



Enrolment Policy & Procedure for VET International Students

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Enrolment Policy and Procedures for VET

International Students

Purpose

Lyons College implements this enrolment policy and procedures to ensure that:

- Students selected to study at Lyons College are capable of succeeding in their chosen course of study,
- the selection process is conducted in an ethical, fair and equitable manner,
- appropriate access and equity principles are considered in selection criteria,
- the application and selection process is consistent and compliant with relevant standards and legislation.

This policy is created to ensure that prospective learners are advised and aware about the training products that are appropriate to meet the learner's needs, taking into account the individual's existing skills and competencies.

This policy has been implemented to assess the sufficiency of overseas student's English Language proficiency, educational qualifications, or work experience prior to enrolling in the course through Pre-Training review.

Responsibility

VET Manager is responsible for the implementation of this policy and ensuring that relevant staff members are aware about this policy and procedure.

Scope

These procedures apply to the admission, selection and processing of applications received from the prospective overseas students who wish to study the courses offered by the Institute.

Definitions

Admission: the process by which a prospective student applies for a place in a course offered by the Institute is considered and either selected or rejected.

Cth: Commonwealth of Australia

Australian Qualifications Framework (AQF): a nationally consistent set of qualifications for all post-secondary education and training in Australia.

Department of Home Affairs (DHA): The Department of Home Affairs is the Australian Government interior ministry with responsibilities for national security, law enforcement, emergency management, border control, immigration, refugees, citizenship, and multicultural affairs. DHA's Student Visa

Program provides student visas to international students to allow them to study on campus onshore with an accredited provider.

ESOS Act (2000): Federal Government act that regulates the provision of education and training services to international students in Australia and which stipulates student VISA conditions. It sets out the legal framework governing delivery of education to overseas students studying in Australia on a student visa.

Confirmation of Enrolment (COE): This is a proof of student enrolment and acceptance of the offer letter and student agreement provided from the Institute. The DHA requires the CoE for visa processing for international students. This is generated through PRISMS for international students.

IELTS: a comprehensive test of English language proficiency designed to assess the ability of non- native speakers of English who intend to study or train in the medium of English.

Letter of Offer: a formal invitation to a prospective student to commence study at the Institute in the course offered.

International Student: a student studying in Australia who is the holder of a student visa granted by the Australian Government.

Pre-Training Review (PTR): a review conducted prior to the enrolment into your course of studies to ensure that the training and assessment provided by Lyons college is able to meet student's individual needs and their host workplace requirements (if applicable).

PRISMS: Acronym for Provider Registration and International Students Management System (PRISMS). This site provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) legislation.

Selection Process: process undertaken to assess the suitability of the applicants for a program according to specified selection criteria, and subsequent notification of applicant's eligibility to enrol.

SMS: Student Management System.

Policy Requirement

- Application procedures will be student-focused, consistently applied and equitable.
- All applications will be treated fairly, with respect and sensitivity, and in accordance with the Lyons College's Privacy Policy.
- Lyons College reserves the right to request additional information from the applicants which may be relevant to their application, including documentation of previous academic records, medical certificates, or other supporting documentation in case of special consideration applications on any of the established grounds for Special Consideration.
- Lyons College reserves the right to request applicants' authorisation to obtain further information from the relevant third parties, where necessary, regarding their application.

- Applicant's personal information will remain confidential, protected and will only be utilised as per the Privacy Policy the Data Provision Requirements 2012.

Procedures

Expression of Interest from the student

Expression of interest will be highly regarded at Lyons College. Staff will ensure that student receives all the necessary information about their courses. Lyons College respects student's decision in showing interest and ensures that students will be provided with all the support they might need.

Student handbook and other relevant marketing material

Once a student shows interest to study at Lyons College, they will be provided with handbook and other relevant marketing materials like pre-enrolment information, which contains accurate, latest and all the vital information including (but not limited to):

- Course offered, duration of the course including holiday breaks, study requirements and assessments.
- Modes of delivery, location of the course available
- Fees payable, fee refund policy, all the cost included in fee payable.
- Details of complaints and appeals policy and process

Application form and Pre-Training Review form

Application procedures shall be applicant-focused, consistently applied and equitable. All applications shall be treated fairly, with respect and sensitivity.

Once all the enquiring students have received marketing materials and pre enrollment information, which contains relevant policies and procedures in line with relevant government regulations before enrolment, they will be provided with student Application form.

Prospective applicants from overseas are required to submit an Application Form along with Pre-Training Review form prior to the course commencement date to allow adequate time for the Institute to assess the application.

Applicants must sign and date the application form and attach all the supporting documents including:

- Pre-Training Review Form,
- Academic transcripts,
- Evidence of English language level (e.g. IELTS, TOEFL),
- Educational or academic certificates (in both the original language and in English),
- Copy of passport/photo ID,
- Other relevant documents

Other documents that may be required include:

- English translations of all documents
- Academic transcripts from previous educational institutions (if applying for advanced standing/credits)

Applications can be sent via email or in person or through an authorised representative. Upon receipt of the application, a student file is created and relevant details are recorded.

