

# POL003\_Student Admission Policy

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# 1. Scope

Danford College is committed to ensuring fair and equitable policies and procedures are in place regarding the admissions of students. Danford College is bound by and accepts the responsibility of Commonwealth and State legislation governing the operations of the College including admissions procedures.

The Students' Admission Policy ensures that all the applicants who are offered a Vocational education training (VET) program at Danford College have a systematic admissions process. This policy is governed by:

- Standards for RTO 2015: Standard 4 and 5;
- National Code 2018: Standard 2 and 3.

The Students' Admission Policy is applicable to all the relevant staff members of Danford College involved in the admissions process and the applicants.

# 2. Purpose

The purpose of this policy is to establish a comprehensive and standardized process for the admission of students into Vocational Education Training (VET) courses at Danford College. The policy aims to achieve the following objectives:

- To outline prior information provided to applicants seeking entry into VET courses at Danford College
- To provide a clear description of the criteria and procedures used to evaluate the qualifications, work experience, and English language proficiency of applicants seeking entry into VET courses.
- To ensure each applicant is assessed based on their merits and that they meet the necessary pre-requisite skills, knowledge, and immigration requirements to study vocational education and successfully complete their studies within the normal duration of the qualification.
- To outline the methodology of the admissions process including the roles and responsibilities of the staff involved in the admission process.

# 3. Information Provided to Applicants

Danford College is committed to ensuring its student selection processes are fair, transparent and non-discriminatory. Applicants are selected based on meeting core eligibility criteria in line with the course requirements on the *Application for Enrolment as an International Student* available on the College website at [Application for Enrolment as an International Student](#)

### **Danford College ensures that:**

1. The recruitment of students at Danford College is completed in an ethical and responsible manner, providing information that enables applicants to make informed decisions about studying at the College. Students are selected regardless of religion, gender, disability, sexuality, sexual preference, culture and ethnic background.
2. Prior to accepting an Applicant for enrolment in a course, Danford College provides current and accurate information regarding the following via Danford College website [Danford College](http://www.danford.edu.au) :
  - a) 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 is available;
  - b) the course content and duration, qualification offered, modes of study and assessment methods;
  - c) campus locations and a general description of facilities, equipment, and learning and library resources available to students;
  - d) details of any arrangements with another registered provider, person or business to provide the course or part of the course;
  - e) indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies;
  - f) information about the grounds on which the student's enrolment may be deferred, suspended or cancelled;
  - g) Relevant information on living in Australia, including:
    - i. indicative costs of living
    - ii. accommodation options; and
    - iii. where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.
  - h) Orientation and induction process prior to the course commencement

This information enables the applicants to make an informed decision about studying at Danford College.

3. A systematic screening process is implemented at Danford College to assess the Applicant's eligibility to enrol the student in the suggested course. These requirements involve the determining of suitability and relevance of a qualification based on an Applicant's current competencies, English language proficiency, existing educational attainment, work experience, capabilities, aspirations, and interests with due consideration to the likely job outcomes from the development of new competencies and skills.
4. Danford College policies available at [www.danford.edu.au](http://www.danford.edu.au) as listed on *the Offer Letter & Acceptance of Offer Letter* including but not limited to:
  - POL012\_Student Fees & charges policy;
  - POL009\_Deferment, Suspension or Cancellation of Student Enrolment;
  - POL013\_Student fees refund policy;
  - POL010\_Overseas student transfer policy;
  - POL008\_Course Completion and Course Progress Policy,
  - POL016\_Privacy Policy;
  - Student handbook;
  - Pre-arrival checklist & pre-departure checklist;
  - POL007\_Complaints & appeals policy;
  - POL014\_Credit Transfer Policy

- POL017\_Recognition of Prior Learning Policy (RPL)

## 4. Application Requirements

In all cases, Applicants wishing to enrol into a qualification must complete and submit an Application for Enrolment as an International Student available on the College website: [Application for Enrolment as an International Student](#)

### 4.1 To study at Danford College

- All international students must be at least 18 years of age or above when the course starts.
- Applicants having a study gap of more than 1 – 2 years in their educational history are required to provide a valid explanation and supporting evidence. Applications without justification and evidence of study gap will not be accepted.

