

## Admission Policy and Procedure

### Purpose

- 1.1. The purpose of this policy and procedure is to demonstrate the method Techie International College and students will follow when making application and enrolling at Techie International College

### Responsibility

- 2.1. The Administration and Training Manager/s are responsible for the implementation of this policy and to ensure that staff and students are aware of its application.
- 2.2. Techie International College's administration staff is responsible for executing this procedure.

### Requirements

- 3.1. Techie International College will agree to:
- a) Provide applicants with information that will enable them to make informed decisions about their studies in Australia
  - b) Supply information about the availability of course credit and recognition of prior learning (RPL)
  - c) Give applicants a description of the ESOS framework prior to enrolment
  - d) Supply information about indicative course related fees, including the potential for fees to change
  - e) Inform applicants of the modes of study through which the course may be offered
  - f) Have documented procedures for assessing applicants' English proficiency and educational qualifications or work experience to enable them to enter the course and they must implement these procedures
  - g) List the grounds on which the students' enrolments may be deferred, suspended, or cancelled
  - h) Not actively recruit a student where this clearly conflicts with its obligations under Standard 7
  - i) Not knowingly enroll a student wishing to transfer from another provider before the student has completed six months of his or her principal course except in circumstances outlined in Standard 7.
  - j) These restrictions also apply to courses taken before the principal course in a package of courses
  - k) Not knowingly enroll a student prior to the student completing six months of his or her principal course except in certain circumstances (see the Student Transfer Procedure)
  - l) Where applicants plan to bring school-aged dependents with them, Techie International College must inform them of Australia's schooling obligations and options, including the fact that they may have to pay school fees.
  - m) Inform students that a Pre-Training Review and LL&N Test will be conducted to assess their suitability for course
  - n) Supply relevant information on accommodation options

### Definitions

- 4.1. Admission: the process or fact of entering or being allowed to enter a place or organization.

### Method

- 5.1. Applicants must complete the student application form, sign and date where required and attach **verified** evidence of qualifications, work experience (if relevant) and IELTS test results.
- 5.2. Standard 2.1.1 of the National Code 2018 requires providers to provide current and accurate information about the minimum level of English language proficiency required before accepting a student for enrolment in a course (i.e., before issuing a CoE).
- 5.3. All evidence of English language proficiency must have been completed within two years of your application to Techie International College i.e., the test must be taken no more than two years prior to the Techie International College's program commencement date.

- 5.4. IELTS testing may not be required where an applicant clearly has the required English language skills. The application of this rule will be on a case-by-case basis and in accordance with the English language requirements that apply to the visa eligibility for the country assessment level published by DIBP. Any evidence supplied in support of an application under this rule would require original copies of reliably authenticated evidence.

Generally, an IELTS test will not be required in the following situations:

- a) Students educated in an English-speaking country
- b) Students who have completed at least six months of a Certificate IV level qualification in Australia
- c) Students have completed an alternative and equivalent test to the required level, for example an English Placement Test. Additional Requirements

- 5.5. Pre-Training Review:

A Pre-Training Review ensures that the learning and assessment strategy meets your individual needs. The pre-training review ensures:

- Understand your objectives for undertaking this course
- Explores your current competencies and provides opportunities for these to be assessed through Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer (CT)
- About your learning styles and determine if college can deliver course that meet your learning styles (Refer to Pre-Training Review)

- 5.6. Language, Literacy and Numeracy Test: All international students must also complete a Language, Literacy and Numeracy (LLN) test at the time of enrolment to identify their competence in literacy and numeracy levels which will highlight course suitability and or whether additional student support services are required.

- 5.7. Students who have enrolled or have CoEs from another provider must not be enrolled until they have completed the first six months of their principal course or have a letter of release from the provider of the principal course. The methods for checking if a student is enrolled or has a CoE from another provider include:

Asking the student

Checking the student visa Flagged on PRISMS when Techie International College attempts to issue a CoE.

All the above methods should be applied to each student attempting to enroll onshore.

If there is any doubt about the student's status, then do not provide the student with an offer letter or attempt to enroll them until status is confirmed. All enquiring students will be provided with a Student handbook, course flyer, a student application form, PTR and the ESOS Framework.

- 5.8. Offers must not be made to students who will be under the age of 18 years at the time of proposed commencement.

