

Student Engagement before Enrolment Policy and Procedure

This policy is in place to ensure that all individuals who enter a Nationally Accredited Program have the appropriate skills and abilities they require to be successful in their studies.

- The policy applies to all international student operations of Institute of Skills and Training Australia.
- This policy relates to the following corporate documents and legislations:
- International Student Admissions, Education agents
- Marketing Information & Promotional Practices
- Standard 2 of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2018 ESOS

Definitions

CRICOS - Commonwealth Register of Institutions and Courses for Overseas Students.

DHA - Department of Home Affairs

ESOS - Education Services for Overseas Students Act 2000.

National Code - The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

International Student - A person holding an Australian student visa, enrolled in a CRICOS registered course, at Institute of Skills and Training Australia on shore.

PRISMS - Provider Registration and International Students Management System.

Course - Program of Education or Training, defined as Course in the ESOS Act.

Policy

This policy supports 'Standard 2 – Student Pre-Enrolment Policy' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2018' which states:

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

- 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.
- b) 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.
- c) course duration and holiday breaks
- d) the course qualification, award or other outcomes
- e) campus locations and facilities, equipment and learning resources available to students.
- f) the details of any arrangements with another provider, person or business who will provide the course or part of the course.
- g) 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

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- h) the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled.
- i) the ESOS framework, including official Australian Government material or links to this material online.
- j) accommodation options and indicative costs of living in Australia.

The registered provider must have documented procedures in place and implement these procedures to assess whether the student's qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

Actions

It covers the stages of:

- Pre-Enrolment Information.
- Entry Requirements for International Students.

Procedure

Institute of Skills and Training Australia embraces flexibility and equal opportunity encouraging people to apply for enrolment without discrimination and ensure that an optimal number of students can participate in education and training at the highest level.

The following outlines entry requirements for both local and international students intending to study at Institute of Skills and Training Australia.

Entry Requirements for International Students

An English Language proficiency level of one of the following:

- IELTS band score of 6.0 (or equivalent internationally recognised exam result) in line with DHA regulations and PTE, Cambridge FCE equivalency (Refer to the International Admissions Policy)
- Satisfactorily completing ELICOS with a recognised pathway partner.
- Completed secondary studies in your home country equivalent to an Australian Year 12 qualification or
- Completed Senior Secondary Certificate of Education in Australia with a satisfactory pass in 'English' or completed a recognised foundation course in Australia or other country with a pass in all subjects. (Refer to the International Admissions Policy)
- Mature age students will also be considered without minimum education requirement but with

relevant work experience within chosen area of study and demonstrated capacity to meet course requirements

Note: All documents that are presented when applying for enrolment at the Institute of Skills and Training Australia must be translated into English.

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Selection

The Institute of Skills and Training Australia selection process is conducted in an ethical and responsible manner. Entry requirements are in accordance with equal opportunity regulations in Australia. Selection and enrolment at Institute of Skills and Training Australia is carried out in an ethical and responsible manner, which encourages individuals to apply for enrolment without fear of discrimination. Institute of Skills and Training Australia instead seeks to identify any special requirements that an individual applicant may have.

For International Students

Selection for course enrolment is mostly done by an appointed agent through an interview process to ensure all students meet the minimum requirements as outlined in Entry Requirements above.

During the interview, applicants are provided with information on the following:

- Course details (contact hours per week etc....)
- Education Pathways,
- Teaching and assessment methods,
- Fee structures,
- Institute of Skills and Training Australia requirements,
- Recognition of other AQF qualifications, Recognition of Prior Learning & Credit Transfer information,
- Student welfare and counselling services at ISTA,
- Legislative and regulatory education guidelines and requirements.
- Pre-departure briefing regarding familiarisation of Australian culture and the city of Darwin.

(Note: Institute of Skills and Training Australia has all this information available on their website. The student is directed to the website or given a hard copy if requested)

Enrolment

Institute of Skills and Training Australia will follow enrolment guidelines in accordance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, ensuring that all information is recorded on the Provider Registration and International Students Management System (PRISMS) for every overseas student enrolled. Institute of Skills and Training Australia will notify DHA within 14 days of the details of each accepted student via PRISMS.

All overseas students at Institute of Skills and Training Australia can only be enrolled in fulltime courses. International students currently studying on a student visa are only eligible to enrol in fulltime courses offered at Institute of Skills and Training Australia.

Orientation

All successful applicants complete an orientation program the first day of the course to familiarise themselves with the RTO services, facilities and procedures. Students will be given an orientation pack to introduce them to the services available and provide them with some general information about life in Australia. All Students will be provided with a full orientation of Institute of Skills and Training Australia facilities and services upon arrival.

Students will be informed that if they need LLN assistance they need to schedule an appointment with their trainer and meet with them to discuss their needs.

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Associated Documents

- ISTA Website
- Orientation Information

Assessing Student's qualifications, experience and English proficiency Policy

This policy supports 'Standard 2 of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2018' which states:

"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."

Institute of Skills and Training Australia will assess all students' enrolment applications to ensure they meet the enrolment requirements of the course to ensure their ability to complete the qualification.

Implementation

- Ensure that staff engaged in recruitment and admissions activities are fully trained in the requirements of the ESOS Act
- Ensure that all new staff have attended ESOS training in the first 6 months of the commencement of their role.
- Ensure that all agents have up to date course information and collateral.

The marketing staff, administration staff and RTO Manager are responsible for the content of all marketing materials and for the conduct of education agents that have signed agreements with Institute of Skills and Training Australia. This policy is reviewed by the RTO manager on an annual basis.