

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 RTOs 2015: Standard 4 and 5;
- ESOS National Code 2018: Standard 2 (2.1.1 – 2.1.9, 2.1.11, 2.2) 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](#) :
 - 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 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](#)

The entry requirements and the application and enrolment process remain the same whether a student is recruited directly by the College or through a nominated education agent.

The Marketing officer should ensure that all marketing information provided to the applicants and education agents is upto date and in accordance with the Student Admission Policy.

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 or mature age (aged 21 or above) with relevant work experiences
- 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) or mature age (aged 21 or above) with relevant work experiences
- Entry requirement for BSB60720: Advanced Diploma of Program Management is successfully completed qualification in BSB50820: Diploma of Project Management
- Entry requirement for BSB60420: Advanced Diploma of Leadership and Management is a successfully completed qualification in BSB package.

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

The English language proficiency score (IELTS or equivalent) should not be more than 2 years old.

For all the courses, students are required to have a minimum IELTS (International English Language Testing Service) score of 6.0 overall with no bands under 5.5 or equivalent English language tests as outlined by the Department of Home Affairs.

Below are the details of English language tests and the minimum score requirement as listed by the Department of Home Affairs:

English Language Test	Minimum Test Score	Minimum test score with either 10 weeks of ELICOS, Foundation Standard program or Pathway program	Minimum test score with either 20 weeks ELICOS or Foundation Extended program
International English Language Testing System (IELTS)	6.0	5.5	5.0
TOEFL internet-based test (only accepted if test is taken on or before 25 July 2023)	64	46	35
Cambridge English: Advanced (Certificate in Advanced English)	169	162	154
Pearson Test of English Academic (PTE Academic)	50	42	36
Occupational English Test	B for each test component	B for each test component	B for each test component

Source: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>

Circumstances where the English language requirement is exempted is as below:

- The student is a citizen and holds a passport from UK, USA, Canada, NZ or Republic of Ireland
- The student has completed at least 5 years' study in English in or more of the following countries: Australia, UK, USA, Canada, NZ, South Africa or the Republic of Ireland
- The student is enrolled in a principal course of study that is a standalone ELICOS course. The entry requirement into any of Danford College courses is Advance level.
- Evidence of completion of Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the AQF at certificate IV or higher level, completed in English in Australia in the last two years

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

Note: We may need you to give us evidence of an English test score with your visa application if you hold a British National Overseas (BNO) passport.

For more information regarding the English language requirement please visit <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>

Danford College may ask for evidence of the student English Language Skills anytime during the processing of their application to enroll with the College, as an additional requirement.

Internal English Test:

Danford College may advise the student to undertake the internal English proficiency test online: TRACKTEST. The minimum acceptable score is C1.



TrackTest Online English Assessment Center or TrackTest is a free 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.

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
1. Statement of Purpose (SOP) & Genuine Student (GS) Requirement	✓	
2. Financial Details <ul style="list-style-type: none"> Evidence of financial ability to pay fees 	✓	
3. Unique Student Identifier (USI)		✓
4. Passport <ul style="list-style-type: none"> Certified copy of bio-data pages of Passport 	✓	✓
5. Australian visa copy		✓
6. Disability (If Applicable) <ul style="list-style-type: none"> Provision of Student Disability Services Form Supporting documentation 	<i>If Applicable</i>	<i>If Applicable</i>
7. Family Details <ul style="list-style-type: none"> Certificate of Marriage Spouses Visa 	<i>If Applicable</i>	<i>If Applicable</i>
8. Overseas Student Health Cover (OSHC)	✓	✓
9. Academic Background <ul style="list-style-type: none"> <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> 	✓ ✓	✓ ✓
10. Secondary School: <ul style="list-style-type: none"> Digital copies of academic transcripts 	<i>If Applicable</i>	<i>If Applicable</i>
11. Tertiary or Post-Secondary Studies: <ul style="list-style-type: none"> Digital copies of academic transcripts & qualifications 	<i>If Applicable</i>	<i>If applicable</i>
12. Completion of 6 months of training with an Australian educational provider <ul style="list-style-type: none"> Copy of release letter 	<i>If Applicable</i>	<i>If Applicable</i>
13. Credit Transfer & RPL <ul style="list-style-type: none"> Application for Credit Transfer Certified Copy of academic transcripts RPL Form 	<i>If Applicable</i>	<i>If Applicable</i>

