albright

INSTITUTE OF BUSINESS & LANGUAGE

Policy Title	Admission and Enrolment Policy and Procedure				
Policy Number	PP-14	Version Number	V4.1 Sep 2024	Status	Approved
Owner	Admission and Compliance Department-		Approved By		CEO

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ANIT Australia PTY Ltd T/A Albright Institute of Business and Language	RTO #: 45041	CRICOS #: 03553J	www.albrightinstitute.edu.au
Head Oficce Address: Level 2,4 & 8, 341-345 Queen Street, Melbourne VIC 3000	Tel 1300 189 154	Campuses at: Sydney, Brisbane, Adelaide	

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1. POLICY

ANIT Australia Pty Ltd T/A Albright Institute of Business and Language will ensure that all individuals who enter 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 Albright Institute.

3. SCOPE

This policy applies to all the prospective and current international students at 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 to 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 at 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

National Code of Practice for Providers of Education and Training to Overseas Students 2018 (NCP): The National Code is a legislative instrument made under the Education Services for Overseas Students Act 2000 (ESOS Act) and sets nationally consistent standards to support providers to deliver quality education and training to overseas students.

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;

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➢ 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;
➢ 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 enroll 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(S)

The Admission and Enrolment of an applicant/student is in three (3) Stages. The applicant who eventually becomes a student at Albright Institute undergoes these three stages namely – Application Stage, Pre-enrolment Stage and Post-enrolment Stage.

Below is the detailed explanation of each stage of admission and enrolment at Albright Institute. At all times, the applicants are assessed diligently and in a compliant manner keeping in mind the ESOS rules and regulations and National Code of Practice 2018 requirements.

APPLICATION STAGE

1) Applicants must complete the Student Application Form (International Student Application form/ Application Form for Other Visas available at https://albrightinstitute.edu.au/forms-and-policies/), sign and date where required and attach verified evidence of qualifications, work experience (if relevant), age, and approved English Language Proficiency Testing results as per the AIBL Entry requirements.

   {Refer to Entry Requirement Policy & Procedure https://albrightinstitute.edu.au/forms-and-policies/ for further details}

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 applicant for enrolment in a course (i.e., before issuing a CoE).

3) All evidence of approved English language proficiency testing results must have been completed within Three (3) years of the application to Albright Institute i.e., the test must be taken no more than three (3) years prior to the Albright Institute's program commencement date.

4) In some cases, if the applicant does not meet Albright Institute's English language proficiency as per the entry level requirements, Albright Institute may offer the applicant to undertake an English Language course (ELICOS) 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 for an applicant who is enrolling with Albright Institute on Student Visa.

5) The approved English Language Proficiency testing results 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 (DHA).

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6) Any evidence supplied in support of an application under this rule would require original copies of reliably authenticated evidence. Generally, Approved English Language Proficiency testing results will not be required in the following situations:

   o Students educated in an English-speaking country (AIBL LLN test will be required);
   o Students who have completed the last three years of school in an English language speaking course (AIBL LLN test will be required).
   o Students who have completed at least one/two years of AQF Certificate level qualification in Australia (AIBL LLN test will be required).

7) After reviewing the market demand of ELICOS courses, from April 2024, Albright Institute of English and Albright Institute of Business and Language has stopped the delivery of English for Academic Purposes (EAP) (CRICOS: 096828F) and Pearson Test of English (PTE) Academic (CRICOS: 096829E).

8) During the initial enrolment, Albright Institute NEVER issues 2 CoEs for the same course for the same applicant. More than one CoE for the same course can be issued later for any Student Course Variation (SCV) created due to compassionate/compelling reasons ONLY and when it is supported by appropriate evidence.

9) As per the requirement of Standard 7 Overseas student transfers of NCP 2018, applicants who have applied for a course at Albright Institute or have CoE's from another provider WILL 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.

   o Checking the student visa on VEVO;
   o The PRISMS flags when Albright Institute attempts to generate a CoE.

10) All the above methods should be applied to each applicant attempting to enroll onshore. If there are any doubts about the student's status, then the applicant will not be provided with a Letter of Offer and NO attempts will be made to enroll them until status is confirmed.

11) Albright Institute DOESNOT enrol any students Under 18 years of age. Offers MUST NOT be made to students who will be under the age of 18 years at the time of the proposed commencement date.

12) The Admissions Team MUST review the student applications and determine if an offer should be made based on the entry requirements of the qualification.

