



Admission and Enrolment Policy and Procedure

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1. PURPOSE

- 1.1. This document specifies Laneway International College's (the College) admission and enrolment policy and procedure. It sets out guidance to staff and learners regarding the College's admission and enrolment practices for Vocational Education and Training (VET).

2. SCOPE

- 2.1. This document applies to all staff and learners in the College. It also applies to any people contracted by the College to undertake admission and enrolment related activities.

3. DEFINITIONS

- 3.1. *Credit transfer* (CT) is a system whereby successfully completed units of study contributing towards a qualification can be transferred from one course to another.
- 3.2. *Recognition of prior learning* (RPL) is a process for giving candidates credit for skills, knowledge and experience gained through working and learning. It can be gained at any stage of their lives, through formal and informal learning, in Australia or overseas, through work or other activities such as volunteering.

4. POLICY STATEMENT

- 4.1. Admission and enrolment to the College for domestic and international prospective learners is determined on the basis of the respective published entry requirements of the course of study, including previous academic achievements and previous work experience.
- 4.2. All domestic and international prospective learners must meet the entry requirements for the respective course. In this way, the College is satisfied that applicants for a course have an adequate basis of knowledge and skills to successfully undertake and complete that course.
- 4.3. The entry requirements for each course are detailed in the corresponding training and assessment strategies and on each course information page on the College website.
- 4.4. The College ensures that entry requirements do not present unreasonable barriers to access.
- 4.5. All prospective learners are provided with the opportunity to apply for credit transfer (CT) or recognition of prior learning (RPL) at the time of enrolment.
- 4.6. Credentials supplied by any prospective learners at the time of enrolment for the purposes of credit transfer (CT) or recognition of prior learning (RPL) will be verified and assessed for in accordance with the Credit Transfer and RPL Policy and Procedure.
- 4.7. The College must:
 - a) not knowingly enrol a learner wishing to transfer from another provider before the learner has completed six months of his or her principal course except in circumstances outlined in Standard 7 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2017*. These restrictions also apply to courses taken before the principal course in a package of courses;
 - b) not actively recruit a learner where this clearly conflicts with its obligations under Standard 7 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2017*;
 - c) provide applicants with information that will enable them to make informed decisions about their studies in Australia;
 - d) have documented procedures for assessing applicants' English proficiency and qualifications and they must implement these procedures;
 - e) inform applicants of the modes of study through which the course may be offered;

- f) list the grounds on which the learner's enrolments may be deferred, suspended or cancelled;
 - g) give applicants a description of the ESOS framework prior to enrolment;
 - h) supply information about indicative course related fees, including the potential for fees to change;
 - i) supply relevant information on accommodation options.
- 4.8. Where prospective learners plan to bring school-aged dependent(s) with them, the College will inform them of Australia's schooling obligations and options, including the fact that they may have to pay school fees.

5. ADMISSION PROCEDURE – DOMESTIC APPLICANTS

- 5.1. After determining their personal interest and satisfying the published entry requirements, a prospective learner can complete the College enrolment application form. This form can be accessed through the College website. Alternatively, a prospective learner can request the form to be sent to them via email or for a hard copy to be posted or emailed to them.
- 5.2. After submitting the enrolment application, a prospective learner will be provided, in print or through referral to an electronic copy, current and accurate information regarding the following:
- a) The requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable;
 - b) The course content and duration, qualification offered if applicable, modes of study and assessment methods;
 - c) Campus location(s) and a general description of facilities, equipment, and learning and library resources available to learners;
 - d) Details of any arrangements with another registered provider, person or business to provide the course or part of the course (if applicable);
 - e) Indicative course-related fees including advice on the potential for fees to change during the learner's course and applicable refund policies;
 - f) Information about the grounds on which the learner's enrolment may be deferred, suspended or cancelled;
 - g) A summary of the College's obligations to the learner;
 - h) A summary of the Learner's obligations;
 - i) A summary of the learner's rights, including details of the College's complaints and appeals process.
- 5.3. Once submitted, the application is received by the Administration and Enrolment Coordinator or delegated college representative.
- 5.4. At this stage, the application is checked by the Administration and Enrolment Coordinator or delegated college representative to ensure that all required information has been provided. If determined necessary, a prospective learner may be asked to supply additional documentation to demonstrate they satisfy the entry requirements of the course for which they are applying. In this situation, the Administration and Enrolment Coordinator or delegated college representative will contact the prospective learner to request the documentation.
- 5.5. The Administration and Enrolment Coordinator or delegated college representative will review and assess the application and determine the academic suitability of the prospective learner. The Administration and Enrolment Coordinator or delegated college representative may request the prospective learner provide still further information or attend an interview if deemed necessary to ensure their academic suitability.

