

Student Admission and Enrolment Policy and Procedure

Relevant Standards	Relevant Documents
SRT0 2015: 3.6 (a)(c), 5.1, 5.2, 5.4 The National Code 2018: Standards 2	Student Orientation Policy and Procedure LLN Policy Access and Equity Policy Student Handbook RPL and Credit Transfer Policy and Procedure

1. Purpose

This policy is intended to provide a broad framework, and minimal requirements for determining admission to training courses and programs of ALTEC College. This policy outlines procedure for approving admission applications and enrolling students, both international and domestic, in the relevant courses or units of competency.

2. Scope

This policy applies to all the applications for admission and enrolment into college's programs received by ALTEC College, including international students, Australian citizens and permanent residents. This policy is also relevant to staff handling and processing student admissions and enrolments, decision-making committees, and all the agents of ALTEC College.

3. Definitions

Course: A program of study leading to a qualification or an award. A course may comprise of units or modules. Also referred as "program".

Pre-requisite: Means specified minimum requirements an applicant must satisfy in order to be considered eligible for admission to a particular program.

Offer: Means the formal notification from college's Student Administration Office on behalf of ALTEC College, offering an applicant a place in a nominated program under specified conditions, such as location, mode of study, duration, course fee and type of place offered.

Admission: Acceptance of an applicant as a student of ALTEC College in the nominated course(s)

Enrolment: Allocation of unit(s) of competency as prescribed under each course as part of student's training plan that leads to attainment of the relevant competency or qualification on successful completion

LMS: Learning Management System

Learning Management System: Software that allows educational institutions to create and host courses on the Internet

USI: Unique Student Identifier.

Department: Means the Capital Territories acting through the Department of Education and Early Childhood Development (or its successor).



4. Legislative Context

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations 2015
- The ESOS Act 2000 and subsequent amendments
- VET Student Statistical Collection Guidelines
- Student Identifiers Act 2014
- Equal Opportunity Act 1995
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Disability Standards for Education 2005 (Cth)

5. Policy

5.1. Admission Criteria

5.1.1 Candidates are considered on the basis of the following:

- Minimum entry requirements for respective courses
- Pre-requisites
- Minimum age
- IELTS score or equivalent English Language proficiency scores
- Student transfer status (onshore transferring students)
- Prior studies and existing skills and knowledge
- Pre-enrolment needs analysis and candidate self-assessment (course suitability assessment)

All admissions will be subject to review and document verification (6.1.3) and approval by the Academic Manager.

Students will be provided with an opportunity to apply for Recognition of Prior Learning (RPL) or Credit Transfer at the time of application.

English proficiency:

5.1.2 Entry to ALTEC College award courses assumes proficiency in English. English proficiency must be demonstrated by an applicant for admission to ALTEC College by one or more of the following:

- A recent IELTS academic test overall band score of 5.5, with no sub-score less than 5.0 or equivalent such as TOEFL (46), Cambridge English (162), PTE (42);
- Completion of at least one year of study/training at Certificate IV level or above in an Australian institution in English medium;
- Completion of a General English Upper Intermediate or an English for Academic Purposes (EAP) level two ELICOS course from a registered ELICOS provider; or
- Any other form of equivalency that can map as equivalent to IELTS 5.5. outcome (conducted and verified by a TESOL qualified teacher based on the evidence).

5.1.3 ALTEC College shall not enrol an eligible candidate in a course or qualification that is at an inappropriate level for that student, including but not limited to courses that would not provide additional relevant competencies as per student's career/academic objectives.

5.1.4 In supporting the above policy measure (5.1.3), student interviewed will be conducted prior to finalisation of enrolment, where students are transferring students from other domains/packages, entering same qualification level or from qualifications higher than intended course(s), or as deemed necessary based on the review of the application documents.



5.1.5 ALTEC College does not enrol students under 18 years of age.

5.1.6 ALTEC College shall conduct pre-enrolment assessment of all the applications received based on candidate self-assessment questionnaire to determine course suitability and prior skills and knowledge.

5.1.7 ALTEC College shall require that all the students applying for or enrolling in a course first provide ALTEC College with their **USI number for verification** - unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, ALTEC College 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 by the Registrar.

Note: Admission/Admin staff to take note of the above and ensure that USI verification is conducted in accordance with the requirements and records maintained on student file/system.

5.2 Pre-requisites for Admission

Pre-requisites are the minimum requirements an applicant must satisfy to be considered for admission to a particular course. Pre-requisites may include units or qualifications completed to a specified level of achievement, or other requirements such as particular qualifications, or work experiences.

