Vocational Training Institute
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RTO 41111 CRICOS 03487C

Admissions Policy and Procedure

1. Policy

This policy is intended to provide a broad framework and minimal requirements for determining admission to training programs, and to ensure that all individuals who gain entry into Program have the appropriate skills and abilities, they require to be successful in their studies at Vocational Training Institute (VTI).

The practices followed will be in compliance with the Standards 3.6 (a) (c) and Standard 5 of Standards for RTOs 2015 (SRTO 2015) and Standard 2 & 3 the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (ESOS National Code 2018).

2. Purpose

The purpose of this policy is to outline a documented procedure for assessing prospective student's educational qualifications, experience and English language proficiency and procedure to demonstrate the procedure VTI staff and prospective students will follow when making application and enrolling at the VTI.

The policy provides guidelines to the staff to make an informed decision prior to offering course(s) to the student intending to undertake study at VTI.

3. Scope

This policy applies to all prospective students and the VTI staff who are involved in assessing applications, issuing the Offer Letter & Written Agreement, processing applications in PRISMS and enrolling students.

4. Policy Statement

4.1. VTI ensures students' educational qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought (outlined below).

4.2. Standard 2.1.1 of the National Code 2018 requires providers to provide current and accurate information about the minimum level of English language proficiency, educational qualifications and work experience required, and course credit if applicable required before accepting a student for enrolment in a course.

4.3. VTI recognises students' prior learning. Recognition of Prior Learning (RPL) is a process through which applicants gain course credits based on experience gained through similar study (but not direct equivalent), work experience (in any

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form) or through informal or formal training or other life experiences. Please refer to Credit Transfer and Recognition of Prior Learning Policy and Procedure for further details in cases where RPL or Credit Transfer has been awarded after the issuance of the student visa, VTI will report the change on course duration in PRISMS.

4.4. VTI recognises qualifications and Statements of Attainment issued by another RTO. Where a student enrols in a qualification delivered and assessed by VTI, then VTI will recognise the units of competency included on a Statement of Attainment/ Records of results issued to the applicant by another RTO. VTI also recognises the USI record of results.

4.5. VTI authenticates the transcripts/certificates provided by the student for Credit Transfer (CT) via viewing the USI transcript online or by directly contacting the issuing organisation.

4.6. VTI shall require that all the students applying for or enrolling in a course provide VTI with their USI number for verification - unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, VTI will inform the student prior to either the completion of the enrolment or commencement of course, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared.VTI must retain records of all written agreement and receipts of payments made for at least 2 years after the person ceases to be an VTI student.

4.7. Offers must not be made to students who will be under the age of 18 years.

4.8. VTI reserves the right not to provide admissions if entry requirements are not met.

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5. Entry Requirements/Admission Criteria

5.1. All students must be at least at the age of 18 years.

5.2. English Language Proficiency Requirements

VTI outlines the English Language Proficiency Requirements as below for all its scope of qualification that must be met before the course commencement.

Courses	English Entry Requirements
BSB Training Package	• Have an IELTS* score of 5.5 (test results must be no more than 2 years old with no band score less than 5 in each module). English language competence can also be demonstrated through documented evidence of any of the following: • IELTS score of 4.5 or equivalent with an ELICOS (minimum of 20 weeks) or IELTS score of 5.0 or equivalent with an ELICOS (minimum of 10 weeks) to be taken before the course. ELICOS must be at least at General English Upper Intermediate or English for Academic Purposes Upper-Intermediate level; OR • an applicant who is a citizen of, and holds a valid passport issued by the United Kingdom, the United States of America, Canada, New Zealand, or the Republic of Ireland; OR • Educated for 5 years in an English speaking country (Australia, United Kingdom, the United States of America, Canada, New Zealand, South Africa or the Republic of Ireland); OR • Completed (within the past 2 years) in Australia in English: Substantial component of AQF level 4 or higher on a student visa; OR
• **BSB50420 Diploma of Leadership and Management** • **BSB60420 Advanced Diploma of Leadership and Management**	

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	• Successful completion of an Oxford English Placement Test (score 62-B2) **Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.*

- In case, if the applicant does not meet VTI's English language proficiency direct entry level requirements, a conditional offer letter/ COE will be issued subject to successful completion of Oxford English Placement Test. This test must be successfully completed prior to commencement of the course.

