

VEP03 INTERNATIONAL STUDENT SELECTION, ADMISSION AND ENROLMENT POLICY AND PROCEDURE

Abbreviations:

ATMC (The Company)	Australian Technical and Management College
Applicant	A prospective student prior to receiving an official Letter of Offer
AQF	Australian Qualifications Framework
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard.
CEO	Chief Executive Officer
CoE / eCoE	Confirmation of Enrolment / electronic Confirmation of Enrolment
DHA	Department of Home Affairs
GTE	Genuine Temporary Entrant
IDP	International Development Programme
MARA	Migration Agents Registration Authority
SCV	Student Course Variation
SoP	Statement of Purpose
RTO	Registered Training Organisation
VEVO	Visa Entitlement Verification Online
VET	Vocational Education and Training
VETtrak	Student Management System

1 Purpose

- 1.1 To ensure that the selection, admission, and enrolment of international students is equitable, fair and in accordance with the requirements of relevant legislation including: the [Education Services for Overseas Students Act 2000](#), [National Code of Practice 2018](#), [National Vocational Education and Training Regulator Act 2011 \(the Act\)](#) and [Standards for Registered Training Organisations 2015](#).
- 1.2 To ensure the processing of applications from potential students is equitable, fair and in line with the requirements of each qualification for which the applicant is applying.

2 Implementation

- 2.1 The VET Manager is responsible for the implementation of this procedure and for:
 - 2.1.1 Ensuring staff and students are aware of its application
 - 2.1.2 Ensuring staff implement its requirements.

3 Requirements / Process

3.1 Pre-Application

- 3.1.1 Provide adequate pre-enrolment information to applicant prior to enrolling, so an informed decision can be made.
- 3.1.2 A prospective student is required to access ATMC's course guide from the ATMC website.
- 3.1.3 The following applicant information is collected through interview by the authorised representative to assess if the applicant is genuine and eligible for enrolment:
 - 3.1.3.1 Circumstances;
 - 3.1.3.2 Intended study plan;
 - 3.1.3.3 Education and employment history;
 - 3.1.3.4 Supporting documentation;
 - 3.1.3.5 Clarification and verification of supporting documentation.

3.2 Application

- 3.2.1 For an applicant to enrol, they must apply through [VETEnrol](#) located on ATMC's website.
 - 3.2.1.1 Applicant (and/or agent if applicable) can submit the application online by clicking [Enrol Now](#) on the [ATMC VET website](#);
OR; in extenuating circumstances;
 - 3.2.1.2 Complete a paper enrolment and send to vetadmission@atmc.edu.au for the ATMC offshore team to enter into [VETEnrol](#).
- 3.2.2 The application must be supported with sufficient evidence pertaining to formal identification, including but not limited to:
 - 3.2.2.1 Passport or national ID card;
 - 3.2.2.2 Academic transcripts/records;
 - 3.2.2.3 English language proficiency.
- 3.2.3 All supporting evidence submitted with an application must be provided as certified copies.
 - 3.2.3.1 Where a document has not originally been written in English, the document must be accompanied by a certified translation.
- 3.2.4 ATMC has the discretion to accept or not accept an enrolment application from an applicant with an identified disability or special needs based on, but not limited to:
 - 3.2.4.1 The relevant training package requirements;
 - 3.2.4.2 The RTO being able to provide the required support needs to the applicant once enrolled.
- 3.2.5 New applications submitted in [VETenrol](#) set to default status 'Registration Received'.
- 3.2.6 Processing of application is to commence within two (2) business hours of the application being received.

3.3 Application Review

- 3.3.1 Completed by the onshore admissions team.
- 3.3.2 ATMC does not enrol international students under the age of 18 years.

