

Selection, Admission and Enrolment Policy and Procedure For International Students

The Learning Professionals

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Selection, Admission and Enrolment Policy and Procedure For International Students

1. POLICY STATEMENT

The purpose of this policy is to ensure that the selection, admission, and enrolment of potential international students is fair, systematic, and meet requirements as defined in the National Code 2018, Standard 1,2,3,4.

This policy is made available to all stakeholders on The Learning Professionals website.

2. SCOPE

The Selection, Admission and Enrolment – International students policy applies to all international students enrolled in and studying VET courses at The Learning Professionals.

3. DEPARTMENTS AFFECTED

This Policy applies to Admissions, Finance and Student Support Departments.

4. RESPONSIBILITY, ADHERENCE AND ENFORCEMENT

The CEO is responsible for this policy ensuring staff, authorised education agents and students are aware of international student selection, admission, and enrolment into The Learning Professionals Courses.

The RTO Manager is responsible for the implementation of this policy.

The Recruitment and Admission Staff are responsible for the application of this policy.

5. DEFINITIONS

Course	A vocational qualification offered by The Learning Professionals
(Authorised) Education Agents	A person or Agency having a valid Agent Agreement in place with The Learning Professionals to recruit students on behalf of The Learning Professionals. An education agent may guide a student with an application to enrol in a course.
CRICOS	CRICOS means Commonwealth Register of Institutions and Courses for Overseas Students. Training providers must be approved for registration on CRICOS before they can teach overseas students. This Register lists all Australian education providers that are approved to teach overseas students and the courses that they offer.
PRISMS	PRISMS is a secure database owned and maintained by the Department of Education and Training for the purposes of administering the Education Services for Overseas Students Act 2000 (The ESOS Act). PRISMS provide means for education and training providers to comply with legislative requirements by:

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	<p>a) issuing bona fide confirmation of enrolment (CoE) as ‘evidence of enrolment’ in a registered full-time course, as required for the issue of a student visa by Department of Home Affairs; and</p> <p>b) reporting changes in course enrolment, particularly where study ceases (non-compliance), or the duration of the study changes. PRISMS also facilitate the monitoring of student compliance with visa conditions, as well as the provider’s compliance with the ESOS Act</p>
ASQAnet	The Australian Skills Quality Authority's (ASQA's) online web portal for managing registration, applications, and fee payment for registered training organisations (RTOs) and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) providers
ESOS Framework	Education Services for Overseas Students (ESOS) framework that protects the rights of international students studying in Australia

6. PROCEDURES

6.1 Marketing

The Prospective students applying for a course must be provided with adequate pre-enrolment information prior to making their application, so they may make an informed decision of their study requirements by The Learning Professionals program:

- Course Flyer/s
- Course Information brochure (Course Guide)

6.2 Education Agents

6.2.1 Authorised Education Agents evaluate on behalf of The Learning Professionals, if a prospective student is eligible for enrolment, clarifying and verifying the applicants:

- Intention to study
- Intended study plan
- Education and employment history
- Current circumstances
- Supporting documentation

6.2.2 The Learning Professionals must enter into a written agreement with each education agent it engages to formally represent The Learning Professionals. Each education agent details are entered into and maintained in PRISMS and ASQAnet. Refer to Agent Management policy and procedure for details.

6.3 Applicant needs

The Learning Professionals encourages all applicants to submit an application, including those with disabilities and/ or any special needs, however The Learning Professionals does not enrol international students under the age of 18 years or students with needs that impeded the student from completing the course for the purpose of engaging in the workplace in the future.

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6.4 Application

- 6.4.1 An applicant must complete The Learning Professionals online application, which must be supported with sufficient certified documental evidence, including but not limited to:
- passport or national ID card
 - academic transcripts/records
 - English language proficiency
- 6.4.2 The Learning Professionals will not enrol an overseas student seeking to transfer from another registered provider's course prior to the overseas student completing six months of their principal course without proof the releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered and the releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS. Refer to Student Transfer policy and procedure for details.
- 6.4.3 All applicants will be required to undergo a Pre-Training Review (PTR) process so that The Learning Professionals can confirm the training option that the applicant has selected is most appropriate.
- 6.4.4 The PTR consists of a Pre-training questionnaire, an LLN test and an interview with The Learning Professionals staff if required.