5.3. Academic Entry Requirements

Courses	Academic Entry Requirements
BSB Training Package	
BSB50420 Diploma of Leadership and Management	• Have completed the Year 12 or equivalent
BSB60420 Advanced Diploma of Leadership and Management	• Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or • Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

5.4. Language, Literacy and Numeracy Requirement

It is mandatory for every student to undertake Language, Literacy and Numeracy (LLN) Test prior to commencement of studies in a course. Applicants must achieve at least Australian Core Skills Framework (ACSF) level 3 in all domains to gain entry into any course in VTI. LLN Test is done to understand if any special learning needs the student may require studying the selected course at VTI. The LLN Test can be taken prior to the Orientation Day or will have to be taken on Orientation Day.

5.5. Assessing Recognition of Prior Learning (RPL)/Credit Transfer (CT)

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If an applicant is applying for RPL, the applicant is required to make an appointment with the Assessor to discuss their eligibility and the process. The assessor will notify the admissions team, with the RPL outcome for the course and then a revised offer is to be made, if required.

If an applicant is applying for a credit transfer, the applicant is required to complete the CT Form detailing all the units they have successfully completed. The Administrative team will check and verify the authentication of the submitted document via viewing the USI transcript online or by directly contacting the issuing organization. Applications for RPL and CT are governed by the Recognition of Prior Learning and Credit Transfer Policy and Procedure.

In the case of accepted RPL or CT, VTI will inform the student in writing of the outcome of the application and advise the student of reduced course duration.

VTI does not charge any fee for issuing CT however, RPL will incur AUD $250 per unit as per VTI's Fee and Charges Policy.

6. Procedure for Application Assessment and Admission

6.1. Procedure for Assessing Application

6.1.1 Prospective students seeking to be admitted to a course offered by VTI must make application directly to VTI or through an authorised education agent acting on behalf of VTI.

6.1.2 Application Forms and document checklist are available on VTI's web site https://www.vocationalinstitute.com.au/ as well as at VTI's reception.

6.1.3 All the prospective students will be provided with or sent pre-enrolment information comprising of:

- Course Brochure
- Application Form

Website links to relevant VTI's policies and procedures, and the ESOS Framework, are embedded in International Student Handbook as a part of the pre enrolment information. For offshore students, VTI Student handbook is available on VTI's website.

6.1.4 On receipt of application form and other required documents, the Administration Team will ensure that the application documents are complete for assessment. This would include:

- An application form with all the required fields completed.
- Proof of English language proficiency.
- Copy of the current and valid passport.
- Copy of current visa where applicable.
- Copies of the academic qualifications and transcript (in English) where applicable. Administrative Team processing new applications must

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verify the applicant's academic credentials, eligibility criteria and the status of the awarding institution by means of, but not limited to;

- Where possible, sighting original transcripts, awards and other supporting documents.
- Ensuring that all the supporting documents are in good condition, legible and if containing foreign language, accompanied by certified and verifiable translation in English.
- Matching and comparing the details of academic history and achievements stated in the application with that of accompanied documents, including full name, date of birth and date of completion.
- When in doubt, bringing any illegible or doubtful documents or concerns to the attention of the Academic Coordinator or Operations Manager for further investigation.
- Determination of course suitability for applicants seeking a place in a course, and through the Academic Coordinator if needed.
- The administration team will carefully compare the entry requirements stated in the course brochure(s)with the documents submitted by the applicant.
- Records are maintain in the Excel Sheet of all the applications.Students who have enrolled or have CoE's from another provider must not be enrolled until they have completed the first twelve months of their principal course
- or have a release from the provider of the principal course. The methods for checking if a student is enrolled or has a CoE from another provider include:
  - Asking the student;
  - Checking the student visa on VEVO if required;
  - The PRISMS flags when VTI attempts to generate a CoE.

6.1.5 All the above methods should be applied to each student attempting to enrol onshore. If there is any doubt about the student's status, then do not provide the student with an offer letter or attempt to enrol them until status is confirmed.

6.1.6 The Administration Team must review the student applications and determine if an offer should be made based on the entry requirements for the qualification.

6.1.7 If the applicant is claiming CT, submitted documents transcript, certificates, statement of attainment has to be authenticated by the Administration Team via viewing the USI transcript online or by directly contacting the issuing organisation.

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6.1.8 Check that the rest of the application form has been fully completed and no information has been left blank and the student has signed and dated the application.