- 3.3.3 If the applicant is onshore (within Australia) at the time of the application (i.e. is or has been a student at another training provider), then the Transfer In process must be followed prior to considering the application.
- 3.3.3.1 Refer to Transfer Policy and Procedure.
- 3.3.3.2 Transferring applicant's study rights must be verified using [VEVO](#).
- 3.3.3.3 If the applicant has not completed six months of their principal course, then the applicant will be required to provide a release letter from the current provider. If the applicant does not require a letter of release, the grounds for not requiring one will be documented.
- 3.3.3.4 ATMC will not knowingly enrol an applicant wishing to transfer from another registered provider's course prior to the applicant completing six (6) months of their principal course of study except where:
- 3.3.3.4.1 The original registered provider has ceased to be registered or the course in which the applicant is enrolled has ceased to be registered;
- 3.3.3.4.2 The original registered provider has provided a written letter of release
- 3.3.3.4.3 The original registered provider has had a sanction imposed on its registration by the Australian Government or State or Territory government that prevents the applicant from continuing his or her principal course, or
- 3.3.3.4.4 Any government sponsor of the applicant considers the change to be in the applicant's best interest and has provided written support for that change.
- 3.3.3.5 ATMC will not seek to enrol an applicant who has not yet completed six (6) months of their principal course of study with another RTO, unless at least one of the National Code conditions above are met. ATMC will not require a letter of release if the applicant's start date of the principal course is not affected.
- 3.3.3.6 In the event that ATMC knowingly enrolls an applicant wishing to transfer from another registered provider's course prior to the applicant completing six (6) months of their principal course of study, documentary evidence of at least one of the four conditions listed above must be obtained and placed in the transferring applicant's file.
- 3.3.3.7 The transferring applicant must provide a written letter of release from the original registered provider, except when:
- 3.3.3.7.1 The applicant's CoE was conditional on meeting certain requirements and the applicant has not been able to meet those requirements; and as a result, the applicant is left without a provider.
- In this situation, where the applicant is able to provide documentary evidence of their predicament, these documents will be accepted as "approximates" to a letter of release and transfer will be permitted.
- 3.3.3.7.2 The applicant no longer has a student visa and therefore no principal course.
- 3.3.3.7.3 Where a student's enrolment may have been cancelled under Standard 13 of the National Code ("Deferring, suspending or cancelling the

student's enrolment"), there is no need for the provider to also issue a release letter. In this situation, the cancellation would be sufficient.

- 3.3.3.8 All existing Credit Transfer's and RPL's recognised by the previous registered RTO will be recognised by ATMC if the original evidence is provided, refer to Course Credits Policy and Procedure.
- 3.3.4 Offshore applicants must meet GTE requirements:
 - 3.3.4.1 Key things to look for when reviewing the applicants GTE are:
 - 3.3.4.1.1 Applicant's Past:
 - 3.3.4.1.1.1 Does the applicant's previous study align with course(s) they are applying for?
 - If not, does the SoP adequately explain the change of direction?
 - 3.3.4.1.2 Applicant's Present:
 - 3.3.4.1.2.1 Is applicant financially prepared to support themselves while studying in Australia?
 - If applicant is from a country with a risk rating of 2, a declaration about their financial means is required
 - If applicant is from a country with a risk rating of 3, evidence of their financial means is required
 - 3.3.4.1.3 Applicant's Future:
 - 3.3.4.1.3.1 The clarity and transparency of the SoP, addressing their future ambitions and plans
- 3.3.5 A trained Admission Officer will assess the application using the compliant admission checklist for international students
- 3.3.6 The checklist includes the following criteria for verification of education level/equivalency as follows:
 - 3.3.6.1 Academic Requirement (one of the following criteria only):
 - 3.3.6.1.1 Completion of at least year 11 or equivalent which is recognised by the [Victorian Curriculum and Assessment Authority of Overseas Qualification](#)
 - OR
 - 3.3.6.1.2 Interview and language, literacy, and numeracy (LLN) test to be conducted if the student is seeking mature aged entry and is from a country based on the visa assessment level 1 or 2 and determined by DHA;
 - OR
 - 3.3.6.1.3 Completed any qualification from the AQF at Certificate III level or higher.
 - 3.3.6.1.4 Completed Certificate III in a vocational course or foundation studies in Australia.

Note: To verify the authenticity of documents relating to evidence of academic qualifications, Admissions Officers are briefed on the basic characteristics of forged documents to facilitate identification of non-authentic documents. Academic Records must be certified as true copies by government bodies or [MARA](#) or a reputable education agent (such as [IDP](#)).