6.5 LLN Assessment

- 6.5.1 During Orientation students will complete a Language, Literacy and Numeracy (LLN) assessment to determine their current LLN skills. As a result of the assessment, if any skills are lacking, for the course they are entering, the student will be interviewed by an approved trainer and an individual LLN plan will be developed to assist their trainers to support them during their training.
- 6.5.2 Students are exempted from LLN test if one the following applies:
- a. Having completed a same AQF level qualification before enrolling
 - b. Having completed at least 5 units at Certificate IV or higher before enrolling

6.6 English Language requirements

- 6.6.1 International students need to provide the following evidence of English proficiency:
- IELTS overall 5.5 or TOEFL IBT 46 or PTE Academic 42 or CAE & CPE 162, or
 - General English: Upper level, or
 - Occupational English Test (OET): B for each test component or
 - GCE A levels or
 - GCE O levels or
 - International Baccalaureate
- 6.6.2 English Language exemption
International students do not need to provide evidence of an English test score if one the following applies:
- a. Citizen of or passport issued by United States of America, United Kingdom, Canada, New Zealand, Republic of Ireland, or Completed (within the past 2 year) in Australia in English: Senior Secondary Certificate of Education, or Substantial component (at least 5 units) of AQF level 4 or higher on a student visa, or
 - b. Minimum 5 years of study in Australia, Canada, New Zealand, South Africa, Republic of Ireland, United Kingdom, United States of America.
- 6.6.3 If international students can't provide one the above evidence of English proficiency or exemptions, they need to attend an interview with The Learning Professionals English trainers to assess whether their English level meet the requirements for the course.

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6.7 Credit Transfer (CT) and Recognition of Prior Learning (RPL)

All units of competency recorded on a statement of attainment or record of results issued by previous registered RTO will be recognised by The Learning Professionals and granted credit transfers on presentation of a certified copy of the original evidence. Students that wish to apply for RPL against units of competency must complete a skills assessment to determine what units they may be eligible to gain via an RPL process. Refer to Credit Transfer and RPL policy and procedure for details.

6.8 Skills Assessment for Credit Transfer

All students will undergo a skills assessment to confirm currency and sufficiency of skills against each unit recorded as credit transfer. If there is a requirement for the student to complete gap training for skills development to upgrade to current industry standards, this opportunity will be provided to them during their course and timetabled as required.

6.9 Conditional Offer of Enrolment

If an applicant does not meet the entry requirements, they may be issued with a conditional offer letter, that will outline all the conditions that the applicant must meet prior to the enrolment and written agreement. Prior to or on the orientation day, the applicant will be required to provide evidence that they have satisfactorily met the conditional entry requirements.

6.10 Offer of Enrolment

If an applicant does meet the entry requirements, they will be issued with an offer letter and a written agreement

6.11 Written Agreement

The Written Agreement outlines the course or courses to be enrolled and any conditions of the enrolment including:

- The Learning Professionals
 - CRICOS course code
 - main phone and email contacts
- pre-requisites to enter the course
- minimum level of English language proficiency
- agreed starting date of the course
- location/s of training on commencement of the course
- offered modes of study for the course, including compulsory online and/or work-based training, placements, and/or other community-based learning and/or collaborative research training arrangements
- work-based training placements a student is required to complete as part of the course outcomes associated with the course
- association with any other persons or organisations the registered provider has arrangements with for the delivery of the course in which the student intends to enrol or may apply to enrol
- contact person in emergency situations
- list any conditions imposed on the student's enrolment, which includes:

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- study periods within the course and the length of each study period
 - Attendance and course progress and a link to The Learning Professionals policies and procedures
 - tuition fees, payment schedule, payment options and itemised list of additional non-tuition fees costs and payment as a result of having their study outcomes reassessed, deferral of study, fees for late payment of tuition fees, or other circumstances in which additional fees may apply with a link to The Learning Professionals policies and procedures
 - refunds process and a link to The Learning Professionals policy and procedure
 - the student obligation to notify The Learning Professionals of a change of address, mobile and email within seven days while enrolled in the course
 - internal and external complaints and appeals process, which does not remove their right to uptake the Australia's consumer protection laws and a link to The Learning Professionals policy and procedure
 - information of the policies and procedures that a student is bound by after enrolment via a link to The Learning Professionals Website, detailing their rights, responsibilities and obligations as an international student studying in Australia
 - explanation, in plain English, of what happens in the event of a course not being delivered and a link to The Learning Professionals policies and procedures
 - student responsible for keeping a copy of the written agreement as supplied by the registered provider, and receipts of any payments of tuition fees or non-tuition fees
- A copy of the ESOS Framework factsheet and Privacy statement (Privacy Act 1988), containing information on the circumstances in which a student's personal information may be shared between The Learning Professionals and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS) framework. This information includes:
 - personal contact details
 - course enrolment details and changes
 - circumstances pertaining to a breach of student visa conditions and/or other enrolment matters

6.12 Payment of Acceptance fees

An applicant will not be accepted, and The Learning Professionals will not accept any course tuition fee from the student, unless a fully signed and dated student written agreement is in place.

6.13 Retention of International Students Written Agreement and receipts of payments

The Learning Professionals must retain records of all written agreements as well as receipts of payments made by students under the written agreement for at least 2 years after the person ceases to be an accepted student.