13) The Admissions Team MUST check if the overseas qualification is equivalent or higher to Australian Year 11 or Year 12 as per Albright Institute entry requirement policy.

14) Where Admissions Officer fails to identify whether overseas qualification is equivalent or higher to Australian Year 11 or Year 12 then, they are required to forward the applicant's information to the Quality and Compliance Department and Senior Management Team at Albright Institute.

15) The Admissions Team MUST check evidence of age – on the front page of the passport.

16) The Admissions Team MUST check that the rest of the application form has been fully completed and no information has been left blank.

17) The Admissions Team MUST check that the student has signed and dated the application.

18) Scenarios for understanding the of entry requirement for English Language proficiency:

Scenario	Applicant	Action to be taken	Reasoning
Scenario No.1	If a student has successfully completed a VET qualification at Albright Institute before.	The student will be required to take the LLN Test for the level of qualification that he/she is enrolling now for at Albright Institute.	This is because – previously we did not have LLN test mapped to the AQF level of qualification. Hence the student will be asked to undertake the LLN test.
Scenario No.2	If student meets the English Language entry requirement as mentioned respectively in the qualification OR has submitted English document (IELTS/PTE etc.)	1. LLN Test will be sent to the student. 2. LOO and COE need not have any conditions.	1. After assessment of LLN test, if "LLN Support is not required", then the student begins the VET Course. 2. If the student "Requires LLN Support", then the student will

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	which is expired for more than two years old.		commence the course and will be provided LLN support.
Scenario No.3	In case where there is No proof of English (IELTS/PTE/GE etc.) submitted or the result in the English Document is lower than the minimum English language requirement for the qualification	AIBL English Level Assessment Test for VET will be sent to the student.	If the AIBL English Level Assessment Test for VET result is **Upper Intermediate**, students **will get direct entry** to Albright VET course and will be sent the LLN test.
Scenario No.4	If student applies for a packaged Program of ELICOS + VET courses,	This ELICOS Placement test is administered to place the student in the appropriate English Language level class.	If the AIBL ELICOS Placement test result is Upper-Intermediate, the student must study 10 weeks of ELICOS and attain a successful Certificate of Completion with exit level of Upper-Intermediate or above to enter VET course.
Scenario No.5	ELICOS applicants who provide valid IELTS/PTE/Cambridge/ TOEFL/Australian General English Certificate	Based on IELTS/PTE score they are placed in the appropriate English Language Level class.	The English Language Proficiency is verified and the student is placed in the appropriate English Language level class.
Scenario No.6	ELICOS applicants who are UNABLE to provide OR do not have any English Language proficiency results.	AIBL ELICOS Placement Test will be administered on the Orientation Day.	This ELICOS Placement test is administered to place the student in the appropriate English Language level class.

19) Exceptions to Evidence of English Language Proficiency

1. 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;
2. In the three (3) years before applying for visa, an applicant has successfully completed the requirements for a Senior Secondary Certificate of Education, in a course that was conducted in Australia in English.
3. An applicant who has successfully completed a minimum of 5 years of study in English undertaken in one or more of the following countries: Australia, Canada, New Zealand, South Africa, the Republic of Ireland, the United Kingdom, or the United States of America.
4. However, all the students irrespective of the above categories and who are applying for VET courses, will be required to take the Albright LLN test before the commencement of the course.

20) Language, Literacy and Numeracy Requirement for VET Courses:

1. LLN test is a MANDATORY requirement at Albright Institute.
2. LLN test is to be administered to EVERY VET STUDENTS who is enrolling for a Vocational Qualification at Albright Institute.
3. LLN test will be used for determining student's Language, Literacy and Numeracy skills.
4. The LLN Test has to be fully attempted by each VET student. If the student misses any part/skills assessment, then he/she will be asked to undertake this again.
5. If the student is enrolling for a packaged program, then the first AQF level qualification LLN Test should be administered to the student.
6. This requirement enables AIBL to identify if the student needs any LLN support to successfully complete dying the selected VET course at Albright.
7. The LLN Test can be taken prior to the Orientation Day or will have to be taken on Orientation Day.

21) Please refer to the Entry requirements for ELICOS Courses and VET Courses Entry Requirement Policy & Procedure https://albrightinstitute.edu.au/forms-and-policies/ for further details.

