



STUDENT ENROLMENT POLICY

Policy Number:	CIPO-2
Name of Policy:	Student Enrolment Policy v16
Applicability:	All City Institute Administration Staff and Students
Policy Owner:	CEO
Contact Person:	Admissions Manager
Original Issue date:	11 November 2012
Current Version approval:	March 2016
Next review:	December 2017
Related policies and documents:	<ul style="list-style-type: none"> ▪ Marketing and Information Policy ▪ SVP Application process ▪ Enrolment Form ▪ Transfer between Registered Providers policy ▪ Letter of Offer ▪ Student Handbook
RTO:	91781
CRICOS Provider Number:	03256G

1. POLICY STATEMENT

- 1.1 This policy applies to all students enrolled in all courses offered by City Institute. Domestic students may have varied conditions that are set out in their agreement to be considered in conjunction with this policy.
- 1.2 The purpose of this policy is to ensure that City Institute (CI) abides by, and meets, the enrolment requirements under Standard 3 – Student engagement before enrolment of The National Code 2007 and the Standards for Registered Training Organisations (RTOs) 2015.
- 1.3 The Standards and the National Code specify actions and practices regarding the enrolment of students.
- 1.4 The procedure describes how CI meets these requirements.

2. RESPONSIBILITIES

- 2.1 The CEO or nominated officer is responsible for the implementation of this policy in relation to the recruitment, selection and enrolment of students.
- 2.2 Administration Officers are responsible for the ongoing management of this policy in relation to assessment, selection and and the subsequent notification to students.

3. DEFINITIONS

- 3.1 **Application** – An expression of interest by a prospective student on an Enrolment Form to obtain an admission to study at City Institute
- 3.2 **Enrolment** - The process whereby a student is formally registered in one or more subjects each semester. It includes the payment of appropriate fees, completion of required documents and the signing of an agreement to abide by the regulations and rules of CI.
- 3.3 **Full-time student** - A student enrolled in units which amount to 20 hours per week of the normal full-time study load for a term for CRICOS and ESOS purposes.
- 3.4 **RPL** - recognition of prior learning (RPL) is a process for giving credit for skills, knowledge and experience gained through working and learning. It can be gained through formal and informal learning, in Australia or overseas, through work or other activities such as volunteering.
- 3.5 **Recognition of Current Competencies (RCC)** - an assessment process that allows for recognition of competencies currently held, regardless of how, when or where the learning occurred, to determine the extent to which that individual is currently competent against the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a qualification.
- 3.6 **Credit transfer** - a process that provides a student with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

4. PROCEDURES

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4.1 Regulations and procedures for the admission of students

Admission of an individual applicant is at the discretion of CI. In exercising this discretion, the staff of the college will be guided by the following considerations:

- There should be a reasonable expectation that anyone admitted to a program of study will be able to fulfil the learning objectives of the program and achieve the standard required for an award available within the program;
- The ability to successfully complete and benefit from a program should be the basic criteria for admission;
- In considering each individual applicant for admission to a course, evidence should be sought of personal, professional and educational experiences that provide indications of ability to meet the demands of the course;
- The processes followed should ensure equality of opportunity for all applicants. There shall be no discrimination against any applicant in relation to age, colour, religious belief, disability, ethnic origin, gender, marital status, nationality, race, sexual orientation or social class. The CI's position on Anti-Discrimination, as well as legislative requirements must be taken into consideration and relevant policies support this;
- Overseas students must satisfy sufficient level of the English language proficiency and the entry requirements to be admitted to CI courses. Domestic students must meet the entry requirements stated in this policy.

