

## Policies and Procedures

<b>POLICY: ASSESSING STUDENTS' QUALIFICATIONS, EXPERIENCE AND ENGLISH PROFICIENCY FOR ENTRY INTO VET COURSES</b>	
<b>CRICOS Ref:</b>	<b>Standard No: 2</b>
<b>SRTO 2015 Ref</b>	<b>Standard 1 &amp; 5, Clause 1.2, 1.7, 1.12, 5.1, 5.2(a),b(i-v),c,d(i-ii),e(i-iii),f, 5.3a(i-ii), b,c(i-ii), 5.4</b>

<b>Policy</b>	<p><b>SRTO2015 STANDARDS/ ESOS NATIONAL CODE 2018 STANDARD</b></p> <p><b>ESOS National Code 2018 Part D - Standard 2</b> 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</p> <p><b>SRTO2015 – Standard 1</b> Learners receive training, assessment and support services that meet their individual needs</p> <p>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.</p>
<b>Purpose</b>	This policy is in place to ensure that all individuals who enter 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.
<b>Scope</b>	This policy and procedure apply to all students seeking a place in a qualification/course provided by the College.
<b>DEFINITIONS &amp; KEY</b>	The College – refers to Danford College

<b>WORD</b>	<p>IELTS – International English Language Testing System</p> <p>PRISMS – Provider Registration and International Student Management System</p>
<b>COMPLIANCE EVIDENCE</b>	<p>To demonstrate compliance Danford College has the following forms of evidence:</p> <ul style="list-style-type: none"> <li>• Samples of the information provided to students prior to enrolment such as Website, Student handbook, Pre-enrolment guide, Enrolment form, Letter of offer, Acceptance agreement, Pre-departure checklist, Pre-arrival checklist</li> <li>• This policy and procedure for assessing students’ qualifications, experience and English language proficiency</li> <li>• Agent Agreement with agents signed by the Marketing Manager / CEO</li> <li>• Verified copies of qualifications and English language requirement on student files</li> <li>• Student surveys</li> </ul>

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

<b>CRICOS Ref:</b>	<b>Standard No: 2</b>
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<b>Action/Method</b>	<p><b>PREREQUISITE/ENTRY REQUIREMENTS</b></p> <p><b>Age requirement</b> To study at Danford College, all international students must be at least 18 years of age or above when the course starts.</p> <p><b>Academic requirements</b> <b>VOCATIONAL COURSES:</b> All international students must meet a minimum academic requirement to gain admission to Danford College. Danford College requires the successful completion of studies equivalent to Australian Year 12 education as the minimum level of entry into our courses.</p> <p><b>POST GRADUATE PROGRAMS:</b> Year 12 and have completed a Diploma or Advanced Diploma qualification in any fields of study (Both onshore or Offshore qualification); or have completed a Bachelor degree in any fields of study (Both onshore or Offshore qualification).</p> <p>In some cases, if you do not meet the college academic entry-level requirements, you may apply as a mature age student. A mature age student is considered to be over 21 years old, who has been out of fulltime education for at least one year. You should also be able to provide documentary evidence of any work experience undertaken since leaving school that is related to your chosen course. Entry as a mature age student is also dependent upon having a satisfactory level of English language proficiency.</p> <p><b>International Students: An English Language proficiency level of one of the below:</b></p> <p><b>VOCATIONAL PROGRAMS:</b> For most Vocational course's students are required to have a minimum IELTS (International English Language Testing Service) score of 5.5 overall with no band/sub score under 5.0 or equivalent English language tests as per accepted by the Department of Immigration.</p>
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**POST GRADUATE PROGRAMS:** For most Graduate Diploma courses students are required to have a minimum IELTS (International English Language Testing Service) score of 6.0 overall with no band/sub score under 5.5 or equivalent English language tests as per accepted by the Department of Immigration.

English language tests accepted by the Department of Home Affairs are listed below for your information.

IELTS [International English Language Testing System](#)

OET [Occupational English Test](#)

TOEFL iBT [Test of English as a Foreign Language internet-Based Test](#)

PTE Academic [Pearson Test of English](#)

CAE [Cambridge English: Advanced](#)

An IELTS score or equivalent no longer than two years.

Alternative test scores benchmarked as against the IELTS band scale:

English Proficiency Test	Course with IELTS 5.5 overall no individual band less than 5.0	Course with IELTS 6.0 overall no individual band less than 5.5
International English Language Testing system (IELTS Test)	5.5 overall individual bands: min 5.0 each module	6.0 overall individual bands: min 5.5 each module
Test of English as a Foreign Language internet-based test (TOEFL iBT)	49 overall min score to: Writing: 18 Speaking: 16 Reading: 8 Listening: 7	64 overall Min score to: Writing: 21 Speaking: 18 Reading: 13 Listening: 12.
Cambridge English: Advanced (CAE) test	162 over all individual bands: 154	169 over all individual bands: 162
Pearson Test of English Academic (PTE)	42 over all communicative skills: 36	50 over all communicative skills: 42
Occupational English Test (OET)	a score of at least B for each test component of the OET.	a score of at least B for each test component of the OET.