6. Admission Procedure

This section describes the processes associated with admission. These processes generally apply to both local and international students.

6.1 Pre-Enrolment Information

All the **prospective students** will be provided with or sent an application pack comprising of;

- Course Brochure/Prospectus, including college and campus details
- Application Form
- Pre-enrolment Self-Assessment Form
- Unique Student Identifier (USI) Consent Form
- Fee Schedule
- Fee Policy
- Fee Refund Policy
- RPL and Credit Transfer Policy and Procedure
- Language, Literacy, and Numeracy (LLN) Policy
- Important and Useful links (e.g. ESOS Framework, OHSC, college policies and procedures etc.)

Website links to other college policies and procedures, and the ESOS Framework, will be provided as part of the application pack. It is also available for download from ALTEC College's website under the Admissions section.

Students applying through ALTEC College's approved education agents shall receive the application pack from the respective agents.

6.2 Formalisation

Once accepted in the course following the pre-enrolment assessment based on the above documents and information provided by the candidates, ALTEC College shall either accept or reject and application for admission and inform the candidate of the outcome.



Pre-enrolment interviews (face-to-face or video conference for offshore students) will also be conducted where it is determined that further information is required from the candidates or their choice of the course/s is not consistent with the stated academic and professional/career objectives (i.e. determination of course suitability), in particular where candidates have completed or attained a higher level course than the course they are applying for, moving/transferring from a similar course, or moving from a different or unrelated field (e.g. applying for a commercial cookery course having already complete a course in information technology). Candidates will be provided with the information on the planned ALTEC College course contents and outcomes and further advice on the pathways.

Accepted students will be provided with;

- A Letter of Offer
- Student Agreement (to be signed and returned)
- Pre-paid Fee Information and Bank Details
- Fee Policy
- Fee Refund Policy
- Complaints and Appeals Policy and Procedure
- Student Handbook

For international students, information on the ESOS Framework, their rights, responsibilities and terms of enrolment will be contained in the Letter of Offer and the Student Agreement.

In accordance with the National Code 2018 Clause 3.1, ALTEC College shall enter into a written agreement with the overseas student or intending overseas student, signed or otherwise accepted by the student, concurrently with or prior to accepting payment of tuition fees or non-tuition fees. The written agreement shall contain all the requirement under the Clauses 3.3, 3.4, and 3.5.

6.3 Pre-Commencement

Once the written agreement has been accepted and signed, students will additionally receive;

- eCoE (subject to conditions of the offer)
- Enrolment and program details, key dates and academic schedules
- Pre-Departure Information Pack/Guide
- Overseas Student Health Cover (OHSC) details
- Student Orientation Policy and Procedure
- Orientation program dates and details
- Timetable/s and campus information for new arrivals

Website links to other college policies and procedures will be provided as part of the pre-departure information pack.

6.4 New Applications

For all applicants, copies of the following documents will be received along with the application form;

- Photo ID: Passport
- Copies of previous transcripts or any other formal or informal awards/achievements
- Valid English proficiency evidence
- Candidate Pre-enrolment Self-assessment form
- Address and current contact details
- Unique Student Identifier (USI) or USI Consent Form
- Additional documents as per course entry requirements



6.4.1 Prospective students seeking to be admitted to a course offered by ALTEC College must make application directly to ALTEC College or to a college/agent authorised to act on behalf of ALTEC College, as required.

Application forms and instructions, including the documentation to be submitted with the application, the method of application and application due dates are available on ALTEC College's web site as well as ALTEC College reception.

6.4.2 All students must provide their **USI** number for verification purpose. If provided by the student, ALTEC College shall verify the **USI** with the Registrar, before using that Student Identifier for any purpose.

Where an exemption applies under the Act, the student will be informed (via email or letter) 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 by the Registrar.

6.4.3 Administrative staff processing new applications must 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 and certifying original transcripts, awards and other supporting documents
- Accepting only certified copies of original documents for all applications made through electronic medium, post or through education agents
- 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 available, comparing official academic seals, testamurs and transcripts with academic records of other past or present students from the same institute
- Checking the current status of awarding institutes/colleges on state registers
- When in doubt, bringing any illegible or doubtful documents or concerns to the attention of the Academic Manager and/or the Student Admission Manager for further enquiry
- Determination of course/program suitability for applicants seeking a place in a course through the Academic Manager or Admissions Manager

6.4.4 The Academic Manager or the Admissions Manager, shall approve all new admissions. Approval signatures must be obtained on the application form. Review of all pre-enrolment related forms may be conducted by the Academic Manager or the Admissions Manager or any other administrative staff as may be delegated from time to time. Such delegated administrative staff shall consult the Academic Manager or the Admissions Manager while reviewing these forms.