- 5.6. If at this stage, the prospective learner is deemed to not have met the published entry requirements for a course, or demonstrated their academic suitability for a course, the College will contact the prospective learner to discuss the option of enrolling in a lower AQF level course if available. Normal application assessment would again be applied.
- 5.7. If at this stage, the prospective learner is deemed to have met the published entry requirements for a course, and demonstrated their academic suitability for a course, the College will send the prospective learner an Offer Letter. This Offer Letter also informs the prospective learner of the option of applying for CT or RPL should they feel they are eligible.
- 5.8. If the prospective learner is satisfied with the Offer Letter, they are required to sign the accompanying Acceptance Agreement indicating their understanding and acceptance of the term and conditions, and return it to the College. At this time, the prospective learner will need to make the first payment for the course tuition fees as outlined in the Offer Letter.
- 5.9. At this stage of the process, the prospective learner becomes an enrolled learner (or simply 'learner').
- 5.10. The Administration and Enrolment Coordinator or delegated college staff member then creates a learner file and establishes the learner in 'Mycampus'.
- 5.11. The learner is then contacted by the College to inform them of their orientation date.
- 5.12. At orientation, the College checks to ensure that all required fees have been paid by the learner, issues them with their timetable, and guides them through key policies and procedures, including academic progress, attendance, assessment, and grievances.

6. ADMISSION PROCEDURE – INTERNATIONAL APPLICANTS

- 6.1. After determining their personal interest and satisfying the published entry requirements, a prospective learner can complete the College enrolment application form. This form can be accessed through the College website. Alternatively, a prospective learner can request the form to be sent to them via email or for a hard copy to be posted or emailed to them.
- 6.2. After submitting the enrolment application, a prospective learner will be provided, in print or through referral to an electronic copy, current and accurate information regarding the following:
 - a) The requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable;
 - b) The course content and duration, qualification offered if applicable, modes of study and assessment methods;
 - c) Campus locations and a general description of facilities, equipment, and learning and library resources available to learners;
 - d) Details of any arrangements with another registered provider, person or business to provide the course or part of the course;
 - e) Indicative course-related fees including advice on the potential for fees to change during the learner's course and applicable refund policies;
 - f) Information about the grounds on which the learner's enrolment may be deferred, suspended or cancelled;
 - g) A description of the ESOS framework made available electronically by DET;
 - h) Relevant information on living in Australia; including:
 - Indicative costs of living

- Accommodation options
- i) A summary of the College's obligations to the learner;
 - j) A summary of the Learner's obligations;
 - k) A summary of the learner's rights, including details of the College's complaints and appeals process.
- 6.3. Prospective learners who have enrolled with or have valid CoE(s) from another provider must not be enrolled until they have completed the first six months of their principal course or have a letter of release from the provider of the principal course. The methods for checking if a learner is enrolled or has a CoE from another provider include:
- a) Asking the learner;
 - b) Checking the student visa on VEVO or with the Department of Immigration and Border Protection;
 - c) Receiving an alert on PRISMS when the College tries to create and issue a CoE.
- All the above methods should be applied to each prospective learner attempting to enrol onshore. If there is any doubt about the learner's status, then the learner's application will be rejected and no offer letter can be issued.
- 6.4. Once submitted, the application is received by the Administration and Enrolment Coordinator or delegated college representative.
- 6.5. At this stage, the application is checked by the Administration and Enrolment Coordinator or delegated college representative to ensure that all required information has been provided. If determined necessary, a prospective learner may be asked to supply additional documentation to demonstrate they satisfy the entry requirements of the course for which they are applying. In this situation, the Administration and Enrolment Coordinator or delegated college representative will contact the prospective learner to request the documentation.
- 6.6. For off shore applicants, the Administration and Enrolment Coordinator or delegated college representative will review the application to assess if the applicant meets the Australian Government's Genuine Temporary Entrant (GTE) criteria and has access to sufficient funds to support themselves and any dependents for the total period of their enrolment.
- 6.7. The Administration and Enrolment Coordinator or delegated college representative will review and assess the application and determine the academic suitability of the prospective learner. The Administration and Enrolment Coordinator or delegated college representative may request the prospective learner provide still further information or attend an interview if deemed necessary to ensure their academic suitability.
- 6.8. If the prospective learner cannot produce evidence of a satisfactory IELTS score which meets the entry requirements, and there are doubts about the English language skills to cope in an academic environment, the applicant will be advised to enrol in an English (ESL or ELICOS) course for an appropriate duration with a preferred English Language Centre until the learner achieves an IELTS score of required for entry as listed in the course entry requirements.
- 6.9. If at this stage, the prospective learner is deemed not to be a genuine temporary entrant and/or have the funds to support their intended total period of stay in Australia, the learner's application will be rejected and no offer letter can be issued.
- 6.10. If at this stage, the prospective learner is deemed to be a genuine temporary entrant and has the funds to support their intended total period of stay in Australia but does not meet the published entry requirements for a course, or demonstrate their academic suitability for a course, the College will contact the prospective learner to discuss the option of enrolling in a lower AQF level course if available. Normal application assessment would again be applied.