4.2 Entry Criteria

All applicants applying for admission to any of City Institute's course must meet following criteria:

4.2.1 Age: All students must be 18 years of age or over.

4.2.2 English language proficiency for overseas students

Before being considered for admission, overseas students, from countries where English is not the first language, must demonstrate that they have an adequate level of proficiency in English;

English language proficiency may be demonstrated by any of the following:

- a) Provision of a valid English Language test result endorsed by DIBP for a student visa such as IELTS, OET, TOEFL iBT, PTE Academic or Cambridge English: Advanced (CAE) or test score equivalencies (as per DIBP guidelines)
- b) Provide a certificate of completion of studies in Australia or overseas, conducted in English and for no less than 5 years
- c) Completion of another vocational course in Australia that had the same English entry requirements
- d) Successful completion of a Diploma or higher
- e) HSC – completed in Australia
- f) A Placement test result from an English testing centre
- g) Successfully passing City Institute's English entry test and when required successfully passing an interview with the Admissions Manager, Training Officer or delegate, which may include a Skype interview where personal identification is required for verification.

Overseas students who do not meet the minimum English level requirement, after having their English language proficiency assessed, will be advised that they need to undertake a preliminary English course or assessment where required prior to acceptance in any vocational courses provided by CI.

Overseas students who meet the English level proficiency criteria may be approved for an admission at City Institute (provided they meet all other entry requirements).

** IELTS stands for International English Language Testing System, a global measure of English language ability. Students who have not completed an IELTS test can arrange to sit an examination to see whether their English language is at an appropriate level. Visit www.ielts.org for more information or any approved organisation if superseded.*

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4.2.3 Academic Criteria for Overseas students

An overseas student applying for admission to City Institute’s courses must provide evidence of:

- For Certificate III qualifications: equivalent of Australian Year 11
- For Certificate IV qualifications: equivalent of Australian Year 12
- For Diploma qualifications: Certificate IV or equivalent.

Note: see Appendix for further information on equivalent academic levels as a guide only.

4.2.4 Academic Criteria for Domestic students*

For Certificate III programs: Year 11.

For Certificate IV: Certificate III in relevant qualification/s; or

- providing evidence of competency in the majority of units required for the Certificate III in relevant qualification/s; or
- with some vocational experience.

For Diploma Programs:

- after achieving the Certificate IV in relevant qualification/s; or
- providing evidence of competency in the majority of units required for the Certificate IV in relevant qualification/s; or
- with vocational experience in a range of work environments in senior support roles but without a qualification.

For Advanced Diploma Programs:

- Diploma of relevant qualification/s; or
- providing evidence of competency in the majority of units required for Diploma of relevant qualification/s; or
- with substantial vocational experience in a range of environments, acting in a range to senior support or technical roles.

Note: *Please also see particular course/s for specific course entry requirements.

Note: Any documents in a language other than English should be translated by an authorised translator – for example (NAATI qualification if in Australia). CI staff will check applications to ensure compliance.

4.2.5 Admission with RPL/RCC and Credit Transfer

Students can apply for Recognition to Prior Learning/Recognition of Current Competencies and/or Credit Transfer for the units outlined in course structure of the qualification they wish to gain. Students can be enrolled to a course:

- provided that they will be able complete the remaining requirements to fulfil the objectives of the course and attain the standard required for the qualification
- decisions to admit RPL students with specific credit will be made at point of entry and shall follow the RPL and Credit Transfer Policy.

4.2.6 Transfer from one program to another within the College

The procedure for RPL/credit transfer may be used to permit a student who has successfully completed all or part of one course of study to transfer to another related program of study.

4.3 Enquiry, Application and Enrolment Process

- Student/applicant can access online or are provided with pre-enrolment information.

