



EMPIRE
INSTITUTE OF EDUCATION

National Code 2007
Standard 2
Policy & Procedure





Student Pre-Enrolment

Purpose

This policy is in place to ensure that all individuals who gain entry into a Nationally Accredited Program have the appropriate skills and abilities that they require to be successful in their studies.

Policy

This policy and procedure supports **Standard 2 – Student Pre Enrolment Policy** of the National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007, which states:

Prior to accepting a student or an intending student for enrolment in a course, the registered provider must provide, in print or through referral to an electronic copy, current and accurate information regarding:

1. *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*
2. *The course content and duration, qualification offered if applicable, modes of study and assessment methods*
3. *Campus locations and a general description of facilities, equipment, and learning and library resources available to students*
4. *Details of any arrangements with another registered provider, person or business to provide the course or part of the course*
5. *Indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies*
6. *Information about the grounds by which the student's enrolment may be deferred, suspended or cancelled*
7. *A description of the ESOS framework made available electronically by Department of Education, Department of Employment, and*
8. *Relevant information on living in Australia, including:*
 - a) *Indicative costs of living*
 - b) *Accommodation options, and*
 - c) *Where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.*

The registered provider must have documented procedures in place, and implement these procedures to assess whether the student's qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.



Definitions

CRICOS:	Commonwealth Register of Institutions and Courses for Overseas Students
DIBP:	Department of Immigration and Border Protection
ESOS:	Education Services for Overseas Students Act 2000
International Student:	A person holding an Australian student visa, enrolled in a CRICOS registered course, at Empire Institute on shore.
National Code:	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
PRISMS:	Provider Registration and International Students Management System
Course:	Program of Education or Training, defined as Course, in the ESOS Act

Actions

These actions cover the stages of:

- Pre Enrolment Information
- Entry Requirements for International Students

Scope

The policy applies to all international student operations of the Empire Institute.

Procedure

Entry Requirements

Empire Institute embraces flexibility and equal opportunity, encouraging people to apply for enrolment without discrimination and hoping that an optimal number of students can participate in education and training at the highest level.

The following outlines entry requirements for both local and international students intending to study at Empire Institute.

Entry Requirements for International Students

An English language proficiency level of one of these:

- IELTS band score of 5.5 (academic test version) or equivalent internationally recognised exam result) in line with DIBP regulations
- IELTS band 5.0 and Satisfactorily completing ELICOS
- For Level 1 country, an EIE English Placement Test
- Completed secondary studies in your home country equivalent to an Australian Year 12 qualification OR
Completed Senior Secondary Certificate of Education in Australia with a satisfactory pass in English
OR



Completed a recognised foundation course in Australia or other country with a pass in all subjects. (Refer to the Table of equivalence of Year 12)

- Mature age students will also be considered without minimum education requirement but with relevant work experience within chosen area of study and demonstrated capacity to meet course requirements.
- Eligible to study in Australia and having required visa status for studying in Australia.
- ACSF level will be checked before the commencement of the classes. LLN test must be conducted on orientation day.

Note: All documents that are presented when applying for enrolment at the Empire Institute must be translated into English.

Selection

The Empire Institute selection process is conducted in an ethical and responsible manner. Entry requirements are in accordance with equal opportunity regulations in Australia. Selection and enrolment at Empire Institute is carried out in an ethical and responsible manner, which encourages individuals to apply for enrolment without fear of discrimination. Empire Institute instead seeks to identify any special requirements that an individual applicant may have.

Entry Requirements for International Students

An appointed agent does most of the selection for course enrolment, through an interview process, ensuring all students meet the minimum requirements as outlined in the Entry Requirements above and the Selection, Enrolment and Orientation Policy.

During the interview by Marketing Director or Agent, applicants are provided with information about:

- Course details (including, weekly contact hours)
- Education Pathways
- Teaching and assessment methods
- Fee structures
- Empire Institute requirements
- Recognition of other AQF qualifications, Recognition of Prior Learning & Credit Transfer information
- Student welfare and counselling services at Empire Institute
- Legislative and regulatory education guidelines and requirements
- Pre-departure briefing regarding familiarisation of Australian culture and the city of Melbourne.

Note: Empire Institute has all this information available on their website. The student is directed to the website or given a hardcopy, if requested.

Enrolment

Empire Institute will follow enrolment guidelines in accordance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, ensuring that all information is recorded on the Provider Registration and International Students Management System (PRISMS) for every overseas student enrolled.

Within 14 days, Empire Institute will notify Department of Education, Department of Employment/DIBP of the details of each accepted student via PRISMS. All overseas students at Empire Institute can only be enrolled in fulltime courses. International students holding a student visa are only eligible to enrol in fulltime courses offered at Empire Institute.



Student Visa Condition

The RTO Manager will check student passport and visa label or visa grant letter, before issuing any eCoE through PRISMS. If the student only has a visa grant number, the RTO Manager will login to VEVO (Visa Entitlement Verification Online) to generate and print out the student's current visa. If the student visa ceased as per PRISMS report, the RTO Manager will call the student to ask them to provide evidence of their visa status, in the form of breaching or appeal against his/her visa refusal or cancellation.

Orientation

All successful applicants complete an orientation program, on the first day of the course, to familiarize themselves with the Institute services, facilities and procedures. Students will be given an Orientation pack to introduce them to the services available and provide them with some general information about life in Australia. All students will be provided with a full orientation of Empire Institute facilities and services upon arrival. The LLN test will be conducted on the day of Orientation.

Empire Administration will inform the students that if they need LLN assistance, they need to make an appointment and meet to discuss.



Document Control

Policy ID:	2
Contact Officer:	Admissions Manager
Policy Owner:	RTO Manager
Endorsed By:	Chief Executive Officer
Person Responsible for Implementation:	Admissions Manager
Endorsement Date:	May 2017
Policy Circulation Date:	May 2017
Implementation Date:	May 2017
Next Review Date:	May 2018
Version:	1.2
Version Details:	Date Written: Version 1.2 May 2017 Date Reviewed: Version 1.2 May 2017 Date Changes of Version: May 2017 Last Update Version: May 2017
Latest Changes in Version Details:	Minor updates on grammar and formatting of the policy and procedure.
Version History:	Version: 1.0 Nov. 15 Version: 1.1 May 16 Version: 1.2 May 17
For Staff Access Policy and Procedure Location:	Empire Google Drive: National Code Policy and Procedure/Standard 2/ Student Entry Requirements, Selection, Enrolment & Orientation