Circumstances where the IELTS requirement may be waived:  
Academic transcripts showing that you have successfully completed at least 51% of a course leading to a qualification from the Australian Qualifications Framework at Certificate IV level or higher as the holder of a student visa not more than 2 years before your visa application. This does not include foundation courses.

Or

Senior Secondary Certificate of Education, completed in English in Australia in the last two years

Or

Evidence of completion certificate for a Foundation Course in Australia in the last two years.

Or

Evidence that you have completed at least five (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 and the United States of America.

Or

Provide evidence you have completed or have enrolled into an ELICOS or alternative English course as accepted by the Department of Home Affairs. Minimum requirement to enter into any of Danford College courses is “Upper Intermediate” or “Advanced”.

*Refer to the admission requirements for your country risk rating requirement.*

More information available about which English language tests are accepted by the Home Affairs Department? <https://www.homeaffairs.gov.au/lega/lega/Form/Immi-FAQs/aelt>

For countries classified Level 1 and Level 2 as per DHA (Department of Home Affairs):

**INTERNAL ENGLISH TEST**

Note: We can ask you for evidence of your English language skill after you have submitted your application, at any time while we are processing your application, even though the Document Checklist tool shows that you don't need to provide evidence of your English language skill when you submit your application.

(Internal) English proficiency test online: **TRACKTEST**



TrackTest Online English Assessment Center or TrackTest is an online English language

	<p>assessment tool launched in November 2012 that measures the English skills of non-native English speakers. The test is using the scale based on Common European Framework of Reference for Languages</p> <p><b>Language, Literacy and Numeracy (LLN)</b> All courses at the College are delivered in the English language. It is essential that a student has language, literacy and numeracy (LLN) skills sufficient to successfully complete assessments at the Vocational Education and Training (VET) level as reflected in the Australian Qualifications Framework (AQF) and as detailed in the relevant Training Package.</p> <p>It is also essential that trainer/assessors have LLN skills sufficient to communicate course content to students in a manner that is clearly understandable. The College provides clear information to each prospective student and staff member on enrolment about language, literacy and numeracy requirements including the provision of assessments that are recommended if students self-identify as having difficulties.</p> <p>Student language, literacy and numeracy skills are not assumed upon admission and students who identify as having a language, literacy or numeracy concern may be asked to attend an appraisal session with an external organisation</p>
<p><b>Action/ Method</b></p>	<p><b>2.0 Application and Enrolment Process</b></p> <p>The application and enrolment process involve the following steps:</p> <p>2.1 Enquiry – the prospective student makes an enquiry directly to the College or through one of the College’s nominated education agents</p> <p>2.2 The College or its nominated education agent supplies the prospective student with the following information:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Indicative course-related fees including advice on potential for fees to change during the student’s course</li> <li>• The requirements for acceptance into a course including the minimum level of English language proficiency and academic requirements</li> <li>• Payment and refund policies</li> <li>• Campus locations and general description of facilities</li> <li>• Danford College does not accept students under the age of 18</li> <li>• Deferral, suspension and cancellation policies</li> <li>• Referral to the ESOS framework made available electronically by DEST</li> <li>• Indicative costs of living in Australia and accommodation options</li> </ul>



	<ul style="list-style-type: none"> <li>• Details on any collaborations with other training providers to provide whole or part of the course</li> </ul> <p>2.3 Application.</p> <p>The prospective students complete and sign the College’s application form and provide originals or certified copies of the following documentation:</p> <ul style="list-style-type: none"> <li>• Proof of English Language proficiency as stated above</li> <li>• Copy of Academic qualifications as stated above.</li> <li>• Copy of valid passport as stated above</li> <li>• Appropriate study visa (for onshore international students)</li> <li>• Proof of health cover (for onshore international students)</li> <li>• 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 <b>PROVISION OF STUDENT DISABILITY SERVICES SUPPORTING DOCUMENTATION FORM.</b></li> <li>• 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.</li> <li>• Both the forms are available at college reception and college website <a href="http://www.danford.edu.au">www.danford.edu.au</a></li> </ul> <p><b>Translation of documents</b></p> <p>Documents in languages other than English should be accompanied by an English translation. The English translations must be official certified translations from a National Accreditation Authority for Translators and Interpreters (NAATI) accredited translator.</p> <p>Translations provided by non-accredited translators outside Australia should be endorsed by the translator with their full name, address, telephone number, and details of their qualifications and experience in the language being translated. College may accept documents translated by his appointed authorised representatives</p> <p><b>Methods for determining authenticity of academic qualifications</b></p> <p>academic qualifications submitted can be authenticated by:</p> <ul style="list-style-type: none"> <li>• original documents (i.e. award and transcript of results) being provided to the authorised representative; or</li> <li>• copies of the original documents (i.e. award and transcript of results) being provided which have been either:</li> <li>• notarised by a Justice of the Peace or equivalent authority; or</li> <li>• verified as a true and correct copy of the original documents by an authorized representative of Danford College</li> <li>• Certified and stamped as Original Sighted by Danford College Admission Staff</li> </ul>
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- By verifying AQF qualification from student USI transcripts ( if required)

The authorised representative must sign and print his/her name clearly, include the date, and record that the original has been sighted. If external to Danford College, an official stamp or seal of the authorised officer's organisation must be added.

