.1-1.2’ and Standard 5(Clauses 5.1 to 5.3— Informing and protecting students)

(Each learner is properly informed and protected)

This policy must be read in conjunction with the following policies and procedures

- Credit transfer Policy and Procedure
- RPL Policy and Procedure
- Enrolment and written agreement policy and procedures
- Monitoring VET Course Progress Policy and Procedures
- Deferral, Suspension and Cancellation Policy and Procedures
- Language, Literacy and Numeracy Policy and Procedures.
- Fees & Refund Policy & Procedures.

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This policy applies to:

- Current Student and Prospective students at Swanston Institute.
- Swanston Institute Marketing, Admissions, Academic, Student Services and Administrative staff.

All staff are made aware of the requirements of this policy through regular meetings, staff updates, Staff Induction, Policy Procedure network drive and continuous improvement practices. Students are made aware of this policy through the Student Handbook, during the enrolment and orientation processes and throughout the course

Purpose

The purpose of the Pre-Enrolment Engagement and Assessing Student's Qualification, Experience & English proficiency Policy & Procedure is to provide guidance to staff and prospective students on the requirements, processes, communication, and documentation that must be undertaken and/or completed prior to a student being admitted and enrolled into a course on Swanston Institute Scope of Registration.

These requirements involve determining the suitability and relevance of a program based on a student's current competencies, existing educational attainment, capabilities, aspirations, and interests.

- Swanston Institute have training and assessment strategies and practices that are consistent with the requirements of training packages and VET accredited courses and enable each learner to meet the requirements for each unit of competency or module in which they are enrolled.

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- Swanston Institute determine the amount of training we provide our students regarding the existing skills, knowledge, and experience of the learner; mode of delivery and where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification.

Swanston Institute ensure that learners are adequately informed about the services they are to receive, their rights and obligations, and the Swanston Institute's responsibilities to students, the Swanston Institute will provide learners with information prior to commencement of services affecting the delivery of training and/or assessment.

The Swanston Institute is to provide or make readily available information to the learner that outlines the services the Swanston Institute will provide the learner, along with the rights and obligations of the learner and the Swanston Institute.

Policy Statement

- Swanston Institute recruits' students in an ethical and responsible manner and provide information that enables students to make informed decisions about studying with the Swanston Institute in Australia. Swanston Institute ensures students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.
- Information stated in the Swanston Institute Letter of Offer and Written Agreement- International Student between Swanston Institute and students set out the services to be provided, fees payable and information in relation to refunds of tuition fees.
- Swanston Institute has written agreement with each student. Swanston Institute does not accept tuition fees from students before a Letter of Offer and Acceptance of Written Agreement- been signed or otherwise accepted by that student (*Note:- Swanston Institute does not enroll student under the age of 18-year-old*). For more details on the students

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written agreement, please refer to the policy *Formalization of Enrolment and Written Agreement Policy and Procedures*

Requirements

National Code 2018 (Standard 2 Recruitment of an overseas student)

Recruitment of an overseas student

2.1 Prior to accepting an overseas student or intending overseas student for enrolment in a course, the Swanston Institute must make comprehensive, current, and plain English information available to the overseas student or intending overseas student on:

2.1.1 The requirements for an overseas student's acceptance into a course, including

- the minimum level of English language proficiency,
- educational qualifications or work experience required,
- and course credit if applicable

2.1.2 The CRICOS course code,

- course content,
- modes of study for the course including compulsory online and/or work-based training,
- placements,
- other community-based learning and collaborative research training arrangements, and assessment methods

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2.1.3 course duration and holiday breaks

2.1.4 The course qualification, award, or other outcomes

2.1.5 Campus locations and facilities, equipment and learning resources available to students

2.1.6 The details of any arrangements with another provider, person or business who will provide the course or part of the course

2.1.7 Indicative tuition and non-tuition fees, including advice on the potential for changes to fees

over the duration of a course, and the registered provider's cancellation and refund policies

2.1.8 The grounds on which the overseas student's enrolment may be deferred, suspended, or cancelled

2.1.9 The ESOS framework, including official Australian Government material or links to this material online

2.1.10 where relevant, the policy and process the registered provider has in place for approving the accommodation, support, and general welfare arrangements for younger overseas students (in accordance with Standard 5)

2.1.11 accommodation options and indicative costs of living in Australia.