### 4.2 Academic Entry Requirements

All international students must meet a minimum academic requirement to gain admission to Danford College.

- VET: Applicant must have successful completion of studies equivalent to Australian Year 12
- Post Graduate: Applicant must have successful completion of studies equivalent to Australian Year 12 and must have successfully minimum completion of AQF Level 5 (Diploma) or higher (both onshore and offshore)

### 4.3 English Language Requirement

All international applicants wishing to enrol into a qualification at Danford College are required to meet the English Language Requirement in accordance with IMMI 18/015: English Language Tests & Evidence Exemptions for Subclass 500 (Student) visa Instrument 2018. (<https://www.legislation.gov.au/F2018L00713/latest/text>)

- **Vocational Programs:** For most vocational courses, 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 accepted by the Department of Immigration.
- **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 accepted by the Australian Commonwealth Department of Home Affairs.

ENGLISH LANGUAGE TEST	ACRONYM/ ALSO KNOWN AS	VOCATIONAL COURSES	POST GRADUATE PROGRAMS
International English Language Testing system	IELTS Test	(a) Overall band score 5.5; or (b) Overall band score 5 if packaged with at least 10 weeks' ELICOS; or	Overall 6.0 (no band less than 5.5)

ENGLISH LANGUAGE TEST	ACRONYM/ ALSO KNOWN AS	VOCATIONAL COURSES	POST GRADUATE PROGRAMS
		(c) Overall band score of 4.5 if packaged with at least 20 weeks' ELICOS.	
Pearson Test of English Academic	PTE	(a) 42; or (b) 36, if packaged with at least 10 weeks' ELICOS; or (c) 30, if packaged with at least 20 weeks' ELICOS.	Overall 50 (no band less than 42)
Test of English as a Foreign Language internet-based test	TOEFL iBT	(a) 46; or (b) 35, if packaged with at least 10 weeks' ELICOS; or (c) 32, if packaged with at least 20 weeks' ELICOS.	64 -78 overall with minimums: Writing: 18 Speaking: 16 Reading: 8 Listening: 7
Cambridge English: Advanced (CAE) test	Certificate in Advanced English	(a) 162; or (b) 154, if packaged with at least 10 weeks' ELICOS; or (c) 147, if packaged with at least 20 weeks' ELICOS.	Overall 169 (no band less than 162)
Occupational English Test	OET	a score of at least B for each test component of the OET.	A score of at least C for each test component.

**Circumstances where the English test requirement may exempted:**

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”.

Or

The applicant a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland.

Note: Danford College can ask the applicant for evidence of their English language skills after they have submitted their application, at any time while Danford College is processing the application, as an additional requirement.

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



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

#### **4.4 Language, Literacy & Numeracy (LLN) Requirement**

All courses at Danford College are delivered in the English language. Danford College assesses all applications for English Language as per the requirements mentioned in section 4.2 and 4.3 above. Additionally, 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.

Danford College may ask the applicant to either take entire LLN test or just a numeracy test based on the applicant profile and the course requirement as defined by training.gov.au.

Applicants will be required to take the Numeracy Test in one of the following circumstances:

- If the student has taken English Test only
- If the student is a citizen of Canada, New Zealand, South Africa, the Republic of Ireland, the United Kingdom and the United States of America.

#### **4.5 Recognition of Prior Learning (RPL)/Credit Transfer (CT)**

Applications for Recognition of Prior Learning (RPL)/Credit Transfer (CT) are assessed based on RPL and Credit Transfer policies.

#### **4.6 Document Requirements:**

##### **4.6.1 Documents Checklist:**

Sections of the <i>Application for Enrolment as an International Student</i> requiring evidence & Completion.	Offshore Students	Onshore Students
<b>1. Statement of Purpose (SOP) &amp; Genuine Temporary Entrant (GTE) Statement</b>	✓	