Should the Admissions Officer suspect that the academic document presented has been altered or fraudulently created, contact is made with the conferring institution to validate the claims of the applicant.

If the application refers to studies currently being undertaken and is unable therefore to present evidence of the academic entry requirements having been met, then the offer of enrolment will be conditional upon the achievement of the required academic outcome.

#### 2.4 Letter of Offer and Student Written Agreement:

Upon receipt of a completed application form and all the required relevant documentation, the Administration Officer will ensure that all necessary entry requirements are met and authorise the issuing of a Letter of Offer and an Acceptance Agreement form to the prospective student.

Applicants wishing to accept the offer must pay the fee requested in the Letter of Offer and Acceptance Agreement, complete, sign and date the Letter of Offer and Acceptance Agreement and return it to Danford College.

#### 2.5 Confirmation of Enrolment (eCOE) (Only International Students).

The College will confirm enrolment (eCOE) 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 on the Letter of Offer and Enrolment Acceptance Agreement, and the College has confirmed receipt of this amount.

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, after electronic Confirmation of Enrolment (eCOE) has been generated it will be send to the student/ the student's agent/ representative.

#### 2.6 Use of Education agents.



	<p>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.</p>
<p><b>Action/Method</b></p>	<p><b>3.0 RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• It is the responsibility of the all Danford Staff or appointed education agent to ensure that all marketing information provided to prospective students is accurate and complete as per the guidelines of this policy and the National Code 2018.</li> <li>• It is the responsibility of the Head of Marketing and Sales &amp; Marketing Manager to monitor agents to ensure they are acting in accordance with the Admission and Enrolment policy of the College and providing all the required information to student prior to enrolment.</li> <li>• It is the responsibility of the Admissions Officer to issue the letters of offer on being satisfied that all entry requirements are met.</li> <li>• 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.</li> <li>• 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.</li> <li>• It is the responsibility of the admissions officer to ensure that all selection information is maintained on student file.</li> <li>• 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. College reserve the right to verify qualification, experience or any other documents from the issuer or issuing body.</li> </ul>

<p><b>Action/Method</b></p>	<p><b>4.0 Additional Requirements for Students Previously Enrolled in Vocational Course at Another Provider ( International Student Only)</b></p> <p>College will not knowingly enrol an overseas student seeking to transfer from another registered provider’s course prior to the overseas student completing six months of his or her principal course, except where any of the following apply:</p> <ul style="list-style-type: none"> <li>4.1 the releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered</li> <li>4.2 the releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that registered provider</li> <li>4.3 the releasing registered provider has agreed to the overseas student’s release and recorded the date of effect and reason for release in PRISMS</li> <li>4.4 any government sponsor of the overseas student considers the change to be in the overseas student’s best interests and has provided written support for the change.</li> </ul>
<p><b>Action/Method (cont)</b></p>	<p><b>5.0 Change of Course within the Danford College</b></p> <p>Students wishing to change their course within the College must complete the <i>Application to Transfer Course form</i> (Change of course will be assessed and there is no guarantee that a change of course will be approved if it is not in the best interest of the student).</p> <p>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 incur. Only under compassionate and compelling grounds will a student be eligible to change course.</p> <p>Change of course within the college, student will be treated as new student and same process will be followed as stated above .</p> <p><b>6.0 UNIQUE STUDENT IDENTIFIER (USI)</b></p> <p>All students studying nationally recognised training in Australia from 1 January 2015 will be required to have a Unique Student Identifier (USI).</p> <p>The USI is a requirement under Commonwealth legislation and conditions of registration for training organisations. Danford College must have a valid USI for their students before you issue a student with a qualification or statement of attainment.</p>

This applies to:

- New students
- Pre-enrolled students
- Continuing students

Danford College meets the requirements of the Student Identifier scheme, including:

- verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose
- ensuring that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014
- ensuring that where an exemption described in Clause 3.6 (b) in Standard for Registered Training Organisation 2015 applies, it will inform the student prior to either the completion of the enrolment or commencement of training and assessment, 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, and
- ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.
- All students will be required to have a USI before the college can issue you a qualification or statement of attainment.

#### **7.0 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. For further information please refer to our Complaints and Appeals Policy available on our website [www.danford.edu.au](http://www.danford.edu.au)