6.2. Pre Enrolment Stage

6.2.1 Applicants that meet all the entry requirements will be offered a place in the course being applied for Full or conditional Letter of Offer and Acceptance of Enrolment Agreement will be issued by VTI and sent to the applicant and/or their education agent.

6.2.2 A written agreement must comply with the requirements of the ESOS Act and the National Code 2018.

6.2.3 The written acceptance agreement will:

- outline the course or courses in which the student is to be enrolled, the expected course start date, the location(s) at which the course will be delivered, the 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;
- outline any prerequisites necessary to enter the course or courses, including English language requirements;
- list any conditions imposed on the student's enrolment;
- list all tuition fees payable by the student for the course, the periods to which those tuition fees relate and payment options (including, if permitted under the ESOS Act, that the student may choose to pay more than 50 % of their tuition fees before their course commences);
- provide details of any non-tuition fees the student may incur, including their study outcomes reassessed, deferral of study, fees for late payment of tuition fees, or other circumstances in which additional fees may apply;
- set out the circumstances in which personal information about the student may be disclosed by the registered provider, the Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988;
- outline the registered provider's internal and external complaints and appeals processes, in accordance with Standard 10 (Complaints and appeals);
- state that the student is 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;

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- Only use links to provide supplementary material.

6.2.4 The written agreement will also include the following information, which is to be consistent with the requirements of the ESOS Act, in relation to refunds of tuition fees and non-tuition fees in the case of student default and provider default:

- amounts that may or may not be repaid to the overseas student (including any tuition and non-tuition fees collected by education agents on behalf of the registered provider);
- processes for claiming a refund;
- the specified person(s), other than the overseas student, who can receive a refund in respect of the overseas student identified in the written agreement, consistent with the ESOS Act;
- a plain English explanation of what happens in the event of a course not being delivered, including the role of the TPS;
- A statement that "This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of
- the student to take action under the Australian Consumer Law if the Australian Consumer Law applies".

6.2.5 The written agreement will also mention the requirement that the overseas student or intending overseas student, while in Australia and studying with that provider, must notify VTI of his or her contact details including:

- the student's current residential address, mobile number (if any) and email address (if any);
- whom to contact in emergency situations;
- Any changes to those details, within 7 days of the change.

6.2.6 When issuing the offer letter, follow the process for ensuring compliance with approved duration (see below checklist).

6.2.7 The student acceptance of agreement must be completed and returned to VTI and required initial payment in its designated account (initial prepaid tuition fee).

Below are VTI's obligation regarding Designated account for collecting initial prepaid tuition fee:

• the account will be for initial prepaid tuition fees until a student commences their studies;

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- it will be a normal bank account that allows deposits and withdrawals (not necessarily a trust account);
- will be a separate account from the day-to-day business operating account;
- fees collected before a course has commenced must be paid into the designated prepaid fee account within 5 business days of the VTI receiving the fees;
- ensure at all times that there is a sufficient amount in the account to repay all tuition fees.

6.2.8 Once the completed written agreement and initial fee is received (and cleared from the Accounts department for clearance from the bank) an Electronic Confirmation of Enrolment (CoE) will be generated via PRISMS to facilitate the issuing of a student visa.

6.2.9 When issuing the CoE, follow the process for ensuring compliance with approved duration (see below checklist).

6.2.10 The CoE must be prepared in accordance with the requirements of the PRISMS User Guide. There must be a CoE issued for each qualification that the student is going to be enrolled in.

6.2.11 The Administration Team/delegate issues a CoE on PRISMS. When a concurrent CoE is identified on PRISMS where a release letter is required from the student's principal course provider, the student and their education agent seeking for the release from other provider before VTI CoE can be issued.

6.2.12 Upon the receipt of the release information on PRISMS, the Administration Team/delegate will issue the CoE.

6.2.13 VTI admin team will review the PRISMS report for the new CoEs issued on monthly basis to ensure the information is entered correctly. For any changes to start or end date of courses, follow the process for ensuring compliance with approved duration (see below checklist).

6.2.14 VTI is obligated to report any instances of student default resulting from visa refusal in the PRISMS. The process will be finalised within 4 weeks.

6.2.15 The student needs to apply for Unique Student Identifier (USI) or create one during the Orientation if they do not have.

6.2.16 Administration Team will also ensure that the student has a valid OSHC cover for his/her entire study period.

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6.2.17 VTI will ensure to 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.