2.2 The registered provider must have and implement a documented policy and process

- For assessing whether the overseas student's English language proficiency,
- Educational qualifications or work experience is sufficient to enable them to enter the course.

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2.3 The registered provider must have and implement a documented policy and process for assessing and recording

- recognition of prior learning (RPL),
- and granting and recording course credit if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

2.4 If the registered provider grants RPL or course credit to an overseas student, the registered provider must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

2.5 If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must:

- inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
- report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

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Procedure

1. RECRUITMENT OF OVERSEAS STUDENT- BEFORE ENROLMENTS

Prior to accepting an overseas student or intending overseas student for enrolment in a course from direct or through any registered agent, Swanston Institute provide comprehensive, current and in plain English language the information to the overseas/International Student or intending overseas student by electronic copy of Student Handbook which is available on Swanston Institute Website:

- a) the requirements for an overseas student's acceptance into a course, including:
- the minimum level of English language proficiency,
 - educational qualifications or work experience required,
 - and course credit if applicable
 - the CRICOS course code,
 - course content,
 - modes of study for the course including compulsory face to face, online and/or work-based training etc.
 - other collaborative research training arrangements, and assessment methods
 - course duration and holiday breaks
 - the course qualification, award, or other outcomes
 - campus locations and facilities, equipment and learning resources available to students
 - the details of any arrangements with another provider, person or business who will provide the course or part of the course

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- indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies
- the grounds on which the overseas student's enrolment may be deferred, suspended, or cancelled. Please refer to Deferment, Cancellation and Suspension Policy and Procedures
- the ESOS framework, including official Australian Government material or links to this material online
- granting and recording course credit if it intends to assess RPL or grant course credit. For more information of the credit transfer and RPL, please refer to Swanston Institute Credit transfer and RPL Policy and procedures.

b) relevant information on

- Student visa requirements
- Department of home affairs information – Victoria
- Student visa conditions
- Overseas student health cover (OSHC)
- Arriving in Australia
- Airport pickup
- Temporary accommodation
- Items to bring with you and approximate living cost per years
- Local amenities
- Accommodation options and indicative costs of living in Australia.

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2. Assessing Student's Qualification, Experience & English proficiency

Swanston Institute will assess all students' enrolment applications to ensure that they meet the enrolment requirements of the course to ensure their ability to complete the qualification. Swanston Institute will determine the amount of training they provide to each learner regarding their existing skills, knowledge, and the experience.

- a. All enrolment applications received will be assessed by Swanston Institute against the entry requirements for the applied course of study
- b. Only a fully completed application form accompanied by all the required documents will be processed. All International students are required to submit the following with their application form:
 - An authorized copy of their visa (if applicable)
 - Evidence of English proficiency
 - Personal details page of the passport
 - Mature age, and or proof of being 18 years or older at the proposed date of commencement
 - Other supporting information such as previously attained qualifications, (*"Academic Entry Requirements - Overseas Qualifications (for example Year 11 or Year 12)"* Documents-
 - Swanston Institute Administration Staff will check the academic Requirements against each course requirement

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- current OSHC (Overseas Student Health Cover) (If required OSHC can also be arranged by Swanston Institute for students. Any amount towards OSHC is separately payable by the student.)
- Copy of release (*where applicable*)

An International student's English proficiency is required to be evidenced by any **ONE** (1) of the following:

- Enrolment into each course requires each International Student to meet the specified IELTS level or equivalent (listed under English language requirements - Please refer to the course guide for further information; College website www.swanston.edu.au per their chosen course.
 - Each student is required to provide a certified/agent verified copy of their current IELTS level from their IELTS provider on application to Swanston Institute.
 - If the student's IELTS has expired, an Australian Certificate IV qualification or an English language qualification at the upper intermediate level or above studied in Australia can be considered as a suitable entry requirement.
 - If the IELTS test or its equivalent (listed under English language requirements - Please refer to the course guide for further information College website www.swanston.edu.au shows that the English language requirements have not been met, then the student will need to undertake a period of study in an English language course that gives an outcome at the upper intermediate level.
- i. In the event that a student does not have formal evidence of English proficiency or of other vocational or higher education qualifications, they will be required to undertake the college's LLN test to satisfy the applied course English proficiency requirement as result of this LLN test students may be enrolled directly into the course **or** may be

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required to undertake a specified period of English language study (ELICOS course) for an appropriate duration until the student achieves required LLN level prior to admission at Swanston Institute.

- International students who are citizens of the following countries are not required to provide evidence of English language proficiency provided they have at least one assessable qualification at year 12 level or above from one of the countries listed and the language in which they undertook the qualification was English.

- Canada (excluding Quebec)
- Ireland
- New Zealand
- Singapore
- South Africa
- United Kingdom (including Northern Ireland)
- United States of America

- c. Pre-Enrolment/ Training Review Form- The Pre-Enrolment/Training Review (PTR) is a process undertaken to determine but not limited to: the most suitable and appropriate course and training for an individual conducted prior to the enrolment into course of studies to ensure that the training and assessment provided by Swanston Institute is able to meet the student's individual needs and their host workplace requirements (if applicable).

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- d. Before we make an offer, Swanston Institute is required to conduct a review of a student's current competencies, including their literacy and numeracy skills, in order to enrol them in the most appropriate course to achieve their intended outcomes
- e. Successful completion of the Swanston Institute Language Literacy and Numeracy (LLN) Test relevant to the levels:
- Each enrolment application is to be assessed to ensure that the student's Language, Literacy and Numeracy skills are appropriate for the course for which enrolment is sought.
 - A qualified assessor (trainer / admissions team) assesses the applicant's Language, Literacy and Numeracy skills necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the particular qualification in which the applicant wants to enrol.
 - If the LLN test result shows that the LLN requirements have not been met, then the student may be offered support from the college. Please refer to the Language, Literacy and Numeracy Policy and Procedures for more details.
- f. A copy of the enrolment form and all the supporting documents will be kept on the student file.
- g. If an application meets the entry requirements, then a Letter of Offer along with the "Student Written Agreement" is issued to the applicant.

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- h. If the application does not meet the entry requirement, Student/Student Representative will be advised of the same. The student can apply again in the future when the applicant meets the Academic, Age and English requirements for the course.

3. Admission Process:

After the student application is assessed as successful, the following steps will be followed:

- Letter of Offer and International Student Agreement- will be sent to the applicant/ their agent/ representative (including details of tuition fees, information regarding refund commencement dates, OSHC and Visa information).
- Applicants wishing to accept the offer must pay the fee requested in the Letter of Offer and Acceptance Agreement, complete, sign and date the Letter of Offer and Acceptance Agreement and return it to Swanston Institute. For more information, please refer to formalisation of enrolment and Written Agreement Policy and Procedures.
- Once the completed acceptance agreement and the fee is received (and cleared by the bank) an electronic Confirmation of Enrolment (eCOE) will be generated by PRISMS (Provider Registration and International Student Management System) and sent to the student/ the student's agent/ representative accordingly.
- Applicants must then apply for a student visa at their Australian Student Visa centre (Please check - [Department of Home Affairs](http://www.homeaffairs.gov.au) website for more information <https://www.homeaffairs.gov.au/> and make travel arrangements to arrive in Australia at least two weeks before the course commencement date (advisable).
- All completed applications are to be filed into the respective students' folders.

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All students are encouraged to contact Swanston Institute's staff at any time to clarify any doubts and seek more information. Students will again be explained in detail about all the policies and procedures during the Orientation Process.

Associated Documents/ Forms

1. Student Application Form/Enrolment form
2. Offer Letter
3. Written Agreement
4. Course Brochures
5. Student Handbook
6. Pre-Enrolment/Training Review Form
7. Language, Literacy and Numeracy Test