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- Student/applicant has online access through website the requirements and processes that will enable them to make informed decisions about their studies in Australia – including Student Handbook, Orientation Guide and Orientation Brochure. In addition, access to policies and relevant marketing information. Student and course information to assess student qualifications, experience and English language proficiency is also available online.
- The student guides will provide the modes of study for a course so they can make informed decisions about the suitability of a course so they can make informed decisions about the suitability of a course for their needs and preferred learning styles (note that overseas students under the National Code must adhere to proportion requirements for face to face study and attendance is monitored).
- Student/applicant is able to obtain before enrolment the grounds on which student enrolment can be deferred, suspended, or cancelled. Sources include web access to the policy, with content referred to in the Student Handbook and Brochure. CI will make these resources available online to view by anyone.
- Overseas students have access to the ESOS framework prior to enrolment online at CI website and this is included in the CI brochure and also available online.
- CI will ensure students have access to accommodation options available online in the Australia section of the website and within the orientation guide.
- Prospective students are advised that the CI fee schedule is available online and also provides that fee changes may apply.
- CI advises prospective students about schooling obligations for school aged dependants and fees that may be incurred are contained within the Student brochure, available online at our website.
- CI advises students/applicants that prior to signing enrolment, all policies, handbooks, brochures and orientation guides should be read and understood.
- Student completes and signs Application Form and attaches all relevant supporting documentation and pays Enrolment fee.
- Overseas applicants must provide proof of English language proficiency.
- Successful applicants will receive an Offer Letter and Written Agreement stating payment schedule.
- Upon accepting the Offer Letter, students are required to make payment of tuition fees and OSHC fee (as prescribed in the Invoice for overseas students) in order to secure their offered position. Fees may be paid in cash, cheque, credit cards, direct deposit, EFTPOS or electronic transfer into City Institute’s bank account.
- Student is required to attend an Orientation meeting at CI prior to or on the first day of the course. The purpose of the Orientation is to register a student, introduce the key staff members to them, make them familiarise with the CI premises. Students will gather in an allocated classroom and will be provided with a copy of the Student Handbook, relevant CI policies and procedures and other materials and information related to their studies and life in Sydney/Australia.
- Student will have to read, understand and sign the Student Handbook and fill out and sign the Student Details Form during the orientation program.
- CI administration staff is responsible for entering students’ details and enrolment information into the electronic system and file the original copies of all documents onto the student file.
- Student is required to provide their contact details at least every six months on a student details form, distributed and collected in class by the SSO and Administration Support officers.

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4.4 Entry Criteria for Overseas students who are changing provider

As stipulated in the National Code of Practice, CI will not knowingly enrol a student who wishes to transfer from another provider prior to completing six months of their principal course of study, unless under the following exceptional circumstances:

- The original registered provider has ceased to be registered or the course in which the student has enrolled has ceased to be registered; or
- The original registered provider has provided a written letter of release; or
- The original registered provider has had sanctions imposed on its registration by the Federal, State or Territory government that prevents the student from continuing their principal course;
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

NOTE: If any above circumstances arise, City Institute's staff will follow the relevant polices when assessing a request for student change of provider.

5. RECORDS AND INFORMATION

All documentation will be kept in the student record both in the main student file and electronically.

6. ASSOCIATED DOCUMENTS

Forms and Record Keeping:

Title	Document Location	Responsible Officer	Minimum Retention Period
Enrolment Form	Fileshare/ Forms	Admission Manager	7 years after last entry
Offer Letter	Fileshare / Letters	Admission Manager / Enrolment Officer	7 years after last entry
English language proficient test	1. Fileshare / 2014 Enrolment Templates 2. Student's File 3. Student Administration Database	Admission Manager	7 years after last entry
Transfer between providers release letter	1. Student's File 2. Student Administration Database	Admission Manager	7 years after last entry
SVP Application guidelines	Fileshares	Admissions Manager	N/A

7. REFERENCES

- SNR Standards for Registered RTOs 2015
- ESOS Act 2000
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code)

8. IMPLEMENTATION

8.1 The Student Enrolment Policy will be implemented throughout City Institute via:

- An announcement notice emailed to all students and staff
- Inclusion on the City Institute website – Downloads
- Inclusion on the City Institute online policy library in Student (Wisenet) Portal.

9. REVISION HISTORY

Revision	Date	Description of modifications
1	December 2009	Original
2	April 2010	Added Section 1.2 (b) of the National Code Part D
3	Feb 2012	Checked and clarified points.
4	July 2014	Revised texts
15, 15.1, 15.2	October 2015	Review all process and all documents
v16	March 2016	Revise entry requirements

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Appendix A - Academic equivalent by country for VET sector
To be used as a guide only –Source NOOSR - Academic equivalent by country for VET sector (Subclass 572) -

