AUSTRALIAN TRAINING & QUALIFICATION COLLEGE

ATQ Enrolment Policy & Procedure

Definitions

Business Day	Monday to Friday, 9:00 am to 5:00 pm, except for public holidays.
Confirmation of Enrolment (COE)	Confirmation of Enrolment is a document provided electronically and issued by AQT College (the registered provider) to intending overseas students. The COE must accompany the application for a student visa and confirms the student's eligibility to enroll in the particular course of the registered provider.
CRICOS	The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is a web-based portal of Australian institutions and their courses that are approved to be offered to overseas students.
Domestic Students	An Australian citizen; an Australian permanent resident (holders of all categories of permanent residency visas, including humanitarian visas) A New Zealand citizen (with specific conditions)
ESOS Act	Education Services for Overseas Students Act (2000) and its amendments. The ESOS Act protects the interests of both the overseas student and the provider.
ESOS Framework	Education Services for Overseas Students Act (2000), ESOS Regulations 2001, ESOS Registration Charges Act 1997 and The National Code of Practice for Providers of Education and Training to Overseas Students 2018.
International student	A student who is enrolled, or prospective student planning to enrol, at ATQ College who is an 'overseas student' by virtue of being a holder of a Student Visa (subclass 500) and studying in a CRICOS registered course.
Letter of Offer	An agreement between ATQ College (and the partner institution of a packaged course) and the prospective overseas student. The Letter of Offer outlines the course details, fees, refund processes and other relevant information.
LLN	Language, Literacy & Numeracy - refers to five core skills; learning, reading, writing, oral communication and numeracy. These five core skills have been identified by the Australian Core Skills Framework (ASCF) as the essential skills for individuals to hold to participate effectively in society including the workplace and education sector
National Code 2018	The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018) provides nationally consistent standards for the conduct of registered providers and the registration of their courses. The standards set out specifications and procedures to ensure that registered providers of education and training courses can clearly understand and comply with their obligations under the National Code 2018 and ESOS Act 2000.
PRISMS	The Provider Registration & International Student Management System is the system used to process information given to the Commonwealth Government by registered providers.
VET	Vocational and Education Training

Policy

The purpose of this policy and procedure is to ensure that ATQ college takes a consistent approach to the recruitment and enrolment of each individual learner. It ensures that the individual needs of each learner is determined prior to enrolment.

Scope

This policy outlines procedure for approving admission applications and enrolling students in the relevant VET courses or units of competency.

Dissemination of policy

This Enrolment Policy is available on the ATQ College website.

Prior to commencement, prospective overseas students are directed to the website through the following communication methods:

- The International student handbook
- Course Flyer
- Student Enrolment Form
- Letter of Offer
- through ATQ College staff and/or our representatives

After commencement overseas students are directed to the website through the following communication methods:

- at Orientation
- International student handbook.
- as required, via email and/or at student meetings, when the ATQ College policy/s are amended.

Procedures

ATQ college is committed to ensuring that all prospective students are well informed prior to applying to enter a course of study with ATQ College.

Course information will be provided to the student prior to enrolment through tmarketing materials and/or the websites which will incorporate information about the course, the Pre-enrolment process and the student rights and obligations throughout their course of study.

Training and assessment information including:

- Estimated course duration and Holiday breaks
- Expected locations at which training will be provided
- Expected modes of delivery
- The course qualification requirements comprising of core and elective units
- Whether RPL and Credit Transfer are available
- Information and contact details of third party arrangements (if any)
- Any work placement requirements
- Tuition fees and non- Tuition fees
- Information in relation to the issuance of the AQF certification documentation

Educational and support services that ATQ will provide, including the following:

- Training and Assessment
- Student Support
- Fees and Refunds
- Protection of Tuition Fees

The student's rights, including:

- Details of the complaints and appeals process
- The student's right to obtain a refund
- Deferred, suspended, cancelled Enrolments
- ESOS Framework

The student's obligations in relation to:

- The payment of fees for the provision of services, including payment terms, deposits and refunds
- Requirements for satisfactory Course progress and attendance
- Any requirements the student must meet to enter and successfully complete their chosen course

Eligibility Criteria

All students **must be 18 years old** at the time of enrolment to enrol into our ATQ courses. ATQ does not accept students under 18 years old.

The following information will provide a list of minimum entry requirements for all VET courses delivered by ATQ college.