Applicant's information shall remain confidential between the designated parties.

Enrolment Information

Lyons College's enrolment requirements for the courses are:

- A completed application form, PTR form and signed agreement.
- Identification and verification of the documents.
- Identity verification: one of which is a photo of the student such as a passport.

Pre-Training Review (PTR)

Undertake Pre-Training Review (PTR)

Lyons College will assess learner's needs by conducting PTR. PTR will be conducted prior to the enrolment to review student's current competencies, student needs, English level, and support requirements including their oral communication skills, in order to enrol them in the most appropriate course to achieve their intended outcomes. Applicants are required to fill up the PTR form along with the application form and answer all the questions in a true and correct manner. Any competencies previously acquired will be identified during PTR and the most appropriate qualification for that student to enrol in will be ascertained, including consideration of the likely job outcomes from the development of new competencies and skills (Recognition of Prior Learning (RPL) or Credit Transfer).

The pre-training review ensures that Lyons College:

- Understands the student's reasons for undertaking the course
- ensures the suitability of the training to the students
- understands the student's current competencies and therefore provides opportunities for these to be assessed
- Identifies possible Recognition of Prior Learning (RPL) and/or Credit Transfer (CT), student's English level, oral communication skills, knowledge on Language Literacy and Numeracy skills.
- check if the training and assessment strategies employed to deliver the course suits the student's needs, and
- Provides relevant support required for the student to succeed in the course.

Enrolment officer will take information from the Application form and Pre training review to identify the support and needs required by the student which includes (but is not limited to) disability support, RPL/CT, English language support, etc.

Guidelines for PTR-To be filled up by Students

1. Students are required to fill up the PTR form and submit it along with the application form.
2. Students are required to read all the details of their course, policies and procedures of the Institute before filling up the answers. Information can be made available from the Student Handbook/pre- enrollment information.
3. Students are required to answer the questions in a true and correct manner.
4. Enrolment officer will be conduct Pre-Training Review Interview via Telephonic Conversation or via Face to Face.
 - **PTR Interview conducted via Telephone** - If PTR Interview is conducted via telephone, Enrolment officer will call the student and check student's identity like name, date of birth and/or course undertaken to ensure that the student has genuinely completed the information by himself/herself. For telephonic Conversation, a communication log will be retained by making notes of the response of the discussion by Enrolment Officer.
 - **PTR Interview conducted Face to Face** - During face to face PTR interview, Enrolment officer will verify with the student if all the answers have been completed by the student. Discussion notes will be maintained and recorded by Enrolment Officer.
5. During both Telephonic and/or Face to face PTR Interview, Enrolment officer will verify the answers provided by the student and check:
 - if the student is aware of the policies, procedures and other information necessary for the students.
 - if the student has received true and accurate information and if they are suitable to undertake the course/s.
6. Enrolment officer will ensure that PTR form received along with the application form is completed by the student intending to apply for the course.
7. While conducting PTR, Enrolment officer will take information from the Application form and Pre training review form to identify any support and needs required by the student which includes (but is not limited to) disability support, RPL/CT, English language support, etc.
8. At the final stage of the PTR, the Enrolment officer will fill up the pre training evaluation checklist to ensure that the student is enrolled in a course suitable to his/her needs, abilities, and study/career goals, and to recommend appropriate learning or other support.

Enrolment officer will take holistic approach while assessing student's answers during Pre- Training Review by ensuring that all the answers provided by students aligns with their educational and future goals.

Enrolment officer will have a thorough discussion with the student and will offer support or guidance if required.

Application Rejection

Student's Application will be rejected if:

- Student does not have appropriate work experience, level of skills and the ability to undertake the course successfully.
- Enrolment in the course is not aligned with the student's educational goals, work/career goals and/or previous experience in that particular area (if any).
- Student does not meet the entry requirements specified for the course including English requirements, academic requirements, age, and does not have the ability to undertake this course successfully.
- Student does not have appropriate listening and oral communication skills as interpreted during PTR Interview.

Enrolment officer will inform the student about the decision and the applicable reasons .

Note: Lyons College does not:

- claim to commit to secure for, or on the student or intending student's behalf, a migration outcome from undertaking any course offered by college.
- claim any job guarantees or employment with its programs.
- guarantee a successful education assessment outcome for the student or intending student.

Students are encouraged to contact administration to ask any doubts they may have.

Entry Requirements and Policy

Based on the selection and entry requirements for the course, Enrolment Officer will review and assess the application and determine whether a Letter of Offer should be made. To be accepted, the applicant must meet the following:

English Language Requirements for International students:

International students applying for these courses either off-shore or on-shore will require:

- i) Either a minimum IELTS (General) test score of 5.5 or equivalent for direct entry into a VET course;

OR

- ii) to provide evidence that, within two years of their signed written agreement date**, they have successfully completed in Australia a foundation course or a Senior Secondary Certificate of Education or a substantial part of a Certificate IV or higher-level qualification, from the Australian Qualifications Framework.

*** The date when Lyons college receives the signed written agreement (either through email or in hand).*