

# National Code Standard 2

## *Student 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 an appropriate selection process is adhered to.

### **Student entry requirements**

2. The following pre-admission requirements apply to all overseas students:

#### **2.1. 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.

#### **2.2. English language proficiency:**

Individuals wishing to enrol must have an IELTS band score of 5.5 (academic test version) or equivalent internationally recognised exam result in line with DIAC regulations.

Alternatively, students who do not possess the applicable IELTS score must pass (**50% or higher**) the College's internal English Vocational Placement Assessment.

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 the College.

*The above requirements do not apply to students wishing to enrol in English courses.*

#### **2.3. 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.

#### **2.4. Additional requirements**

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

### **Publication of entry requirements**

3. Information about student entry requirements will be made available to both staff and students. This information will be provided on the College website, in student handbooks and staff manuals. In addition, education agents will be advised of student entry requirements on a regular basis by way of emails and other written notification (in accordance with our education agent policy).

### **Student selection and enrolment process**

4. 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.
5. 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.
6. 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. Equal opportunity is accorded to all applicants in accordance with Equal opportunity legislation.
7. 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.
8. 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. 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.
9. 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.
10. 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.

### **Student induction**

11. 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.
12. Information about the College's induction program and induction dates is sent to newly enrolled students under the supervision of the Business Development Manager.

13. 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.
14. At the induction, all prospective students are referred to the Student Manual (available electronically on the website) and details of College support staff whom they are able to visit if they have any questions about student services or welfare issues.
15. 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.
16. The Compliance Officer conducts a review of all new student's file at the mid point of each term to ensure that new student's have undertaken their inductions.

### **Related forms / publications**

- International Student Enrolment Application and Agreement Form
- Induction Agenda
- Student Induction Form
- Inductions Obligations form
- Student Induction Checklist