<b>2. Financial Details</b> • Evidence of financial ability to pay fees	✓	
<b>3. Unique Student Identifier (USI)</b>		✓
<b>4. Passport</b> • Certified copy of bio-data pages of Passport	✓	✓
<b>5. Australian visa copy</b>		✓
<b>6. Disability (If Applicable)</b> • Provision of Student Disability Services Form • Supporting documentation	<i>If Applicable</i>	<i>If Applicable</i>
<b>7. Family Details</b> • Certificate of Marriage • Spouses Visa	<i>If Applicable</i>	<i>If Applicable</i>
<b>8. Overseas Student Health Cover (OSHC)</b>	✓	✓
<b>9. Academic Background</b> • <i>Maximum study gap allowed is 1-2 years; if more, relevant evidences to be provided</i> • <i>If the applicant's highest qualification is a vocational course in their home country Year 12 equivalent must be presented;</i>	✓ ✓	✓ ✓
<b>10. Secondary School:</b> • Digital copies of academic transcripts	<i>If Applicable</i>	<i>If Applicable</i>
<b>11. Tertiary or Post-Secondary Studies:</b> • Digital copies of academic transcripts & qualifications	<i>If Applicable</i>	<i>If applicable</i>
<b>12. Completion of 6 months of training with an Australian educational provider</b> • Copy of release letter	<i>If Applicable</i>	<i>If Applicable</i>
<b>13. Credit Transfer &amp; RPL</b> • Application for Credit Transfer • Certified Copy of academic transcripts • RPL Form	<i>If Applicable</i>	<i>If Applicable</i>
<b>14. English Language Ability</b> • Certificate of test taken for English language evidence (refer to section 4.3 for more information)  <b>English language course completed in Australia</b> • Relevant documentary evidence  • <i>TrackTest is only upon approval. Ensure that you do not offer this to the applicant unless Administration and Compliance have seen the application and approved to take online placement test;</i>	✓	✓  <i>If Applicable</i>   <i>If Applicable</i>



<ul style="list-style-type: none"> <li>If the applicant is applying for ELICOS prior to Danford courses, ELICOS CoE must be provided at the time of application or course commencement</li> </ul>		
<b>15. Employment</b> <ul style="list-style-type: none"> <li>Relevant work experience, references, letters, or resume</li> </ul>	If Applicable	If Applicable

Danford College reserves the right to ask for the certified copies of documents if required. Should the Admissions Officer suspect that the academic document presented has been altered or fraudulently created, Danford College reserves the rights to refuse the application if the student and/or agent fails to provide appropriate information or clarification.

#### 4.6.2 Translation of Documents

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 or equivalent in your home country. Danford College also accepts documents certified or translated by registered agents.

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 the appointed authorised representatives.

#### 4.7 Additional requirements for students

Danford 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:

- the releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered
- 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.

If the Applicant is granted Higher Education Visa they must provide a pathway to higher education or change the Visa stream to VET. The Applicant will be advised that he/she will need to change his/her visa to a Subclass 500 VET Sector or maintain enrolment with a HE Provider as per their visa condition/s.

## 5. Methodology

### 5.1 Letter of Offer and Acceptance Agreement

On successful assessment of application as advised in section 4, the applicant will be issued with a Letter of Offer and Terms & Conditions outlining details of course/s (expected course start date, the location, modes of study), list of conditions where applicable, tuition fee, study periods, another fees,

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complaints and appeal processes, financial details, payment terms, refund policy, and also a Student Declaration. In the case of applications submitted by an agent, the Offer and Acceptance Agreement will be issued to the agent on the student's behalf. The Agent is responsible for explaining the details of the Offer and the terms and conditions that apply.

The Student Declaration requires the student to confirm information including:

- confirmation of required funding and source/s
- understanding of student visa requirements
- GTE requirements

Upon payment of fees, the international student will enter into a written agreement with Danford College by signing and returning the Acceptance Agreement.

The Letter of Offer and Terms & Conditions includes the following, not limited to:

- Student information,
- Course information,
- Fees & charges policy,
- Refund policy,
- Complaints and appeals
- Overseas students transfer
- Deferment, withdraw and cancellation
- Education Services for Overseas Students (ESOS) Act
- Privacy notice

Conditional Letter of Offer is provided in following but not limited to circumstances:

- If the Applicant requires to complete ELICOS. The applicant will need to provide evidence of successful completion of ELICOS prior to the commencement of course at Danford College.
- If any further documentation is requested from the applicant to support the application.

## **5.2 Payment of Fees:**

Applicants are supplied with detailed information regarding the cost of study, insurance and living via Danford College website and Marketing Material. Additionally, acknowledgment of awareness of necessary funds is included in the Application for Enrolment as an International Student form. The Offer Letter and Acceptance Agreement also details financial requirements, payment and refund terms and conditions.