CRICOS Course Code	Course Code	Course	English Language Proficiency	Academic Entry requirements and/or prerequisites
			Minimum Entry Requirements for ATQ Vocational Courses	
096548C	BSB61015	Advanced Diploma of Leadership and Management	IELTS level of overall 5.5 or higher or have completed an approved English Test	○ Have a minimum a Year 12 or equivalent or higher education
098918K	BSB51918	Diploma of Leadership and Management	IELTS level of overall 5.5 or higher or have completed an approved English Test	○ Have a minimum a Year 12 or equivalent or higher education
096547D	BSB50217	Diploma of Business	IELTS level of overall 5.5 or higher or have completed an approved English Test	○ Have a minimum a Year 12 or equivalent or higher education
096551G	BSB52415	Diploma of Marketing and Communication	IELTS level of overall 5.5 or higher or have completed an approved English Test	○ Have a minimum a Year 12 or equivalent or higher education and/or; ○ Individuals who have completed all core units in BSB42415 Certificate IV in Marketing and Communication.
098216G	FNS50217	Diploma of Accounting	IELTS level of overall 5.5 or higher or have completed an approved English Test	○ Have a minimum a Year 12 or equivalent or higher education and/or ○ Completed any of the following below: -Completion of the FNSSS00014 Accounting Principles Skill Set; OR Completion of FNS40615 Certificate IV in Accounting; OR FNS40215 Certificate IV in Bookkeeping; OR FNS40217 Certificate IV in Accounting and Bookkeeping or equivalent.
098215G	FNS40217	Certificate IV in Accounting and Bookkeeping	IELTS level of overall 5.5 or higher or have completed an approved English Test	○ Have a minimum a Year 12 or equivalent or higher education
096550J	SHB50115	Diploma of Beauty Therapy	IELTS level of overall 5.5 or higher or have completed an approved English Test	○ Have a minimum a Year 12 or equivalent or higher education
096935C	CHC50113	Diploma of Early Childhood Education and Care	IELTS level of overall 5.5 or higher or have completed an approved English Test	○ Have a minimum a Year 12 or equivalent or higher education

English Language proficiency

All international Students will need to provide results of an English language test or equivalent demonstration of English proficiency. All International VET courses require one the following English language entry requirements as listed below:

1) One of the English Language Test results listed below:

English language test providers	Minimum score	Minimum score and at least 10 weeks English Language Intensive Courses for Overseas Students (ELICOS)	Minimum score and at least 20 weeks ELICOS
International English Language Testing System (IELTS)	5.5	5	4.5
TOEFL internet-based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic (PTE Academic)	42	36	30
Occupational English Test	B for each test component	N/A	N/A

2) English Language evidence exemptions

You do not need to provide evidence of an English test score with your application if one of the following applies:

- you are a citizen and hold a passport from Australia, UK, USA, Canada, NZ or Republic of Ireland.
- you are enrolled in a principal course of study that is a registered school course, a standalone English Language Intensive Course for Overseas Students (ELICOS), or a registered post-graduate research course.
- you have completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland.
- in the 2 years before applying for the student visa, you completed, in Australia and in the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while you held a student visa.

- Student supplies a copy of a certificate that evidences that a student has successfully completed a qualification at level 4 or above in the AQF framework and that course was delivered in English.

Application Process

Prospective students are able to obtain the application form from the ATQ website or from our premises in Bankstown. International students may also wish to go through a Third-party Agent. All Approved and accredited ATQ Agents are listed on our website.

Students will be required to submit the following supporting documentation with the ATQ Enrolment form to meet the eligibility criteria

- Bio Data Page of Students Passport
- Completed all parts of the International Student Application Form
- Read and sign the declarations on the last page.
- Academic Transcripts translated in English
- Evidence of Minimum year 12 or equivalent or Higher Education translated in English
- Evidence of English language proficiency – IELTS 5.5 or equivalent
- GTE Letter / Bank Statement (recommended)
- Evidence of Work (If applicable)
- Evidence of Course pre-requisite requirements: (Applies to Diploma of Accounting & Diploma of Marketing & Communication only)
- Course Credits (if applicable evidence to be provided)

Students who wish to apply for Course Credit and recognition of prior Learning (RPL) still need to meet all above requirements and eligibility. ATQ recognises all AQF Qualifications and Statements of Attainment issued by other Australian Registered Training Organisations and grants academic credit for such courses/units of study upon a prospective or existing student's application. Student will need to provide Evidence upon enrolment. Please see ATQ Credit transfer/Recognition of prior Learning Policy.

Pre-Enrolment Process

Language, Literacy and Numeracy Test (LLN test)

All students who have met the application requirements will be required to complete an *Australian Core Skills Framework (ACSF)* aligned *Language, Literacy, and Numeracy (LLN) Assessment* to ensure that the student has the ability to complete the course. This needs to be completed by both Domestic & International students.

The online LLN test is through the LLN Robot Portal conducted by The Learning Resources Group.

The LLN assessment will also be used to determine any support that may be required for each individual student throughout the training program and if they meet English Language requirement.

If any applying students self-declare a learning difficulty or disability they are required to undertake an LLN Assessment via LLN Robot (regardless of any previous study).

Pre -Enrolment interview

ATQ requires all students to complete a pre-enrolment interview prior to enrolment, which will be used to determine individual students' suitability to enrol into a training program

The primary purpose of the pre- enrolment interview is to establish the needs of the client and ensure the client receives all pre-enrolment information applicable to the program they are interested in. Establishing the client needs is important to ensure that those students enrolling in programs are aligned to training and assessment that meets their vocational requirements in the industry of their choice.