6.5 Offers

6.5.1 Admission offers are made to applicants who are eligible for admission to the particular course under this admission policy. An offer letter with course(s) code, name, duration, fee, study period, and other relevant information is sent to applicants.

6.6 Acceptance or Lapsing of Offer

6.6.1 An applicant receiving an offer of admission must respond to accept the offer by the due date and by the process specified in the letter of offer.

6.6.2 If an applicant fails to accept the admission offer by the due date specified in the notice of offer, the offer will lapse, and the applicant may have to lodge another admissions application.

6.7 Deferral



6.7.1 Deferment is accepting the offer of a place in the program but deferring commencement in the program for a specified period, especially where the circumstances do not permit students to commence their studies on planned dates. The maximum period of deferment is one year. The process deferment will be guided by college's *Deferment, Suspension, Cancellation and Exclusion Policy*.

6.8 Transfer

6.8.1 A student who is currently enrolled in a program and who has not completed the requirements for graduation from the program may under certain conditions transfer to another program as per ALTEC College's *Change Of Course Policy and Procedure*. To be eligible for transfer, the applicant must satisfy the entry requirements for the intended program.

6.8.2 A student may also make an application to transfer to another institute. Recognising student's right to exercise freedom of choice as consumers, as a principle, ALTEC College will grant a student's request to transfer to another provider, where it will not be of detriment to the student, pursuant to ALTEC College's *International Student Transfer Policy and Procedure*.

6.8.3 Where appropriate ALTEC College will counsel students, to consider their personal or academic reasons for transferring. Outcomes of counselling may include the identification of alternative academic programs within ALTEC College, and/or the recommendation of appropriate student support or study skills support as an alternative to the transfer.

6.8.4 In an unlikely event that ALTEC College needs to transfer students to another RTO as required and instructed by the regulatory agencies, ALTEC College shall ensure that it facilitates all the information and assistance to enable students to continue their training, including (but not limited to);

- Prompt and timely student notification
- Up-to-date student file
- Up-to-date student training information and competency records
- Academic testamurs and statements
- Delegated staff member(s) to personally assist the students

6.9 RPL and Credit Transfer

6.6.1 A person applying for an admission offer or having received an admission offer may apply for credit transfer on the basis of prior study or on the basis of relevant skills and experience according to ALTEC College's *RPL and Credit Transfer Policy and Procedure*.

7. Enrolment – Commencing the Studies

7.1 ALTEC College will enrol students in their respective courses once their application for admission into a course has been approved by ALTEC College and the conditions of offer, including the entry requirements and pre-enrolment assessments, have been met by the applicants.

7.2 Administrative staff completing enrolment will ensure that the students are placed in appropriate groups and provided with student ID, course information, timetable, and student log-in information at the time of enrolment.

7.3 Students not able to enrol in their scheduled courses as per the start date of their enrolment must defer their studies according to *Deferral, Suspension, and Cancellation Policy* of ALTEC College.

7.4 All newly enrolled students must attend college's Orientation Program (*Student Orientation Policy and Procedure*).



8. Enrolment Procedure

8.1 Student file is checked to confirm that all the required documentations as per the application requirements have been obtained and advance fees have been received.

8.2 For all VET students, a **USI** is either provided by the students or applied by ALTEC College on behalf of the student by prior communication and consent. If provided by the student, ALTEC College shall verify the **USI** with the Registrar, before using that Student Identifier for any purpose.

8.2 Students are issued with a Confirmation of Enrolment when their application for admission into a course has been approved by ALTEC College and the conditions of offer have been met by the applicants.

8.3 A written Student Agreement is prepared and signed by both the parties.

8.4 Student details are entered into The Student Management System and student enrolment details are extracted and printed.

8.5 Students are sent a copy of their enrolment details.

8.6 Student is provided with the details of the next orientation program (usually held a week before the commencement of an academic semester).

9. Responsibility

The Student Admissions Officer has the responsibility to receive, review, and process all the new enrolments, and undertake due diligence as per the policy requirements.

The Student Admissions Manager has authority to make offers of admission to coursework programs offered by ALTEC College.

The Academic Manager is responsible for implementation and administration of this policy.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: ceo@altec.edu.au



Admission and Enrolment Process