Applicants will also be directed to the Department of Home Affairs (DHA) website for up to date information regarding living costs for applicants, spouses, families and guardians.

Prospective students are required to pay the amount as per the Letter of Offer to obtain a Confirmation of Enrolment (eCoE).

The Application Form requires the applicant to acknowledge they are aware of, and have access to, adequate funds for their study and living in Australia for full course duration. It includes a Student Statement which asks students to explain the reasons for their choice of study, choice of training provider, planned career path and immigration history.

The Letter of Offer and Terms & Conditions also includes a financial declaration acknowledging availability of funds required for tuition fees for duration of course (including materials fees), living expenses, health insurance, airfares and schooling of dependants if applicable and the source of funds. Additionally, at acceptance of offer, applicants are required to provide documentary evidence of sufficient funds for the first year of tuition, health insurance and living expenses for themselves and any dependants for offshore applicants.

### 5.3 Confirmation of Enrolment (eCOE)

Once entry requirements are met, tuition fees been paid and Overseas Student Health Cover (OSHC) has been provided; Danford College will issue the Confirmation of Enrolment (eCOE) via Provider Registration and International Students Management System (PRISMS).

The eCoE is a evidence that student is enrolled with a provider who is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before DHA will issue a student visa. The eCoE contains information about the Provider, course and duration of study in which the student has enrolled.

Admissions/Admin Officers ensure that the eCoE duration reflects the correct course duration. International Students are required to complete the course within the expected duration as specified on their confirmation of enrolment (eCoE). The Administration department will send the eCoE via email along with arrival information which includes the student handbook (for international students), orientation and induction information, commencement information, fee payment and other relevant information. The administration department will send the eCoE to the education agent.

### 5.4 Stepwise Methodology

	What	Who	How
	<ul style="list-style-type: none"> <li>Applicant completes <b>Application for Enrolment as an International student</b> online via <a href="#">Application for Enrolment as an International Student</a></li> <li>Applicant uploads all relevant evidence as advised in section 3.6</li> </ul>		
<b>Step 1:</b>	Applicant's data is captured and an admission profile is created in ZOHO CRM.		
<b>Step 2:</b>	<b>Assess Application:</b>  Against Onshore /  Offshore check list	Admissions/Admin Officer to assess the application as per the student entry requirement mentioned in the admissions guidelines.	<b>Application Refused:</b> Admissions/Admin Officer sends refusal Letter to student/Agent  <b>Application Accepted:</b> Full Offer Letter issued.  <b>Conditional Offer:</b> Letter is issued where further documentation is required.
<b>Step 3</b>	<b>Finance dept Approval:</b>  Assign admission profile to finance department for approval on Zoho CRM	Finance department to check payment plan as per payment guidelines	<ul style="list-style-type: none"> <li>ZOHO CRM: admission officer will send request to finance team approval of the Offer Letter</li> <li>RTO Mgr: after finance approval admissions officer will Approve Offer Letter</li> <li>Admissions/Admin Officer Save the Offer Letter in student folder</li> </ul>