- 6.11. If at this stage, the prospective learner is deemed to be a genuine temporary entrant and has the funds to support their intended total period of stay in Australia and has met the published entry requirements for a course or demonstrated their academic suitability for a course, the College will send the prospective learner an Offer Letter and Acceptance Agreement. This Offer Letter also informs the prospective learner of the option of applying for CT or RPL should they feel they are eligible.
- 6.12. If the prospective learner is satisfied with the Offer Letter, they are required to sign the accompanying Acceptance Agreement indicating their understanding and acceptance of the term and conditions, and return it to the College. At this time, the prospective learner will need to make the first payment for the course tuition fees as outlined in the Offer Letter.
- 6.13. At this stage of the process, the prospective learner becomes an enrolled learner (or simply 'learner').
- 6.14. The Administration and Enrolment Coordinator or delegated college staff member will generate a Confirmation of Enrolment (CoE) via the Provider Registration and International Student Management System (PRISMS). The CoE must be generated in accordance with the requirements of the PRISMS User Guide. There must be a CoE issued for each qualification that the learner is going to be enrolled in as outlined in the Offer Letter. The CoE will then be sent to the Learner.
- 6.15. The Administration and Enrolment Coordinator or delegated college staff member then creates a learner file and establishes the learner in 'Mycampus'.
- 6.16. The learner is then contacted by the College to inform them of their orientation date.
- 6.17. Learners must then apply for a student visa and make travel arrangements to arrive in Australia in time to attend their orientation and commence their course.
- 6.18. At orientation, the College checks to ensure that all required fees have been paid by the learner, collects a copy of the learner's passport and visa, issues them with their timetable, and guides them through key policies and procedures, including academic progress, attendance, assessment, and grievances.

7. UNIQUE STUDENT IDENTIFIER (USI)

- 7.1. For all enrolments, the College will collect and report USI numbers, as is the requirement under Commonwealth legislation.
- 7.2. Before the College can issue a qualification or statement of attainment to a learner, it must either:
 - a) collect and verify the learner's existing USI, or
 - b) create a USI on behalf of a learner with their permission.
- 7.3. To perform either of these actions, the Administration and Enrolment Coordinator or delegated college staff member will access the USI Registry System at the time of the learner's enrolment.
- 7.4. The Administration and Enrolment Coordinator or delegated college staff member will ensure the learner's file is updated to include the learner's USI.

8. METHODS FOR DETERMINING AUTHENTICITY OF ACADEMIC QUALIFICATIONS

- 8.1. Academic qualifications submitted by a prospective learner can be authenticated by:
 - a) Original documents (i.e. award and transcript of results); or
 - b) Copies of the original documents (i.e. award and transcript of results) that have been notarised by a Justice of the Peace or equivalent authority.
- 8.2. Should the Administration and Enrolment Coordinator or delegated college representative suspect that an academic document presented has been altered or fraudulently created, contact is made with the conferring institution to validate its authenticity.

9. METHODS FOR DETERMINING AUTHENTICITY OF CLAIMS IN A CV/RÉSUMÉ RELATING TO CLAIMED WORK EXPERIENCE

- 9.1. All claimed work experience that is offered as evidence of eligibility for entrance to a specific VET course of study must be relevant to that VET course of study and be within the last five years of the date of application. Past employers may be contacted to verify work experience on a case-by-case basis.

10. RESPONSIBILITIES

- 10.1. College staff are responsible for being informed on and following policy and procedure relating to admission and enrolment.
- 10.2. College staff are responsible for ensuring this policy and procedure is implemented, for monitoring compliance and maintaining records.
- 10.3. College staff are responsible for reviewing the effectiveness of this policy and procedure in providing and effective and efficient admission and enrolment experience for the learner.

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