6.14 Confirmation of Enrolment (CoE)

Upon signed agreement, a minimum payment must be made to release an Electronic Confirmation of Enrolment (eCoE) to the student via PRISMS.

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6.15 Orientation

All students must attend a compulsory orientation session 1 (one) week prior to commencement of their course at The Learning Professionals. The induction will include:

- Introduction to student support staff, student services and student obligations to policies and procedures including:
 - Complaint/Appeals policy and procedure
 - Fees and Refund policy and procedure
 - Course progress policy and procedure
 - Attendance policy and procedure
 - Cancellation/withdrawal policy and procedure
 - Tuition Protection Scheme (TPS) Protecting your tuition fees
- Confirmation and or updated of contact details
- The contact person in emergency situations is The Student Support Manager via admin@thelearningprofessionals.com.au
- Meeting with a finance officer to verify minimum payment required, discuss payment options and, if applicable, agree to a payment schedule arrangement (PSA)
- course training plan and scheduled class timetable
- Collection of any applicable material and equipment
- Issuance of a student ID card
- Log in to student portal and e-mail
- Verifying/Creating USI
- LLN Assessment, if required
- Tour of training site as required

6.16 Internal Admissions process

On receipt of an application a student file will be created in VetEnrol Admissions Data base. All correspondence, certificates and eCoE activity will be recorded on this file. In addition, records will be created on the Student Management System and will be updated as appropriate. An admission officer will assess the application using the following checklist within VetEnrol.

Note: To verify the authenticity of documents relating to evidence of academic qualifications, Admission Officers are to review documents for characteristics of forgery and to facilitate identification of non-authentic documents. Academic Records must be certified as true copies by government bodies or MARA or approved education agent.

6.17 Student Management Transfer

Minimum Requirements	Documents provided to support Application
Application received	<input type="checkbox"/> Electronic Application received in VetEnrol <input type="checkbox"/> Verified approved education agent application
Academic Achievements	(One of the following criteria only): <input type="checkbox"/> Completion of at least year 11 or equivalent <input type="checkbox"/> Completed any qualification from the Australian Qualifications Framework at level 3 or higher.
English Language Proficiency Achievements	(One of the following criteria only): <input type="checkbox"/> IELTS of 5.5 or equivalent (TOEFL iBT, TOEFL PBT, PTE, CAE or OET) which is recognised by the Department of Home Affairs

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	<input type="checkbox"/> An English Proficiency of Upper Intermediate level or equivalent from another English Australia Member or accredited ELICOS course <input type="checkbox"/> Completion of any qualification from the Australian Qualifications Framework at level 3 or higher in English <input type="checkbox"/> Completion of the Pre-Training Review with LLN Assessment to level required or an individual LLN plan developed to support student to meet assessment level during study
Pre-Training Review	Pre-training questionnaire completed to determine if <input type="checkbox"/> the course chosen by the applicants is suitable and appropriate and informed by the following evidence <input type="checkbox"/> interview to identifying their aspirations and interests <input type="checkbox"/> evidence of existing educational attainment, capabilities, and competencies previously acquired <input type="checkbox"/> demonstrated understanding of their chosen course outcomes <input type="checkbox"/> LLN Assessment of core skills level (learning, reading, writing, oral communication, and numeracy skills) digital capability
Verification of study rights	<input type="checkbox"/> Visa Entitlement Verification Online accessed <input type="checkbox"/> Letter of release supplied
Offer Letter	<input type="checkbox"/> Conditional offer letter subject to conditions and written agreement issued <input type="checkbox"/> Letter of Offer and with written agreement issued
Acceptance of offer	<input type="checkbox"/> Written agreement returned, signed <input type="checkbox"/> Initial fee payment confirmed <input type="checkbox"/> Over initial payment received - Transfer to International holding account
Fail to accept offer	<input type="checkbox"/> 2 months since offer sent and offer not accepted – Cancel offer
Issue of eCoE	<input type="checkbox"/> Process application in Prisms <ul style="list-style-type: none"> <input type="checkbox"/> Conditions <input type="checkbox"/> Course/s <input type="checkbox"/> Commencement date/s <input type="checkbox"/> Fees <input type="checkbox"/> Issue eCoE
Welcome pack	<input type="checkbox"/> Welcome pack issued prior to course commencement
Orientation	<input type="checkbox"/> Orientation completed <input type="checkbox"/> Course material issued
Failure to commence	<input type="checkbox"/> 14 days post course commencement - Cancel CoE as non-commencement <input type="checkbox"/> Notify student and education agent of CoE cancellation
Transfer to SMS	<input type="checkbox"/> Students commence first scheduled class <input type="checkbox"/> Student AVETmiss files transferred to VETtrak

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