3.3.6.2 English Language Proficiency Requirement:

- 3.3.6.2.1 Direct entry (must satisfy training package and [AQF](#) level requirements).
- 3.3.6.2.2 Accepted evidence of English Language Proficiency includes:
- 3.3.6.2.2.1 For a Certificate or Diploma level course you are expected to have an:
- IELTS of 5.5 or equivalent with no band under 5.0
- OR**
- 3.3.6.2.2.2 Have successfully completed:
- An Upper Intermediate English Language Intensive Course for Overseas Students (ELICOS)
 - An English for Academic Purposes (EAP) course
 - Two years of secondary schooling at an institution that teaches entirely in English
 - Have completed at least 1 year of full-time study of an AQF qualification, delivered in English within Australia.
- 3.3.6.2.2.3 For an Advanced Diploma Level course you are expected to have an:
- IELTS 6.0 or equivalent with no band under 5.5
- OR**
- An Upper Intermediate English Language Intensive Course for Overseas Students (ELICOS)
 - An English for Academic Purposes (EAP) course
 - Two years of secondary schooling at an institution that teaches entirely in English
 - Have completed at least 1 year of full-time study of an AQF qualification, delivered in English within Australia.
- 3.3.6.2.3 All qualifications must have been completed within two years of commencing your course at ATMC.
Entry requirements
- 3.3.6.2.4 Certificate III in Early Childhood, Certificate IV in IT, Diploma in Business, IT or Leadership and Management and Advanced Diploma in Business
- Completed an Australia Year 11 (or equivalent),
 - Have English and Math equivalent to Year 11 level,
 - Be over 18 years of age, and
 - Attend a pre-training interview with one of our student advisors.
- 3.3.6.2.5 Equivalencies of the accepted English language proficiency qualifications are listed on the [DHA](#) website
- 3.3.6.3 Verification of study rights using [VEVO](#)
- 3.3.6.3.1 If applicable is checked on [IMMI](#)
- 3.3.6.4 If any further information or evidence is required during the application review stage, the onshore admissions team will send a request to the applicant and/or agent, outlining what is required.

3.4 Successful Applications

- 3.4.1 Applications are to be processed and a Letter of Offer is to be sent by the onshore admissions team, to successful applicants and/or their Education Agent where applicable within the following processing times:
- 3.4.1.1 Offshore international applications: within forty-eight (48) hours of application being submitted
 - 3.4.1.2 Onshore international applications: within twelve (12) hours of application being submitted
- 3.4.2 If applicants meet all requirements, a Letter of Offer will be issued through [VETenrol](#)
- 3.4.2.1 To issue an offer letter the Admission Officer will enter the [AVETMISS](#) and relevant student details, including any conditions, into the student management system
 - 3.4.2.1.1 Conditions may relate to:
 - English proficiency
 - Providing transcript of previous study
 - LLN results
 - Providing release letter from previous education provider
 - 3.4.2.2 This system will then generate the offer letter including any conditional offers (if applicable) and the student written agreement.
- 3.4.3 The Letter of Offer and student Written Agreement will be sent directly to the student and/or where applicable via the Education Agent.
- 3.4.3.1 The letter of offer includes information that the student has two months to accept the offer.
- 3.4.4 To accept the offer, the applicant must return the student written agreement by email before or at the same time as making the tuition fee payment.
- 3.4.4.1 If an applicant pays the tuition fee via a bank cheque or a money order before returning a signed student written agreement, ATMC will immediately contact the applicant or the Education Agent to advise that the payment will not be accepted until the signed agreement is received.
 - 3.4.4.2 Any applications received from an Education Agent that does not have a valid agent agreement in place will not be processed.
 - 3.4.4.3 The Onshore Admission Officer is required to record all correspondence either by phone, email or through the nominated Education Agent regarding the applicant and the progress of the application.
- 3.4.5 When accepting the offer, the applicant must return the following:
- 3.4.5.1 Completed and signed student agreement (signed on all pages of the agreement).
 - 3.4.5.2 Credit card payment form (completed and signed if applicable) or original bank draft or cheque or cash (in person).
 - 3.4.5.3 Certified copies of any other documentation requested.
 - 3.4.5.4 Please Note:

- 3.4.5.4.1 If the student written agreement is not signed and received, then the student has not accepted the offer and ATMC cannot process any payment or enrolment.
 - 3.4.5.4.2 If in cases where ATMC receives direct payment of money into its bank account prior to the signed student written agreement being received, then this course tuition fee will not be used and staff should contact the student or Education Agent immediately to inform them that the payment cannot be accepted and the enrolment cannot proceed.
 - 3.4.5.4.3 Evidence must be kept that the money has not been used. All prepaid tuition fees must be kept in ATMC's Trust Account
 - 3.4.6 When a student accepts the offer, an appropriate payment (such as credit card payment form or evidence of direct payment) will be sent to the Finance Department for processing.
 - 3.4.6.1 If the payment is not processed the Finance Department must notify Admissions as soon as possible.
 - 3.4.6.2 If a funds transfer has been arranged, then the Finance Department must check that it has been received, if not the pending matter should be diarised to check again.
 - 3.4.7 The offer from ATMC will be withdrawn/invalid after the two-month period if the student does not accept the offer by returning the signed student written agreement and agreement.
- 3.5 Accepted Offers
 - 3.5.1 Upon receipt of payment evidence and confirmation from the Finance Department, the Onshore Admission Officer will issue an eCoE through [PRISMS](#).
 - 3.5.1.1 All relevant course information, including but not limited to tuition fee information and applicable conditions to the offer, will be entered on [PRISMS](#).
 - 3.5.2 eCoE and letter of acceptance will be sent to the student or the nominated Education Agent.
 - 3.5.2.1 The letter of acceptance outlines all the information the student requires prior to attending orientation.
 - 3.5.2.2 The student is advised to access the international student handbook as an additional source of information, including but not limited to, guidance in settling in Australia, policy and procedures and pre-departure information.
 - 3.5.2.3 The Admissions Officer must record verified existing English language test results (e.g. IELTS score or English Placement Test results) on the eCoE.
 - 3.5.3 Once the eCoE has been issued, the [VETenrol](#) application status is to be changed to [VETenrol](#) Completed
- 3.6 Orientation and Commencement
 - 3.6.1 Upon arrival at ATMC, and prior to the commencement of study, all students must attend a compulsory orientation.
 - 3.6.2 The orientation date listed on the eCoE will be two (2) weeks prior to the first week of training.
 - 3.6.3 If student is not able to attend orientation on the scheduled date, they must advise ATMC and request an alternate orientation session.

3.6.4 The orientation program is outlined below; each activity is important and must be undertaken by each student prior to commencing their study.

3.6.4.1 Introduction of student support staff.

3.6.4.2 Updated contact details.

3.6.4.3 Meeting with a finance officer to verify minimum payment required, discuss payment options and, if applicable, agree to a payment schedule arrangement (PSA).

3.6.4.4 Learn about student services and student obligations to policies and procedures

3.6.4.5 Receiving an induction on the course training plan, course progress requirements and student code of behaviour

3.6.4.6 Selection of a suitable timetable

3.6.4.7 Collecting any applicable material and equipment

3.6.4.8 Issuance of a student ID card

3.6.4.9 Log in to student portal and e-mail

3.6.4.10 Creating USI

3.7 Enrolling Student

3.7.1 Once the orientation session has been attended by the student, the Onshore Admissions Officer is to change the [VETenrol](#) application status to Approved, and move the student enrolment to the student management system ([VETtrak](#)).

3.8 Cancellation / Deferral / Suspension / Withdrawal of Offer

3.8.1 Please refer to Defer, Suspend or Cancel Policy for tasks including:

3.8.1.1 Student non-commencement

3.8.1.2 Deferral of commencement date

3.8.1.3 Suspension of studies

3.8.1.4 Withdrawal of offer

3.8.1.5 Cancelling enrolment

4 Procedure

Procedure	Responsible
1 Pre-Application	
<ul style="list-style-type: none"> Student provided with pre-enrolment information and ATMC Course Guide. 	Authorised Representative
<ul style="list-style-type: none"> Interview conducted to determine if applicant is eligible and a genuine student. 	Authorised Representative
2 Application	
Application completed and submitted via following methods: 2.1 Application and SoP checked for accuracy and completeness prior to submission.	Applicant / Authorised Representative ATMC Offshore Team
2.2 Application submitted through VETenrol	Applicant / Authorised Representative

Procedure	Responsible
2.3 Application paper form completed. ATMC Offshore Team enter application into VETenrol	ATMC Offshore Team
3 Application Review	
3.1 Applicant age checked	Onshore Student Admissions
3.2 Onshore/Offshore status checked	Onshore Student Admissions
1.3 Onshore Applicants 3.1.1 Applicant's visa checked through VEVO to ensure it allows study rights. 3.1.2 Confirm whether student is or has been a student at another training provider. 3.1.3 Refer to Transfer Policy and Procedure. The Transfer In process must be followed prior to considering the application further.	Onshore Student Admissions
3.2 Offshore Applicants 3.2.1 Confirm applicant meets VISA/GTE requirements.	Onshore Student Admissions
3.5 Entry requirements checked.	Onshore Student Admissions
4 Successful Application	
4.1 Letter of Offer generated through VETenrol 4.1.1 Any requirements that student has not yet fully met listed as conditions to be met before the CoE is issued.	Onshore Student Admissions
4.2 Letter of Offer and Written Agreement sent to applicant (or nominated education agent). <i>Now that applicant has been sent a letter of offer, they will be referred to as Students going forward</i>	Onshore Student Admissions
4.3 Student accepts the offer by returning a completed and signed Written Agreement, any additional information outlined in conditions of offer, and payment for course fees. <i>The student has 2 months to accept the offer, after which the offer will be withdrawn.</i>	Student
5 Accepted Offers	
5.1 Electronic Certificate of Enrolment (eCOE) issued through PRISMS	Onshore Student Admissions
5.2 eCOE and Letter of Acceptance sent to student (or nominated education agent).	Onshore Student Admissions
6 Orientation and Commencement	
6.1 Student attends confirmed orientation day.	Student Support

