# Policies and Procedures

## POLICY: ASSESSING STUDENTS’ QUALIFICATIONS, EXPERIENCE AND ENGLISH PROFICIENCY FOR ENTRY INTO VET COURSES

<table>
<thead>
<tr>
<th>CRICOS Ref:</th>
<th>Standard No: 2</th>
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<tr>
<td>NVR Ref:</td>
<td>SNR 15 and SNR 16</td>
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## Policy

**NVR STANDARDS/ ESOS NATIONAL CODE STANDARD**

**ESOS national code standard 2**

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.

**NVR Standards and SNR 16**

Learners receive training, assessment and support services that meet their individual needs.

The College upholds flexibility and equal opportunity, encourages people to apply for enrolment without discrimination, through a variety of means, so that an optimal number of students can participate in education and training at the highest level.

## Purpose

This policy is in place to ensure that all individuals who gain entry into a National Accredited Program being offered at the College have the appropriate skills and abilities they require to successfully complete their studies within the normal duration of the qualification.

## Scope

This policy and procedure applies to all students seeking a place in a qualification/course provided by the College.

## DEFINITIONS & KEY WORD

- **The College** – refers to Danford College
- **IELTS** – International English Language Testing System
- **PRISMS** – Provider Registration and International Student Management System
COMPLIANCE EVIDENCE

To demonstrate compliance Danford College has the following forms of evidence:

- Samples of the information provided to students prior to enrolment such as website, student prospectus, application form, letter of offer, acceptance agreement
- This policy and procedure for assessing students’ qualifications, experience and English language proficiency
- Agent Agreement with agents signed by the National Marketing Coordinator
- Verified copies of qualifications and IELTS on student files
- Student surveys

PROCEDURE: ASSESSING STUDENTS’ QUALIFICATIONS, EXPERIENCE AND ENGLISH PROFICIENCY FOR ENTRY INTO VET COURSES

Action/Method

1. The following outlines entry requirements for both local and international students intending to undertake study at the College.

1.1 Entry Requirements for Local Students
- Danford college will apply the preferred entry pathways specified in relevant Training Packages
- In addition to meeting the academic requirements applicants must demonstrate their competence in English language levels when submitting their application.
- Students over 21 years of age, without minimum academic requirements but with relevant work experience within chosen area of study may be admitted if the level of English language is appropriate.

1.2 Entry Requirements for International Students

An English Language proficiency level of one of the below:

- IELTS band score of 5.5 (Academic or general version) or equivalent internationally recognized exam result in line with DIAC regulations
- IELTS band score of 5.0 (Academic or general version) then Satisfactorily completion of upper intermediate ELICOS or ESL program
- Completed secondary studies equivalent to an Australian Year 12 qualification
from an English – language speaking country.

Other entry requirements for International students include:

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<tr>
<th>Academic</th>
<th>- Completion of senior high school or equivalent to the Australian Year 12 of education</th>
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<tr>
<td>Regulatory</td>
<td>- A current and valid passport</td>
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<td></td>
<td>- A valid study visa that covers the duration of study for the course (For onshore International students)</td>
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<tr>
<td>Age at Commencement</td>
<td>The college will not accept overseas students who would be under 18 years of age at the time of proposed commencement</td>
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**Action/ Method**

**2.0 Application and Enrolment Process**

The application and enrolment process involves the following steps:

2.1 Enquiry – the prospective student makes an enquiry directly to the College or through one of the College’s nominated education agents

2.2 The College or its nominated education agent supplies the prospective student with the following information:
- Detailed and up to date information on the course of interest, including course content, duration of study, commencement dates and qualifications awarded upon successful completion
2.3 Application.