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22) Credit Transfer/ Recognition of Prior Learning

The applicants are required to apply for Credits at the application stage of enrolment. The recognition of prior learning as Credit Transfer is deal as below:

Albright Institute Hospitality Offers			
Package 1	SIT30821 Certificate III in Commercial Cookery	52 weeks	(1) No pre-requisites qualification. (2) The student is required to complete all three qualifications at AIBL to receives the certificates.
	SIT40521 Certificate IV in Kitchen Management	26 weeks	
	SIT50422 Diploma of Hospitality Management	26 weeks	
Package 2	SIT40521 Certificate IV in Kitchen Management	26 weeks (It's 75 weeks on CRICOS hence with 100% Credit Transfer the duration is 26 weeks. Where the student does not receive 100% Credit Transfer then the duration will be longer than 26 weeks)	(1) 100% equivalent to AIBL - SIT30821 Certificate III in Commercial Cookery from another provider. (2) Credit Transfer to be assessed if the student is from another provider. (3) In the case that the student has completed SIT30821 Certificate III in Commercial Cookery from another provider and the Elective Units are different from AIBL – the student will be granted credit transfer/s where they can produce suitable AQF documentation that shows they have previously completed a named unit of competency within the current training package that is deemed equivalent.
	SIT50422 Diploma of Hospitality Management	26 weeks	
Individual Course 1	SIT30821 Certificate III in Commercial Cookery	52 weeks	No pre-requisites
Individual Course 2	SIT40521 Certificate IV in Kitchen Management	26 weeks (It's 75 weeks on CRICOS hence with 100% Credit Transfer the duration is 26 weeks. Where the student does not receive 100% Credit Transfer then the duration will be longer than 26 weeks)	(1) 100% equivalent to AIBL - SIT30821 Certificate III in Commercial Cookery from another provider. (2) Credit Transfer to be assessed if the student is from another provider. (3) In the case that the student has completed SIT30821 Certificate III in Commercial Cookery from another provider and the Elective Units are different from AIBL – the student will be granted credit transfer/s where they can produce suitable AQF documentation that shows they have previously completed a named unit of competency within the current training package that is deemed equivalent.
Individual Course 3	SIT50422 Diploma of Hospitality Management	26 weeks (It's 104weeks on CRICOS hence with 100% Credit Transfer the duration is 26 weeks. Where the student does not receive 100% Credit Transfer then the	(1) 100% equivalent to AIBL - SIT40521 Certificate IV in Kitchen Management from another provider. (2) Credit Transfer to be assessed if the student is from another provider. (3) In the case that the student has completed SIT40521 Certificate IV in Kitchen Management from another provider and the Elective Units are different the credit transfer/s will be granted

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		duration will be longer than 26 weeks)	where a student can produce suitable AQF documentation that shows they have previously completed a named unit of competency within the current training package that is deemed equivalent.

Notes:
(1) Albright Institute will ONLY accept SIT30821 Certificate III in Commercial Cookery from other training providers as a pathway to SIT40521 Certificate IV in Kitchen Management.
(2) Albright Institute will NOT accept SIT31021 Certificate III in Patisserie, SIT30622 Certificate III in Hospitality etc.

PRE – ENROLMENT STAGE

1) Once an application has been thoroughly assessed a Letter of Offer must be prepared and dispatched to the student (usually within 24 hours) accompanied by a Student Course Acceptance Agreement.

2) A Student Course Acceptance Agreement must comply with the requirements of the ESOS Act and the National Code 2018.

3) The Student Course Acceptance Agreement MUST:
   o 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;
   o outline any prerequisites necessary to enter the course or courses, including English language requirements;
   o list any conditions imposed on the student's enrolment;
   o 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);
   o 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;
   o 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;
   o outline the registered provider's internal and external complaints and appeals processes, in accordance with Standard 10 (Complaints and appeals);
   o 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;
   o Only use links to provide supplementary material.

4) The Student Course Acceptance Agreement MUST 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:
   o 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);
   o processes for claiming a refund;
   o 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;
   o a plain English explanation of what happens in the event of a course not being delivered, including the role of the TPS;

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      o   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 Student Course Acceptance Agreement MUST 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:

      o   the student's current residential address, mobile number (if any) and email address (if any);

      o   who to contact in emergency situations;

      o   Any changes to those details, within 7 days of the change.

6) The Student Course Acceptance Agreement MUST be signed in acceptance and returned to Albright Institute along with the required initial payment as indicated on the Student Course Acceptance Agreement.

