

Fact Sheet 4: Admissions & Enrolment

What documents do I need to produce if I am an offshore student?

1. Completed Application Form;
2. Valid Passport;
3. Educational Qualification: Minimum of Year 12;
4. English Requirements:
 - English certificate at the time of Offer Letter.
 - If you are going to do ELICOS prior to study with us, they must provide COE (not offer letter)
 - TRACK Test will only be accepted for the students approved by CEO or General Manager;
5. Statement of Purpose/GTE (considered the same as per DHA risk rating);
6. Work Experience Certificate; (for those application with gap);
7. Skype interviews done for offshore students prior to issuing the COE based on student profile;
 - Vocational Programs: 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 accepted by the Australian Commonwealth Department of Home Affairs.
 - Post Graduate Programs: 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 accepted by the Department of immigration.
 - Applicants will not be accepted with a study gap of more than one or two years.
 - No vocational certification will be accepted as a qualification from off shore.
 - All documents must be scanned and all the information must be able to clearly read;
 - For all the documents translated in English, the scan of the original document in other language is required. Translations of documents must be stamped and signed by an authorised person or the agent;
 - The Application Form must be filled clearly and the information provided must completely

match with applicants' personal information.

The signature on the Application Form must be applicant's and it must match the signature on the passport. It must be signed or stamped by the agent.

- Signed Agent & Student declaration
- Statutory Declaration signed by the student

What do I need to produce if I am an Onshore student?

- a) A completed application form-signed and stamped by the agent
- b) A valid passport;
- c) A valid Visa;
- d) Educational Qualification: minimum of Year 12 or equivalent.
- e) English Requirement;

English Test Exemption

Academic Transcripts with successful completion of at least 51% of the course leading to a qualification from the Australian Qualifications Framework at Certificate IV level or higher as the holder of the student Visa not more than 2 years before the students visa application. This does not include:

- Foundation courses or Senior Secondary Certificate of Education, completed English in Australia in the last two years;
- Evidence of completion certificate for a foundation course in Australia in the last two years;
- Evidence that the student has completed at least five (5) years 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.
- Vocational Programs: 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 accepted by the Australian Commonwealth Department of Home Affairs.
- Post Graduate Programs: Minimum IELTS (International English Testing Service) score of

6.0 overall with no band/sb score under 5.5 or equivalent English language tests accepted by the Australian Commonwealth Department of Home Affairs.

- Applicants must provide a Confirmation of Enrolment (COE) if they are currently studying at other provider at the time of enrolment with the College;
- Transcript/ Statement of Results /formal letter of completion from the Institution at the time of issuing the Offer Letter.
- Signed Agent and Student Declaration
- Statutory Declaration Signed by the Student.

Offer Letter & Acceptance Agreement: This letter provides you with information about the enrolment & the College's policies.

When do I receive information about my course start date?

Course start date information is provided in your Offer Letter. You will receive further information about your class timetable & trainer on your Orientation day.

When do I receive an email about my Orientation?

Two (2) weeks before course commencement or the first Monday of the month.

Orientation: Orientation sessions are carried out on a monthly basis and provide you with important information i.e. welcome and overview of the college and the course, introduction to our policies, your student photo and Id. Orientation sessions are mandatory.

BYOD: Bring Your own Device. You will need to bring your own device (e.g. laptops, tablets) during training sessions in order to fulfil work-simulated activities. BYOD minimum requirements are as follows:

- Operating System: Windows 8 or 10 Home Edition or later
- Processor: Intel Core i3 / AMD 2.0 Ghz or better
- RAM: Minimum 4GB, recommended 8GB
- Hard Drive: 128GB SSD (256GB SSD recommended if not using Cloud storage)
- Display: 13-inch full HD (1920 x 1080) with a built-in webcam
- Wi-Fi: 802.1x compliant
- USB Headsets with microphone
- Device must be fully charged
- Device must have an antivirus software

When do I receive my timetable?

One (1) week before course commencement.

Where can I receive information about the student portal?

On your course commencement you will receive information about: the RTO Manager® student portal and receive your CANVAS® Log ins.