- 5.9. The Administration Manager or Training Manager must review the student applications and determine if an offer should be made based on the entry requirements for the qualification.

- a) Check the overseas qualification is equivalent or higher to Australian year 12 as per the college policy
- b) Where Training Manager is not able to find out whether overseas qualification is equivalent or higher to Australian year 12 then; Assess the overseas qualification against the Australian AQF with the Overseas Qualifications
- c) Check the IELTS statement comes from an accredited IELTS testing authority
- d) Check evidence of age – front page of the passport
- e) Check that the rest of the application form has been completed
- f) Check that the student has signed and dated the application
- g) Offers must not be made to students who will be under the age of 18 years at the time of proposed commencement

- 5.10. The entry requirements can be assessed using the Techie International College's Academic Mapping Guide to align overseas qualifications

### Australian year 12 Equivalent of other countries

COUNTRY	ADVANCED DIPLOMA/DIPLOMA	CERTIFICATES
Brunei	2 Passes in GCE 'A' levels	4 GCE 'O' levels 'D' grade or higher
China	National Senior High School Graduation Examination	Matriculation Examination
Europe	Equivalent to Australian Year 12	Equivalent to Australian Year 10/11
Hong Kong	Form 6 or equivalent	Form 5 or equivalent
India	10+2 minimum of 50% average	10+1 minimum of 50% average
Indonesia	SMU 3	SMU 2
Japan	Kotogakko/Upper Secondary School Certificate/Junior College/5 years Technical College	Chugakko/Lower Secondary School Certificate
Kenya	KCSE 'C' average or 'A' levels	KCSE pass or 'O' levels
Malaysia	2 passes in STPM	4 SPM 'D' grade or higher
Mauritius	2 passes in GCE 'A' levels	4 GCE 'O' levels 'D' grade or Higher
Myanmar	Minimum completed 2 years at Professional College or Secondary Technical College	Basic Education High School Matriculation 45% or higher
Philippines		High School Diploma
Pakistan	Completion of Senior School Certificate average 50% or more	Completion of School Certificate average of 55% or more
Singapore	2 passes in GCE 'A' levels	4 GCE 'O' levels 'D' grade or Higher
South America	Equivalent to Australian Year 12	Equivalent to Australian Year 10/11
South Korea	High School Leaving Certificate or 12 years of school	High School Leaving Certificate or 11 years of school
Sri Lanka	2 passes in GCE 'A' levels	4 GCE 'O' levels 'D' grade or Higher
Taiwan	Senior High School or Senior Vocational School or Junior College	Senior High School 2nd year
Thailand	Matayom 6 or Certificate in Vocational Education	Matayom 5
Vietnam	Year 12	Year 11

### Student Admission

- 6.1. To be accepted the applicant must at least meet the academic entry requirements and the minimum IELTS or equivalent requirement stated above.
- 6.2. If the applicant satisfies all criteria's the applicant will be offered a place in their chosen course.
- 6.3. Once an offer has been approved by the Administration or Training Manager an offer letter must be prepared and dispatched to the student accompanied by a student agreement.
- 6.4. The student agreement must be completed and returned to Techie International College

- 6.5. At the same time, an Electronic Confirmation of Offer (CoE) must be generated on PRISMS. The CoE must be prepared in accordance with the requirements of the PRISMS User Guide. There must be a CoE issued for each qualification that the student is going to be enrolled in and for which an award will be issued if the student is successful.
- 6.6. Applicants wishing to accept the offer must pay the fee requested in the letter of offer complete the written agreement and send it to Techie International College Once the completed written agreement and the fee is received (and cleared by the bank) an Electronic Confirmation of Offer will be generated and sent to the students to apply for Student Visa.
- 6.7. The completed written agreement must be reviewed and accepted by the Administration or Training Manager.
- 6.8. Administration staff must scan and record all enrolment documents
  - a) Enrolment forms
  - b) Agreement form
  - c) Academic qualification
  - d) Student Identification
  - e) Pre-Training Review
  - f) LL&N Test
  - g) Any other documentation presented at the time of enrolment (credit Transfer evidence, student support plan etc.)

## Related Documents

Pre-Training Review  
Language, Literacy and Numeracy Test  
Enrolment Form Letter of offer Written agreement