<p>14. English Language Ability</p> <ul style="list-style-type: none"> • Certificate of test taken for English language evidence (<i>refer to section 4.3 for more information</i>) <p>English language course completed in Australia</p> <ul style="list-style-type: none"> • 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 the applicant is applying for ELICOS prior to Danford courses, ELICOS CoE must be provided at the time of application or course commencement</i> 	✓	✓
<p>15. Employment</p> <ul style="list-style-type: none"> • Relevant work experience, references, letters, or resume 	<i>If Applicable</i>	<i>If Applicable</i>

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 officially certified translations and should be endorsed by the translator with their full name, address, telephone number and details of their authorisation to translate the documents.

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.

For more information refer to POL010_Overseas Student Transfer Policy.

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, complaints and appeal processes, financial details, payment terms, refund policy, and also a Student Declaration. In the case of applications submitted by an education agent, the Offer and Acceptance Agreement will be issued to the education 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
- GS 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 information but not limited to:

- Course details including course duration and fees
- Student visa conditions,
- Student code of conduct,
- Academic Information,
- Fees and Charges,
- Refund of fees and charges,
- Complaints and appeals
- Overseas students transfer
- Deferment, suspension and cancellation
- Privacy statement

Danford College will provide conditional Letter of Offer in following but not limited to circumstances:

- If the applicant is transferring to Danford College from another registered provider within 6 months of their principle course and requires a release from the current provider;
- If college has requested further documentation from the applicant to support their 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 an 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
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<ul style="list-style-type: none"> Applicant completes Application for Enrolment as an International student online via Application for Enrolment as an International Student Applicant uploads all relevant evidence as advised in section 3.6 			
Step 1:	Applicant's data is captured and an admission profile is created in CRM.		
Step 2:	<p><u>Assess Application:</u> Against Onshore / Offshore check list</p>	<ul style="list-style-type: none"> Admissions/Admin Officer to assess the application as per the student entry requirement mentioned in the admissions guidelines. 	<p>Application Refused: Admissions/Admin Officer sends refusal Letter to student/Agent</p> <p>Application Accepted: Full Offer Letter issued.</p> <p>Conditional Offer: Letter is issued where further documentation is required.</p>
Step 3	<p><u>Finance dept Approval:</u> Assign admission profile to finance department for approval on CRM</p>	<ul style="list-style-type: none"> Finance department to check payment plan as per payment guidelines 	<ul style="list-style-type: none"> CRM: admission officer will send request to finance team approval of the Offer Letter RTO Manager: after finance approval admissions officer will Approve Offer Letter Admissions/Admin Officer Save the Offer Letter in student folder
Step 4	<p><u>Offer Letter Sent to Agent & Student:</u> 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.</p>	<ul style="list-style-type: none"> 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"> Agent to sign the agent and student declaration form digitally Student to sign the Offer Letter and student declaration digitally. Once the Offer Letter is signed, Danford College, agent and student received a signed copy of offer letter via CRM Admissions/Admin Officer to save the signed Letter of Offer in student folder
<p>In case of no agent involved, the Offer Letter and student declaration is sent to the student. The student signs both the documents digitally and college and student receive a signed copy via CRM.</p>			