6.2.18 Scan and save all Admission Documents including the following:

- Application form;
- Student Identification (Copy of Passport and Visa (if applies));
- VTI admin staff will review the PRISMS report for the new CoEs issued on monthly basis Previous qualification;
- English proficiency documents;
- Offer letter and Acceptance of Agreement;
- Payment receipts
- Any other documentation presented at the time of enrolment (Credit Transfer evidence);
- CoE issued

6.3. Post Enrolment Stage

6.3.1 Administration Team prepares a list of students who are due to commence their courses in the upcoming intake.

6.3.2 An email/ Call reminder is sent to the students in advance inviting the students for Orientation. The orientation is scheduled within a week in prior to the start intake date of the course.

6.3.3 The Orientation email comprises of information for students such as:

- location, date, and time of orientation
- What will be done on the day of orientation
- Requirement to bring in the original identity and qualification documents if not provided earlier
- Any pending initial fee information
- Additional Requirements (if applies)

6.3.4 Administration Staff conducts the orientation presentation and primarily covers the following:

- Living in Australia
- Introduction about VTI and its facilities
- Course Outline, Timetable and Trainer and Assessor details
- Tuition Fee Payment plan
- Important policies and procedures related to student journey – Monitoring course progress policy and procedure, complaints and appeals policy,

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reassessment policy, plagiarism policy, student support policy and procedure etc.

- Student support services available in VTI
- Important contacts in VTI
- Campus Tour

6.3.5 Students will then require to fill enrolment form and acknowledge that they have provided the relevant information about course and policies of VTI.

6.3.6 Student will be required to complete Student feedback form for education agents regarding their experience while recruitment (if applies).

6.3.7 All students must complete a LLN test at the time of enrolment to identify their competence in literacy and numeracy levels which will highlight course suitability and/or whether additional student support services are required.

6.3.8 Administration team marks the successfully enrolled students in student management system, PRISMS and confirm/verify their USI.

6.3.9 Administration team updates any change of address/email/phone noted on the enrolment form both in the Student Information System and PRISMS.

6.3.10 Student ID card will be issued and student commences study journey at VTI.

6.3.11 VTI must report students via PRISMS for non-commencement of their studies within 31 days from the proposed course commencement date.

6.3.12 VTI is committed to maintaining accurate and up-to-date student records and will reach out to each enrolled student in writing every six months to confirm their current contact details.

7. Responsibility

The Administration Team, Trainer and Assessor and Compliance Manager are responsible for administering this policy and procedures.

8. Relevant Documents

• Course Brochure • Student Handbook • Application Form • Offer Letter and Acceptance	• Recognition of Prior Learning and Credit Transfer Policy and Procedure • Credit Transfer Form

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of Offer and Enrolment Agreement • Confirmation of Enrolment (CoE) • Enrolment Form	• Fee and Charges Policy • LLN Test • Student Feedback on Education Agent

Process for Ensuring Compliance with Approved Course Duration Checklist

Step 1: The Administration Team consults the VTI yearly intakes calendar to determine appropriate start and end dates.

Step 2:

- The Administration Team verifies the proposed course start and end dates during the creation of offer letters/Enrolment Agreements with reference to the training and assessment strategy (TAS) for the course.
- The Administration Team cross references the TAS with the CRICOS register to ensure that the duration does not exceed the duration listed in the CRICOS register for VTI.
- To double check, the Administration Team enter the proposed start and end dates into the Time and Date Calculator tool available at https://www.timeanddate.com/date/duration.html to ensure that the number of weeks do not exceed what is recorded on the CRICOS register.

Step 3: After the student has signed the written agreement, the Administration Team check the dates again, as per step 2 above, and enter the start and end dates on the Confirmation of Enrolment (CoE) in PRISMS.

Step 4: Prior to orientation sessions, and on a monthly basis, the Administration Team accesses the PRISMS report to validate that the dates specified in the CoE do not surpass the CRICOS registered duration. This proactive measure is taken to maintain ongoing compliance.

Step 5: In the event of any identified discrepancies in dates, the Administration Team promptly notifies the Compliance Manager/CEO.

Step 6: The Compliance Manager/CEO will fix any errors by updating CoEs in PRISMS and appropriate comments made on the student file. The Compliance Manager/ CEO will monitor for repeat issues and take actions as required such as staff training or policy review.