



Policy Title	Admission and Enrolment Policy and Procedure				
Policy Number	PP-14	Version Number	V2.1 June2022	Status	APPROVED
Owner	Admission Department	Approved By		CEO	

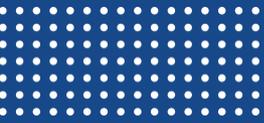


Table of Contents

1. POLICY	2
2. PURPOSE	2
3. SCOPE	2
4. DEFINITIONS.....	2
5. POLICY AND REQUIREMENTS	2
6. PROCEDURE.....	3
7. RESPONSIBILITY.....	6
8. RELATED DOCUMENTS.....	6
9. ADMISSIONS AND ENROLMENT PROCEDURE	7

Once printed this is an uncontrolled document

1. POLICY

ANIT Australia Pty Ltd T/A Albright Institute of Business and Language will ensure that all individuals who gain entry into a Nationally Accredited Program have the appropriate skills and abilities they require to be successful in their studies. This policy is intended to provide a broad framework, and minimal requirements for determining admission to training courses and programs of Albright Institute.

2. PURPOSE

The purpose of this policy and procedure is to demonstrate the procedure Albright Institute and students will follow when making application and enrolling at the college Albright Institute.

3. SCOPE

This policy applies to all the prospective and current international students of Albright Institute.

4. 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 to be considered eligible for admission to a program.

Offer: Means the formal notification from college’s Student Admissions Officer on behalf of Albright Institute, 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 Albright Institute 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.

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

USI: Unique Student Identifier

5. POLICY AND REQUIREMENTS

Albright Institute complies with the requirements of Standard 2 and 3 of NCP 2018.

Albright Institute will;

- Provide applicants with information that will enable them to make informed decisions about their studies in Australia;
- Provide course brochure/prospects, including college and campuses details;
- Supply information about the availability of course credit;
- Course duration and holiday breaks;
- 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;
- Inform applicants of the modes of study through which the course may be offered;

Once printed this is an uncontrolled document

- Have documented procedures for assessing applicants' English proficiency and qualifications and they must implement these procedures;
- the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled;
- Not knowingly enrol a student wishing to transfer from another provider before the student has completed six months of his or her principal course except in circumstances outlined in Standard 7. These restrictions also apply to courses taken before the principal course in a package of courses;
- the ESOS framework, including official Australian Government material or links to this material online;
- Inform students the requirement of the mandatory requirement of Language, Literacy and Numeracy Test;
- Accommodation options and indicative costs of living in Australia.

6. PROCEDURE

APPLICATION STAGE

- 1) Applicants must complete the student application form, sign and date where required and attach **verified** evidence of qualifications, work experience (if relevant), age, and IELTS test results.
- 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 required before accepting a student for enrolment in a course (i.e. before issuing a CoE).
- 3) All evidence of English language proficiency must have been completed within two years of the application to Albright Institute i.e. the test must be taken no more than two years prior to the Albright Institute program commencement date.
- 4) In some cases, if the applicant does not meet Albright Institute's English language proficiency direct entry level requirements, Albright Institute may offer the applicant to undertake an English Language course with Albright Institute of English. This course must be successfully completed prior to commencement of the VET course. A conditional CoE may be issued in this case.
- 5) IELTS testing may not be required where an applicant clearly has the required English language skills. The application of this rule will be on a case-by-case basis and in accordance with the English language requirements that apply to the visa eligibility for the country assessment level published by Department of Home Affairs.
- 6) Any evidence supplied in support of an application under this rule would require original copies of reliably authenticated evidence. Generally, an IELTS test will not be required in the following situations:
 - Students educated in an English-speaking country (LLN test will be required);
 - Students who have completed the last two years of school in an English language speaking course (LLN test will be required);
 - Students who have completed at least one/two years of certificate level qualification in Australia (LLN test will be required).
- 7) Students who have enrolled or have CoE's from another provider must not be enrolled until they have completed the first six months of their principal course and 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;

Once printed this is an uncontrolled document

- Checking the student visa on VEVO if required;
 - The PRISMS flags when Albright Institute attempts to generate a CoE.
- 8) 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 **the applicant will not be** provided with an offer letter and NO attempts will be made to enrol them until status is confirmed.
 - 9) Offers must not be made to students who will be under the age of 18 years at the time of proposed commencement date.
 - 10) The Admissions Team must review the student applications and determine if an offer should be made based on the entry requirements for the qualification.
 - 11) The Admissions Team must check the overseas qualification is equivalent or higher to Australian year 12th as per Albright Institute entry requirement policy.
 - 12) Where Admissions Officer is not able to find out whether overseas qualification is equivalent or higher to Australian year 12th then, assess the overseas qualification against the Australian AQF with the Overseas Qualifications Unit.
 - 13) The Admissions Team must check evidence of age – front page of the passport.
 - 14) The Admissions Team must check that the rest of the application form has been fully completed and no information has been left blank.
 - 15) The Admissions Team must check that the student has signed and dated the application.