<b>Step 4</b>	<b><u>Offer Letter Sent to Agent &amp; Student:</u></b>  Admissions/Admin Officer sends Offer Letter along with the student and agent declaration form to the agent through CRM and then to the student for offer acceptance.	Agent to sign the agent declaration and student declaration Student to sign the Offer Letter, with initials on each page and the student declaration	<ul style="list-style-type: none"> <li>Agent to sign the agent and student declaration form via ZohoSign</li> <li>Student to sign the Offer Letter and student declaration via Zohosign. Once the Offer Letter is signed, Danford College, agent and student received a signed copy of offer letter via Zoho CRM</li> <li>Admissions/Admin Officer to save the signed Letter of Offer in student folder</li> </ul>
In case of no agent involved, the Offer Letter and student declaration is sent to the student. The student signs both the documents via ZohoSign and college and student receives a signed copy via CRM.			
<b>Step 5</b>	<b><u>Student Makes Fee Payment:</u></b>  Either via: <ul style="list-style-type: none"> <li>Bank Transfer</li> <li>Credit Card</li> </ul>	<ul style="list-style-type: none"> <li>Finance department to confirm receiving of payment from the student</li> </ul>	<ul style="list-style-type: none"> <li>Once payment is received the Finance Dept sends the student &amp; Agent confirmation of payment receipt.</li> </ul>
<b>Step 7</b>	<b><u>COE creation via PRISMS:</u></b>  Finance department will assign the admission profile of the student to compliance to request for eCoE issuance	<ul style="list-style-type: none"> <li>Head of Compliance/Compliance Manager to issue the eCoE</li> <li>Admissions/Admin officer to move student files in RTOM from 'Offer' to 'Student'</li> </ul>	<ul style="list-style-type: none"> <li>Head of Compliance/Compliance Manager to email the eCoE to Admissions/Admin Officer, Finance Department, Academic Department and Marketing department</li> </ul>
<b>Step 8</b>	<b><u>eCoE email:</u></b>  Agent and student to receive the eCoE	Admissions/Admin Officer to send the eCoE to student and/or agent via RTOM <ul style="list-style-type: none"> <li>Agent is been sent eCoE's via Zoho CRM by the admissions department</li> </ul>	<ul style="list-style-type: none"> <li>with the ecoe email student receives the arrival information, orientation and induction information, ESOS framework and other relevant information.</li> </ul>

## 6. Associated Documents

- Application to enroll an international student
- Offer Letter & Terms and Conditions
- POL004\_Student Enrolment Policy
- POL012\_Student Fees and Charges Policy
- POL013\_Student Refund Policy
- POL009\_Deferment, Suspension or Cancellation of Student Enrolment Policy
- POL010\_Overseas student transfers policy
- Student Handbook
- Privacy Statement
- POL014\_Credit Transfer Policy
- POL017\_Recognition of Prior Learning Policy (RPL)

## Appendix

### Definitions

- 1) **AQF:** The Australian Qualifications Framework (AQF) is the **national policy** for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
- 2) **CT:** Credit transfer (CT) is an administrative process, where a training provider recognises and accepts Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by another registered training organisation (RTO). It allows a client (student) to obtain credit for already, successfully, completed formal training which is equivalent to a component in a current program the student is enrolled in.
- 3) **eCoE:** A eCoE is an official document issued by a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The eCoE confirms the student's eligibility to enrol in a course with the registered provider and contains information about the provider, course and duration of study in which the student has enrolled. This evidence is required before the Department of Home Affairs issues a visa to a student.
- 4) **ESOS:** The Education Services for Overseas Students (ESOS) Framework covers the provision of education services to overseas students. This legal framework sets out the requirements for registration as an ESOS provider. It also defines the standards that providers offering courses to overseas students must meet.
- 5) **GTE:** The genuine temporary entrant (GTE) requirement is an integrity assessment that all applicants for a student visa must provide to substantiate that they are coming to Australia temporarily to gain a quality education and intend to use the student visa program for its intended purpose only
- 6) **OHSC:** Overseas Student Health Cover (OSHC) is health insurance for international students and their dependents. OSHC helps you meet the costs of medical and hospital care that you might need while in Australia.
- 7) **RPL:** Recognition of prior learning (RPL) is the acknowledgement of a person's skills and knowledge acquired through previous relevant training, work or life experience, which may be used to grant status or credit in a subject or a whole program (qualification).

- 8) **RTO Manager**: RTO Manager (RTOM) is a College Management system used by Danford College for day – to – day operations to access and maintain portals for students, trainers, agents, etc.
- 9) **SRT0 2015**: Standards for RTOs 2015 (SRT0) ensure that training delivered by RTOs meets industry requirements (as set out in training packages and accredited courses) and has integrity for employment and further study ensure RTOs operate ethically and consider the needs of both students and industry
- 10) **USI**: A Unique Student Identifier (USI) is your individual education number for life. It also gives you an online record of your vocational education and training (VET) undertaken in Australia.
- 11) **VET**: Vocational education and training (VET) is learning where you develop targeted and practical skills. The skills you learn relate to a career pathway, so can apply them at work or in further education and training.
- 12) **Zoho CRM**: Zoho CRM is a cloud - based customer relationship management software for managing sales, marketing and customer support in a single system.

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**End of Document**