The prospective students complete and sign the College's application form and provide originals or certified copies of the following documentation:

- Certified Proof of English Language proficiency as stated in 1.2
- Certified copy of Academic qualifications as stated in 1.2
- Certified copy of valid passport as stated in 1.2
- Appropriate study visa (for onshore international students)
- Proof of health cover (for onshore international students)
- If student has any disability than Information regarding the functional implications of student disability or medical conditions which is relevant to student learning environment must be declared at Application for enrolment for overseas students and must provide a letter/report from an appropriate health professional and may be recorded on PROVISION OF STUDENT DISABILITY SERVICES SUPPORTING DOCUMENTATION FORM.
- If student wish to apply for RPL or Credit Transfer, student must declare at Application for enrolment for overseas students and must fill in RPL Application Form or Credit Transfer Form and provide all the supporting documents. Both the forms are available at college reception and college website www.danford.edu.au

2.4 Letter of Offer and Agreement form:

Upon receipt of a completed application form and all the required relevant documentation, the Admission Officer will ensure that all necessary entry requirements are met and after gaining approval from the manager Education Services, issue the Letter of Offer and Enrolment Acceptance Agreement to the prospective student.

2.5 Confirmation of Enrolment (Only International Students).

The College will confirm enrolment of the prospective student when all the following conditions have been met:

- The prospective student accepts the offer, and returns the signed Enrolment Acceptance Agreement to the College
- The prospective student has paid the minimum balance payable as indicated
Upon fulfilment of the above conditions, the College shall issue an electronic Confirmation of Enrolment (eCOE) through PRISMS, which is the official document confirming enrolment into the College for the nominated course of study.

2.6 Use of Education agents.

The entry requirements as well as the Application and Enrolment process remain the same whether a student is recruited directly by the College or through a nominated Education agent.

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<th>Action/Method</th>
<th>3.0 RESPONSIBILITIES</th>
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<td>It is the responsibility of the Manager Administrative Services to ensure that all marketing information provided to prospective students is accurate and complete as per the guidelines of this policy.</td>
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<td>It is the responsibility of the Manager Administrative Services to monitor agents to ensure they are acting in accordance with the Admission and Enrolment policy of the College</td>
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<td>It is the responsibility of the Admissions Officer to issue the letters of offer on being satisfied that all entry requirements are met.</td>
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<td>It is the responsibility of any officer acting as an admissions officer (Administration officer) to ensure that the guidelines for entry requirements and issuing of Letters of Offer and eCOE’s are strictly followed.</td>
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<td>It is the responsibility of an admissions officer to provide a list of all students offered a place at the college to the following executive management meeting that indicates their English language level and academic qualifications and must keep all the documents on student file.</td>
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<td></td>
<td>It is the responsibility of the admissions officer to ensure that all selection information is maintained on student file.</td>
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<td>In collating evidence for previous related experience requirements, the College will receive a scanned copy of any letters, results, certificates pertaining to previously related experience. The College also is reliant upon the Australian Embassy to check for authenticity of any documentation.</td>
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### 4.0 Additional Requirements for Students Previously Enrolled in Vocational Course at Another Provider

4.1 This section of the policy applies to International Students enrolled in a registered vocational course conducted by another provider and/or have previously completed a course from another provider.

International Students who apply to enroll in a registered course conducted by the College and who have been enrolled in a relevant course (other than with the College) but have not completed the course will be required to satisfy conditions in 4.2 below.

4.2 The College will not offer admission to an international student unless:

- **4.2.1** The student was enrolled in the principal course for at least six months.
- **4.2.2** Student has a Letter of Release, who have not completed six months of their principle course with current provider.

### 5.0 Change of Course within the Danford College

Students wishing to change their course within the College must complete the Application for Change of Course Form or Change of Campus Form. To be eligible to apply for a change of course, students must complete at least one term of their current course before an application for change is considered. The associated cost adjustment will be taken into account. For example, if a student wishes to change to a higher cost course, the relevant fees will be incurred. Only under compassionate and compelling grounds will a student be eligible to change course.

Change of campus or change of course within the college, student will be treated as new student and same process will be followed as stated above in 2.3, 2.4 and 2.5

### 6.0 Review of Processes

If an applicant considers that the College has failed to accurately assess the respective application, a review can be sought with the Student Admissions Office. If they are dissatisfied with the outcome of this review, they can formally contact the CEO. All outcomes will be documented and provided to the student in writing.