

1. Purpose

This policy is intended to provide a broad framework, and minimal requirements for determining admission to training courses and programs of International Technical Institute (ITI). This policy outlines procedures 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 International Technical Institute (ITI), including international and domestic students. This policy is also relevant to staff handling and processing student admissions and enrolments, decision-making committees, and all the agents of International Technical Institute (ITI).

3. 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)

4. Policy

4.1. Admission Criteria

4.1.1 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-Training review

All admissions will be subject to review and approval by the Admin Team.

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:

4.1.2 Entry to International Technical Institute (ITI) award courses assumes proficiency in English. English proficiency must be demonstrated by an applicant for admission to International Technical Institute (ITI) 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).

4.1.3 In supporting the above policy measure (5.1.3), student 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.

4.1.4 International Technical Institute (ITI) does not enrol students under 18 years of age.

4.1.5 International Technical Institute (ITI) may conduct pre-enrolment assessment of all the applications received based on pre- training review questionnaire to determine course suitability and prior skills and knowledge.

4.1.6 International Technical Institute (ITI) shall require that all the students applying for or enrolling in a course first provide International Technical Institute (ITI) with their **USI number for verification** - unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, International Technical Institute (ITI) 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.

4.2 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.

5. Admission Procedure

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

5.1 Pre-Enrolment Information

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

- Application Form
- Pre-Training Review 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.)
- Student Handbook

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 ITI's website under the Admissions section.

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

Following minimum information shall be provided the students to ensure that students are aware before undertaking admission:

- Provide applicants with information that will enable them to make informed decisions about their studies in Australia
- Supply information about the availability of course credit and recognition of prior learning (RPL)
- Give applicants a description of the ESOS framework prior to enrolment

- Supply information about indicative course related fees, including the potential for fees to change
- Inform applicants of the modes of study through which the course may be offered
- Have documented procedures for assessing applicants' English proficiency and educational qualifications or work experience to enable them to enter the course and they must implement these procedures
- List the grounds on which the students' enrolments may be deferred, suspended or cancelled
- Where applicants plan to bring school-aged dependents with them, ITI must inform them of Australia's schooling obligations and options, including the fact that they may have to pay school fees.
- Inform students that a Pre-Training Review and LL&N Test will be conducted to assess their suitability for course
- Supply relevant information on accommodation options and relevant cost of living in Australia.

ITI shall:

- Not actively recruit a student where this clearly conflicts with its obligations under Standard 7
- 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
- Not knowingly enroll a student prior to the student completing six months of his or her principal course except in certain circumstances (see the Student Transfer Procedure)

Applicants must complete the student application form, sign and date where required and attach evidence of qualifications, work experience (if relevant), age, and IELTS test results as per entry requirements.

5.2 Formalisation

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

Pre-enrolment interviews (Via Telephone, 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). Candidates will be provided with the information on the planned International Technical Institute (ITI) course contents and outcomes and further advice on the pathways.

Offers

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.

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

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, International Technical Institute (ITI) 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.

Language, Literacy and Numeracy Test:

All 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, Numeracy Policy.

Written 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 CRICOS course code, the offered modes of study for the course.
- 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 per cent of their tuition fees before their course commences);
- provide details of any non-tuition fees the student may incur, including because of having 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 National Code 2018 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;
- 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".
- 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 in Australia, mobile number (if any) and email address (if any), Overseas address.
 - who to contact in emergency situations
 - any changes to those details, within 7 days of the change.
- The student acceptance of agreement must be completed and returned to ITI and required initial payment as indicated on the acceptance of agreement.
- 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.
- 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 enrolment (CoE) will be generated via PRISMS.
- 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.
- Admissions Officer will also ensure that the student has a valid OSHC cover for his/her entire study period.
- Unique Student Identifier (USI) or USI Consent Form.
- ITI will ensure to retain records of all written agreements as well as receipts of payments made by students under

5.3 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(international student information kit) via ITI website
- Overseas Student Health Cover (OHSC) details
- Orientation program dates and details
- Timetable/s and campus information for new arrivals

5.4 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, testamur, or any other formal or informal awards/achievements
 - Valid English proficiency evidence
 - Candidate Pre-training review
 - Address and current contact details
 - Unique Student Identifier (USI) or USI Consent Form
 - Additional documents as per course entry requirements
- Prospective students seeking to be admitted to a course offered by International Technical Institute (ITI) must make application directly to International Technical Institute (ITI) or to a college/agent authorised to act on behalf of International Technical Institute (ITI), 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 ITI's web site as well as International Technical Institute (ITI) reception.
- All students must provide their USI number for verification purpose. If provided by the student, International Technical Institute (ITI) 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.
- 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
 - 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 Admin 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 Admissions Team

5.5 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.

5.6 Deferment

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 the college's Deferment, Suspension, Cancellation and Exclusion Policy.

5.7 Transfer

- 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 ITI's Change Of Course Policy and Procedure. To be eligible for transfer, the applicant must satisfy the entry requirements for the intended program.
- 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, International Technical Institute (ITI) will grant a student's request to transfer to another provider, where it will not be of detriment to the student, pursuant to ITI's International Student Transfer Policy and Procedure.
- Where appropriate International Technical Institute (ITI) will counsel students, to consider their personal or academic reasons for transferring. Outcomes of counselling may include the identification of alternative academic programs within International Technical Institute (ITI), and/or the recommendation of appropriate student support or study skills support as an alternative to the transfer.
- In an unlikely event that International Technical Institute (ITI) needs to transfer students to another RTO as required and instructed by the regulatory agencies, International Technical Institute (ITI) 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

5.8 RPL and Credit Transfer

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

6. Enrolment – Commencing the Studies

- International Technical Institute (ITI) will enroll students in their respective courses once their application for admission into a course has been approved by International Technical Institute (ITI) and the conditions of offer, including the entry requirements have been met by the applicants.
- 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.
- 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 International Technical Institute (ITI).
- All newly enrolled students must attend college's Orientation Program (Student Orientation Policy and Procedure).

7. Enrolment Procedure

- 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.
- For all VET students, a USI is either provided by the students or applied by International Technical Institute (ITI) on behalf of the student by prior communication and consent. If provided by the student, International Technical Institute (ITI) shall verify the USI with the Registrar, before using that Student Identifier for any purpose.
- Students are issued with a Confirmation of Enrolment when their application for admission into a course has been approved by International Technical Institute (ITI) and the conditions of offer have been met by the applicants.
- A written Student Agreement is prepared and signed by both the parties.
- Student details are entered into The Student Management System and student enrolment details are extracted and printed.
- Students are sent a copy of their enrolment details.

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

8. Orientation

- Administration officer prepares a list of students who are due to commence their courses in the upcoming intake.
- An email/SMS/mail/phonecall is used to contact 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.
- 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.
- Administration Staff conducts the orientation.
 - Student Details Form.
 - Sighting original documents.
 - Tour of the campus.
 - Payment plan will be provided.
 - Induction Presentation which will include Work placement information for ageing support course.
 - Issuing Timetable.
 - Issuing Learning Resources/ Material.
 - Agent feedback Survey.
 - Induction/Orientation Checklist.
- Administration team marks the successfully enrolled students as 'Active' / 'Commenced in Student Management System and as 'Commenced' in the PRISMS
- Administration team updates any change of address/email/phone noted on the enrolment form both in the Student Management System and PRISMS
- Student commences study at ITI.

9. Responsibility

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

The Admin team has authority to make offers of admission to coursework programs offered by International Technical Institute (ITI). The RTO Manager is responsible for the 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@iti.edu.au