PRE – ENROLMENT STAGE

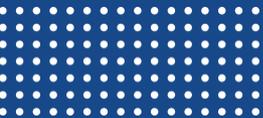
- 1) Once an application has been thoroughly assessed an offer letter must be prepared and dispatched to the student accompanied by a student acceptance of agreement.
- 2) A written agreement must comply with the requirements of the ESOS Act and the National Code 2018.
- 3) The written acceptance agreement 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);

Once printed this is an uncontrolled document

ANIT Australia Pty Ltd T/A Albright Institute of Business and Language RTO #: 45041 CRICOS #: 03553J www.albrightinstitute.edu.au

Head Office Address: Level 2,4 & 8,341-345 Queen Street, Melbourne VIC 3000 Tel: 1300 189 154 Campuses at: Sydney, Brisbane, Adelaide

PP- 14 Admission and Enrolment Policy and Procedure | Version: 2.1 | Last Reviewed: June 2022 | Next review Date: As required | Page 4 of 8



- 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;
 - Only use links to provide supplementary material.
- 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”.
 - 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 the registered provider of his or her contact details including:
 - the student’s current residential address, mobile number (if any) and email address (if any);
 - who to contact in emergency situations;
 - Any changes to those details, within 7 days of the change.
 - 6) The student acceptance of agreement must be completed and returned to Albright Institute and required initial payment as indicated on the acceptance of agreement.
 - 7) If at the time of application, the overseas student or intending overseas student is under 18 years of age, the written agreement with the overseas student or intending overseas student must be signed or otherwise accepted by the student’s parent or legal guardian.
 - 8) Once the completed written agreement and the fee is received (and cleared from the Accounts department for clearance from the bank) an Electronic Confirmation of Offer will be generated via PRISMS to facilitate the issuing of a student visa.
 - 9) 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 and for which an award will be issued if the student is successful.**
 - 10) Admissions Officer will also ensure that the student has a valid OSHC cover for his/her entire study period.
 - 11) The student needs to apply for Unique Student Identifier (USI) or create one during the Orientation.
 - 12) Albright Institute 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.
 - 13) The Admissions Team must scan/save all Admission Documents in the student folder on the server:
 - Application form;
 - Student Identification;
 - previous qualification;
 - English proficiency documents;
 - Offer letter and Acceptance of Agreement;
 - Any other documentation presented at the time of enrolment (Credit Transfer evidence).

POST – ENROLMENT STAGE – ORIENTATION

- 1) Admission Team prepares a list of students who are due to commence their courses in the upcoming intake.
- 2) An email/SMS/mail is sent to the students in advance inviting the students for Orientation and Induction. The orientation is usually scheduled a week in prior to the start intake date of the course on Monday.
- 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.
- 4) Language, Literacy and Numeracy Test (LLN): All VET students seeking enrolment must also complete a Language, Literacy and Numeracy (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. Refer Language, Literacy, and Numeracy Policy.
- 5) Administration Staff conducts the orientation.
 - Student Details Form;
 - Tour of the campus;
 - Payment plan;
 - Induction Presentation which will include important policies and procedures related to student journey – Course progress and monitoring policy, complaints and appeals policy, assessments and reassessment policy etc.;
 - Timetables would be sent by email;
 - Agent feedback Survey;
 - Induction/Orientation Checklist.
- 6) Administration team marks the successfully enrolled students as 'Active' / 'Commenced' in Student Information System and as 'Commenced' in the PRISMS.
- 7) Administration team updates any change of address/email/phone noted on the enrolment form both in the Student Information System and PRISMS.

Student commences study journey at Albright Institute.

7. RESPONSIBILITY

The Admissions Team, COO and CEO are responsible for AIBL's adherence to the National Standards for Training Organisations and ESOS/NCP2018.