Country	Certificates II and III	Certificate IV
Argentina	Bachillerato Tecnico / Tecnico Medio	Bachillerato Tecnico / Tecnico Medio
Bahrain	Secondary School Leaving Certificate (Tawjahiya)	Secondary School Leaving Certificate (Tawjahiya) (plus SICB Cert. IV) Commercial School Leaving Certificate (Tawjahiya) Technical School Leaving Certificate (Tawjahiya)
Bangladesh	Grade XI*	Higher Secondary Certificate GPA between 3.0 and 3.49)
Belgium	Certificat d'Enseignement Secondaire Superieur / Getuigschrift van Hoger Secundair Onderwijs (Superior Secondary School Leaving Certificate)	Certificat d'Enseignement Secondaire Superieur / Getuigschrift van Hoger Secundair Onderwijs (Superior Secondary School Leaving Certificate)
Botswana	Cambridge Overseas Certificate School National Diploma	Cambridge Overseas Certificate School National Diploma
Brazil	Certificate de Conclusao de 2o grau	Certificate de conclusao de 2o grau
Brunei	Brunei / Cambridge GCE A Level	Brunei / Cambridge GCE A Level
Chile	Tecnico Medio	Tecnico Medio
China's People Republic	N/A	Chinese National University Entrance Examination Gao San (Year 12) Certificate of Graduation
Czech Republic	Maturita (High School Leaving certificate)	Maturita (High School Leaving certificate)
Fiji	Fiji Form 7 Examination (Year 13) University of South Pacific Foundation	Fiji Form 7 Examination (Year 13) University of South Pacific Foundation
France	Baccalaureat de l'Enseignement du Second Degre Baccalaureat de Technicien	Baccalaureat de l'Enseignement du Second Degre Baccalaureat de Technicien
Germany	Abitur / Allgemeine	Abitur / Allgemeine
Hungary	Erettsegi Bizonyitvany Higher Vocational Qualification	Erettsegi Bizonyitvany Higher Vocational Qualification
Hong Kong	Form 5 (HKCEE)	Form 7 (HKAL)
India	Standard XI*	Indian School Certificate (ISC Standard 12) All India Senior School Certificate (Standard 12) State Issued Qualifications for Year 10+2
Indonesia	General Secondary School Certificate of Completion (Sekolah Menengah Umum – STTB SMU)	General Secondary School Certificate of Completion (Sekolah Menengah Umum – STTB SMU) Vocational Secondary School Certificate of Completion (STTB SMK)
Iran	High School Diploma	High School Diploma and Cert. IV or Pre-University Certificate
Israel	Bagrut	Bagrut
Japan	Kotogakko / Upper Secondary School Certificate Grade 2 (Year 11)	Kotogakko / Upper Secondary School Shomeisho / Certificate Grade 3 (Year 12)



Korea	Upper Secondary School Certificate Grade 2 (Year 11)	Upper Secondary School Certificate Grade 3 (Year 12)
Kuwait	General Secondary School Certificate	General Secondary School Certificate (Shahadat-al-Thanawia-al A-ama)
Lebanon	Baccalaureate General	Baccalaureate General
Macau (SAR)	Form 5 or Senior 2	Senior Middle 3
Malaysia	Form 5 (SPM) or equivalent Successful completion of Senior Middle 2	UEC Senior 2 passes in the Sigil Tinggi Pelajaran Malaysia (STPM) Matrikulasi
Mauritius	2 passes in the Cambridge Overseas Higher School Certificate / GCE A level	2 passes in the Cambridge Overseas Higher School Certificate / GCE A level
Mexico	Baccalaureat and Technician Certificate (Certificado de Bachilleratory Certificado Tecnico)	Baccalaureat and Technician Certificate (Certificado de Bachilleratory Certificado Tecnico)
Myanmar (Burma)	Completion of 2 years at Professional College or Secondary Technical College	Completion of 2 years at Professional College or Secondary Technical College
Nepal	Higher Secondary Certificate Craftsman Certificate	Higher Secondary Certificate Craftsman Certificate
Netherlands (The)	HAVO (Hoger Algemeen Voortgezet) VWO (Vorbereidend Wtenschappelijk Onderwijs)	HAVO (Hoger Algemeen Voortgezet) VWO (Vorbereidend Wtenschappelijk Onderwijs)
Oman	Secondary School Leaving Certificate (Thanawiya Amma)	Secondary School Leaving Certificate
Pakistan	Higher School Certificate	<ul style="list-style-type: none"> • Higher School Certificate • Overseas Examination • Diploma
Philippines (The)	High School Diploma	High School Diploma + 2 years of University
Poland	Matura (High School Leaving Certificate) Matriculation Certificate of General Secondary School (Swiadectwo Dojrzalosci Ogolnoksztalcacego) Matura Certificate	Matura (High School Leaving Certificate) Matriculation Certificate of General Secondary School (Swiadectwo Dojrzalosci Ogolnoksztalcacego) Matura Certificate
Qatar	Religious Secondary Certificate General Secondary Education Certificate Secondary Commercial Certificate Secondary Technical Certificate	Religious Secondary Certificate General Secondary Education Certificate Secondary Commercial Certificate Secondary Technical Certificate
Russian Federation	Certificate of Secondary Education (Attestat)	Diploma of Basic Specialised Education Diploma of Advanced Specialised Education
Saudi Arabia	General Secondary Education Certificate (Tawjhiyah)	General Secondary Education Certificate (Tawjhiyah) (Plus SICB Cert. IV) Secondary Commercial / Agricultural School Diploma Secondary Industrial / Vocational Diploma
Singapore	2 passes in the Singapore Cambridge GCE A Level	2 passes in the Singapore Cambridge GCE A Level