<p>Step 5</p>	<p><u>Student Makes Fee Payment:</u></p> <p>Either via:</p> <ul style="list-style-type: none"> • Bank Transfer • Credit Card 	<ul style="list-style-type: none"> • Finance department to confirm receiving of payment from the student 	<ul style="list-style-type: none"> • Once payment is received the Finance Dept sends the student & Agent confirmation of payment receipt.
<p>Step 7</p>	<p><u>eCOE creation via PRISMS:</u></p> <p>Finance department will assign the admission profile of the student to compliance to request for eCoE issuance</p>	<ul style="list-style-type: none"> • Head of Compliance/Compliance Manager to issue the eCoE • Admissions/Admin officer to move student files in RTO Manager from 'Offer' to 'Student' 	<ul style="list-style-type: none"> • Head of Compliance/Compliance Manager to email the eCoE to Admissions/Admin Officer, Finance Department, Academic Department and Marketing department
<p>Step 8</p>	<p><u>eCoE email:</u></p> <p>Education Agent and student to receive the eCoE</p>	<ul style="list-style-type: none"> • Admissions/Admin Officer to send the eCoE to student and/or agent via RTO Manager • Agent is been sent eCoE's via CRM by the admissions department 	<ul style="list-style-type: none"> • with the eCoE email student receives the arrival information, orientation and induction information, ESOS framework and other relevant information.

6. Change of Intake

6.1 For offshore applications

Student visa application must be lodged no more than 2 months after the eCoE issue date. Danford College may request for a Transaction Reference Number (TRN) or Immi acknowledgement letter to verify the information.

If the visa application was lodged within 2 months of the eCoE issue date, Danford College will change the intake until the visa outcome is provided by the Department of Home Affairs.

If the visa application is lodged more than 2 months of the eCoE issue date, Danford College will charge \$200 to issue a new eCoE.

Visa Refusal:

In case of visa refusal, Danford College will cancel the eCoE based on PRISMS report in order to avoid re-lodgement of visa on the same eCoE. This is to maintain the risk rating of Danford College with DHA. The cancelled eCoE will be sent to the student via email.

Where a student wishes to re-apply for the visa, the student and/or agent should request for a new eCoE via support@danford.edu.au. The Head of Marketing will review and assess the request based on this policy and may request for additional and revised documentation like the GS statement, financial documents, etc. If the request is approved, a new Letter of Offer followed by a new eCoE will be issued. Danford College reserves the right to refuse the application at complete discretion.

Where a student does not wish to re-apply for the visa and wants a refund, they must apply for the refund by completing and submitting the refund form available on Danford College website www.danford.edu.au within 28 days of receiving the visa outcome. Refund will be processed in accordance with the POL013_Student Fees Refund Policy.

6.2 For Onshore Applications:

If a student fails to comply with the condition mentioned on eCoE (in case of packaged course from ELICOS to VET) upon course commencement or is unable to commence the course due to compelling and compassionate reasons, Danford College will provide an opportunity to the student to change the intake. There will be a charge of \$200 applicable for every change of intake.

Where a student is unable to commence the course due to compelling and compassionate reason, they must provide supporting documentation.

Danford College will accept the request to change the intake twice and thereafter the change of intake will be at complete discretion of Danford College.

If the student does not request to change the intake within 14 days of course start date or if the request is refused, Danford College will cancel the student enrolment under non – commencement of studies.

Change of Intake Process:

- Student must complete and submit the Application to Defer, Suspend or Cancel the Student Enrolment form available on Danford College website www.danford.edu.au
- The Student Support Team or Admissions Team upon assessing the application in accordance with this policy will issue a new Letter of Offer with the new start date of the enrolled courses
- The Student Support Team or Admissions Team may request for further documentation including the GS Statement, Financial Documents, etc to assess the application.

- Once the re-issued Letter of Offer is signed, Danford College will issue a new eCoE to the student with a new start date.

7. 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 sRegister 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) **GST:** The Genuine Student Test (GST) is designed to ensure the student is a genuine student with a legitimate desire to study in Australia. It assesses various factors to determine if the student's primary purpose is education, not migration opportunities.
- 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) **SRTO 2015:** Standards for RTOs 2015 (SRTO)_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.

End of Document