Procedure	Responsible
7 Enrolling Student	
Application received through VETenrol checked in VETtrak to ensure all information transferred successfully.	Student Admissions
8 Cancellation / Deferral / Suspension / Withdrawal / of Offer	
<i>This step is not part of a standard application .</i>	Student Admissions

5 Definitions

Applicant	A prospective student prior to receiving an official Letter of Offer
Assessment	The process by which ATMC will judge the student as Competent or Not Yet Competent in each unit of competency. For a student to obtain a qualification they must be assessed as competent in all the units for the qualification in which they are registered.
Authorised Representative	An authorised ATMC representative who is trained and permitted to undertake the enrolment assessment with a prospective student by appointment of the CEO
AVETMISS	<p>Australian Vocational Education and Training Management Information Statistical Standard.</p> <ul style="list-style-type: none"> It is a national data standard that ensures consistent and accurate capture and reporting of Vocational Education and Training (VET) information about students
Course	The fulltime registered University or vocational education and training courses or ELICOS courses offered by or through ATMC and registered on Registered Providers CRICOS scope of registration.
Confirmation of Enrolment (CoE)	<ul style="list-style-type: none"> An official document that provides important information about an international student's enrolment status. This document is required to be submitted to the Department of Home Affairs before applying for a student visa.
Electronic Confirmation of Enrolment (eCoE)	Issued via PRISMS to enable the applicant to apply for a student visa at the Australian High Commission/Embassy/Consulates in the students' home country or the local Department of Home Affairs' office and refers to the student's current education provider.
Nominated Education Agent	An authorised representative with a valid agent agreement in place with ATMC. An education agent may guide a student with an application to enrol in a course
PRISMS	<p>A secure database owned and maintained by the Department of Education and Training for the purposes of administering the Education Services for Overseas Students Act 2000 (The ESOS Act).</p> <p>PRISMS provide a range of reports and data exports, which can assist providers, State Education Departments and the Department of Education and Training by consolidating the information provided.</p> <p>PRISMS provide the means whereby education and training providers comply with</p>

	<p>legislative requirements by:</p> <ul style="list-style-type: none"> a) Issuing bona fide confirmation of enrolment (CoE) as ‘evidence of enrolment’ in a registered full-time course, to enable a student visa to be issued by Department of Homes Affairs, and: b) Reporting changes in course enrolment, particularly where study ceases (non-compliance), or the duration of the study changes. c) PRISMS also facilitate the monitoring of student compliance with visa conditions, as well as provider compliance with the Education Services for Overseas Students Act 2000.
Prospective Student	An intending overseas student (whether within or outside Australia) who intends to become, or who has taken any steps towards becoming, an overseas student
Quality Student	A genuine student who is able to demonstrate that he/she intends to obtain a successful educational outcome and has the necessary language, literacy and numeracy levels and educational background to enter the course and will comply (as required) with funding contract obligations (funded under Skills First).
Student Course Variation	Is created through PRISMS to inform Home Affairs of any change to an accepted student’s enrolment, or their failure to meet visa conditions
Statement of Purpose	The a student writes to explain their personal circumstances and study intentions
Visa Entitlement Verification Online Tool	The Immigration website used to verify student’s study rights

Legislation

[Australian Qualifications Framework](#)

Complaints and Appeals Policy and Procedure

Credit Policy and Procedure

[Education Services for Overseas Students Act 2000](#)

[National Code of Practice 2018](#) – Standards 3 (3.3.3), 4 (4.6.3) and 5 (5.6)

[National Vocational Education and Training Regulator Act 2011 \(the Act\)](#)

[Privacy Act 1988](#)

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[Student Identifiers Act 2014](#)

Students with a Disability Policy and Procedure

[The Migration Act 1958](#)

[The Migration Regulations 1994](#)

Transfer Policy and Procedure

[VET Quality Framework](#)

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