Slovak Republic	Maturita Apprenticeship Certificate	Maturita Apprenticeship Certificate
South Africa	Senior Certificate	Senior Certificate
Spain	Bachillerato Tecnico	Bachillerato Tecnico
Sri Lanka	2 passes in Sri Lanka General Certificate of Education A level	2 passes in Sri Lanka General Certificate of Education A level
Sweden	Secondary School Leaving Certificate (Avgangsbetyg/Slutbetyg) Secondary Leaving Certificate Folkskolen Certificate	Upper Secondary School Leaving Certificate
Switzerland	Year 11 or equivalent	Federal Maturity Certificate or equivalent
Taiwan	Senior Year 1 for Cert.III Senior Year 2 for Cert.IV	Senior Year 3
Thailand	Matayom 5	Matayom 6 National Entrance Examination
Turkey	Lise Diploma Year 11 or equivalent	Course equivalent to Overseas Baccalaureat (plus SICB Cert. IV)
United Arab Emirates	Secondary School Certificate (Tawjihyya)	Secondary School Certificate (Tawjihyya) (Plus SICB Cert. IV) Technical Secondary Diploma
United Kingdom	A Level Vocational A Level (AVCE) Advanced Higher (Previously CSYS)	A Level Vocational A Level (AVCE) Advanced Higher (Previously CSYS)
United States of America	High School Diploma (+Scholastic Aptitude Test or College Entrance Examination) Advanced Placement Examination	High School Diploma (+Scholastic Aptitude Test or College Entrance Examination) Advanced Placement Examination
Vietnam	Senior Secondary Vocational Diploma of General Education (Bang Tu Tai)	Senior Secondary Vocational Diploma of General Education (Bang Tu Tai)

* AL = Overseas Students Assessment Level (DIAC)

** Source: NOOSR

*** **Note:** Countries not on the list must provide evidence equivalent to entry requirements and must meet



Appendix B – English level equivalencies

The following table provides the test score equivalencies for the alternative tests for English language proficiency.

IELTS SCORE BAND	4.0	4.5	5.0	5.5	6.0	6.5	7.0	7.5	8.0	8.5	9.0
Test of English as a Foreign Language internet based Test (TOEFL iBT)	31	32	35	46	60	79	94	102	110	115	118
PTE Academic	29	30	36	42	50	58	65	73	79	83	86
Cambridge English: Advanced (CAE) from Cambridge ESOL test scores	32	36	41	47	52	58	67	74	80	87	93

The Migration Regulations 1994 states that an English language proficiency test score is valid for two years from the date of the test. If an applicant takes an English test from one of the alternative providers before 5 November 2011 and achieves the required score, then they will be able to meet the English language requirement for the Student visa application.