7) If at the time of application, the overseas student or intending overseas student is under 18 years of age, the Student Course Acceptance 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 Student Course Acceptance Agreement and the 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.

9) The CoE must be prepared in accordance with the requirements of the PRISMS User Guide.

10) 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.

11) Admissions Officer MUST also ensure that the student has valid OSHC cover for his/her entire study period.

12) The student is required to apply for Unique Student Identifier (USI) or create one during the Orientation. This Unique Student Identifier (USI) is a MUST for students enrolling for VET qualifications in Australia.

13) Albright Institute will ensure to retain records of all Student Course Acceptance Agreement 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.

14) The Admissions Team MUST save all Admission Documents in the respective student folder with Student AIBL ID on the SharePoint.

15) Following listed documents are required to be stored in this student folder where the entire student journey at AIBL from recruitment to graduation is stored. The list below contains most of the information but it is not limited and will eventually cover the entire student journey at Albright Institute.

     ✓   Student Application form;

     ✓   Credit Transfer Form (as applicable)

     ✓   Student Identification;

     ✓   previous qualification/s;

     ✓   English proficiency document/s;

     ✓   Letter of Offer/s;

     ✓   Signed Student Course Acceptance Agreement/s;

     ✓   Payment evidence;

     ✓   Confirmation of Enrolment (CoE);

     ✓   Student visa evidence;

     ✓   VEVO check evidence;

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✓ Prior studies in Australia evidence – Certificate/s or Statement of Attainment (SOA);

✓ Credit Transfer Working sheet

POST – ENROLMENT STAGE – ORIENTATION – STUDENT SERVICES TEAM

1) Student Services Team prepares a list of students who are due to commence their courses in the upcoming intake from PRISMS as well as from RTOM.

2) An email/SMS is sent to the students three weeks in advance inviting the students for Orientation and Induction.

3) The orientation is usually scheduled a week prior to the start intake date of the course on Monday.

4) 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.

5) The students who are enrolling for ELICOS Courses will undertake AIBL Placement Test in the respective Albright Institute Campus and complete the test. This test will assess the English Language proficiency of a student and he/she will be placed in appropriate level of ELICOS Course.

6) 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.

7) 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.;

✓ ELICOS students will receive timetable via email and VET students will receive the timetable when they access LMS (Learning Management System).

✓ Timetables would be sent by email;

✓ Agent feedback Survey;

✓ Induction/Orientation Checklist.

8) Administration team marks the successfully enrolled students as 'Active' / 'Commenced in Student Information System and as 'Commenced' in the PRISMS.

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

10) Student commences study journey at Albright Institute.

POST – ENROLMENT STAGE – PRISMS DATA MANAGEMENT (INTERNAL)

1) All updates in an international student's enrolment will always be managed and reported to the system according to the PRISMS Data Management Policy and Procedure.

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2) Admission Team continues to monitor and manage the PRISMS data regarding student enrolment through a weekly PRISMS Data Management Audit.

3) Members of the Administration Team will be provided with continuous professional development and individually monitored, especially regarding their data entry and update tasks, as per the PRISMS Data Management Policy and Procedure.

7. RESPONSIBILITY

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

1. RELATED DOCUMENTS

Related Documents
• PP Enrolment Policy and Procedure • PP Language Literacy and Numeracy Policy and Procedure • International Student Application Form • Offer Letter and Course Acceptance Agreement • Student Handbook • PP RPL and Credit Transfer Policy and Procedure • PRISMS Data Management Policy and Procedure

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9. ADMISSIONS AND ENROLMENT PROCEDURE

Application Received

Check Eligibility and Entry Requirements; Verify Documents and Open a Student File on RTOM

Ensure all pre-enrolment assessment and review processes have been completed.

Eligibility/PTR — **No** → Send refusal Email.

Yes

LLN Test is conducted

Advanced Fees to be held in a separate account as per AIBL's Fee Policy

Send the Offer Letter and Acceptance

Identify and Report any Learning or Special Needs – Strategy to Address

Fee advance is received and CoE is generated from PRISMS

Add the student on the Google sheet for creating Albright ID and Moodle a/c

Send the Orientation Email with a link of the Student Handbook

New Student Orientation

Enrol in Course(s), Assign the Group (Thursday), send the Timetable and commence the student on RTOM

Timetable to be READY and to be sent to Student.

Commence Student on PRISMS on the date of the intake

Check the student information on RTOM and complete the Enrolment

Continue to monitor enrolment data as per the PRISMS Data Management Policy

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