8. RELATED DOCUMENTS

Related Documents

- PP Enrolment Policy and Procedure
- PP Language Literacy and Numeracy Policy and Procedure
- Student Application Form
- Offer Letter and Course Acceptance Agreement
- PP Access and Equity Policy and Procedure
- Student Handbook
- PP RPL and Credit Transfer Policy and Procedure

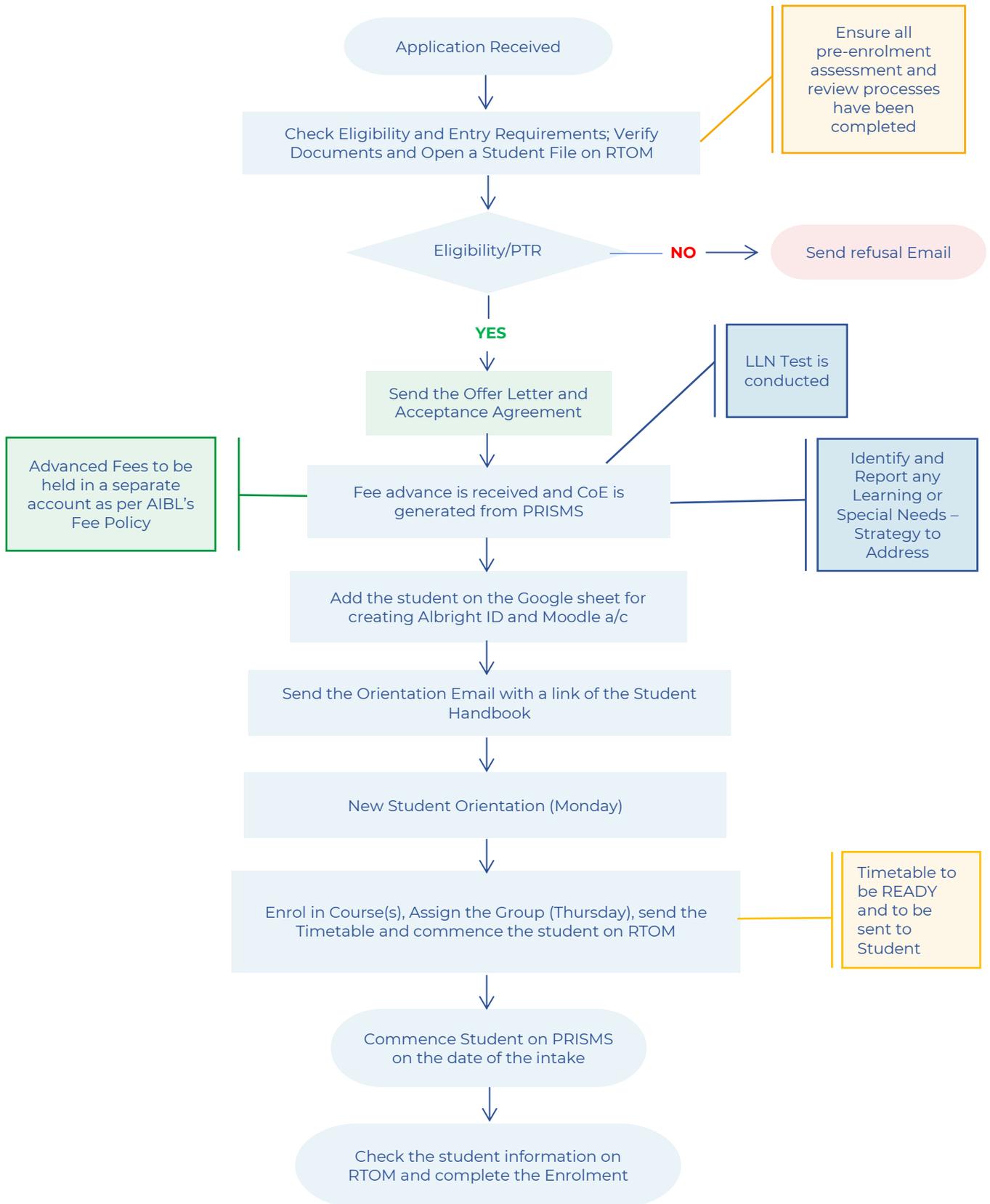
Once printed this is an uncontrolled document

ANIT Australia Pty Ltd T/A Albright Institute of Business and Language | RTO #: 45041 | CRICOS #: 03553J | www.albrightinstitute.edu.au

Head Office Address: Level 2,4 & 8,341-345 Queen Street, Melbourne VIC 3000 | Tel: 1300 189 154 | Campuses at: Sydney, Brisbane, Adelaide

PP- 14 Admission and Enrolment Policy and Procedure | Version: 2.1 | Last Reviewed: June 2022 | Next review Date: As required | Page 6 of 8

9. ADMISSIONS AND ENROLMENT PROCEDURE



Once printed this is an uncontrolled document