By providing students with pre-enrolment information early, we are also enquiring that prospective learners are informed about their rights and obligations, about the training and assessment services to be provided and about the fee payment and refund arrangements.

At pre-enrolment, based on the information gathered at the application stage the Enrolment officer will initiate the Pre-Enrolment Interview which involves the conduct of a discovery conversation with the student to identify their learning needs, and establish:

1. Family Background, students interests
2. The reason for the student's chosen course and how they will apply knowledge in their home country upon completion? (*International students only*)
3. Their preferred learning style/s, Any support the student may require while completing course?
4. Does the student have any religious or cultural restrictions that may affect their studies?
5. The student's education and work history
6. Does the student have any medical conditions the college needs to be aware of?
7. Their reason(s) for wanting to study with ATQ College? (why have the y chosen ATQ?)
8. Has the student reviewed the ESOS framework? Does the student understand their rights? (*This is important information for student visa holders about living and studying in Australia, including consumer rights and responsibilities as an international student and key things they should know before and during study*)
9. Validate if the student has read ATQ policy & Procedures as well as the student handbook on the ATQ website? Any questions student has regarding the policies? Does Student need anything clarified?
10. What would the student like from ATQ college? (Expectations from their college)

The student responses in the Pre- Enrolment Interview will be conducted via a video recording tool called Zoom (for overseas students not yet in Australia) and face to face for students based in Australia. These records are managed as per record Management Policy.

Using this information, the Enrolment Officer will perform an interim assessment of the suitability of the potential student for admission into a VET course of study using the ATQ Student admission manual.

If a student requires additional learning support this will be referred to ATQ Management who will consult with Academic Manager and Trainers. Please see ATQ Student Support Service Policy for more info.

The completed Application form, along with supporting documents, LLN outcomes and the Pre-Enrolment Interview documentation will form the basis to determine:

- If the student meets the required level of skills for entry into their chosen course, as per training package and ATQ curriculum requirements and ATQ Training and Assessment Strategy (TAS)
- If there are any individual or LLN needs that will need to be catered for by ATQ and its staff members, during delivery and assessment of the program
- If the applicant has disclosed any special needs, such as a disability or learning difficulty, this information is provided to the College Academic Manager for review in relation to additional resource needed, reasonable adjustment and special consideration.
- If ATQ is able to provide the support needed by the student, the Assessor will document this on a Student Support Strategy and provide all relevant information for the trainer assessor responsible for the delivery of the program.

Students who are deemed suitable, meet the pre entry requirements and have the appropriate level of Language, Literacy and Numeracy (LLN) skills will be provided with an official Letter of Offer and Agreement which will contain the following

- Course Details
- Course start and end date/Duration
- Mode of study
- Workplace requirements (if applicable)
- Location of where course will be delivered
- Tuition and non-tuition fees to be paid
- Fee payment due dates
- Payment options/method
- Overseas Student Health Cover (if the overseas student requests College to arrange this for them)
- Confirmation of Terms and Conditions and links to Policy and Procedures, including the Cancellation and Refund Policy and Procedure.

Students who are deemed not suitable to proceed with their course of choice, will be provided with alternative options or opportunities to participate in other courses or enrol and complete courses at a lower AQF level (where possible).

In the instance that the applicant self-declares learning difficulties, even where they have completed studies at a Diploma level or higher, the Enrolment Officer will then provide suitable students with an LLN Assessment via the online LLN Tool.

Student who fail to meet English Proficiency requirements will be provided the option to undertake a **English Language Intensive Courses for Overseas Students (ELICOS)** program first before their VET course. Student will need to bridge the gap as per below table to meet minimum score of 5.5.

English language test providers	Minimum score	Minimum score and at least 10 weeks English Language Intensive Courses for Overseas Students (ELICOS)	Minimum score and at least 20 weeks ELICOS
International English Language Testing System (IELTS)	5.5	5	4.5
TOEFL internet-based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic (PTE Academic)	42	36	30
Occupational English Test	B for each test component	N/A	N/A

Students who achieve below 4.5 will require to do ELICOS as per the below.

LLN Results	IELTS Equivalent 3.0	IELTS Equivalent 3.5	IELTS Equivalent 4.0
Required English weeks	60 weeks of English	40 weeks of English	30 weeks of English required

On Completion of ELICOS, students who wish to move into a VET course will still required to do the LLN test through ATQ LLN portal

Enrolment

Student who are deemed eligible, and who are issued with an official Letter of Offer and Agreement will be required to make the first instalment payment as stated in the Letter.

Students need to refer ATQ Fees & Refund Policy on payment terms and conditions.

Once payment is verified student will be issued with a Confirmation of Enrolment.

Once student Visa is approved student will be sent details for compulsory Orientation. Failure to attend the orientation session will result the college to cancel enrolment of the course. Please refer to ATQ Orientation Policy & Procedure in the student handbook.