

PP04 Enrolment Process Policy and Procedure

PURPOSE

This policy and procedure governs the admission of students to all Southern Cross Education Institute's (SCEI) programs and courses, and includes all categories of students including local, international and working holiday visa students.

SCOPE

This policy and procedure applies to all:

- staff of SCEI who are responsible for the enrolment of students
- approved Educational Agents
- prospective and current students

DEFINITIONS

Accredited course	A course accredited by the VET regulator in accordance with the Standards for VET Accredited Courses
Applicant	A person applying for admission to a course of study with SCEI
AQF	Australian Qualifications Framework
Course of Study	An extended period of organised study, often leading to a qualification
Qualification	Formal certification, issued by SCEI, in recognition that a student has achieved learning outcomes or competencies relevant to course of study.
SCEI	Southern Cross Education Institute
Student	A person being trained and/or assessed by SCEI for the purpose of issuing AQF or non-AQF certification documentation.
SVP	Streamlined Visa Processing
USI	Unique Student Identifier
State Funding	Skills First Funding Contract for Victoria and Work Ready Funding Contract for South Australia

POLICY

1. All applications will be processed in accordance with relevant Legislation, Regulations, Standards and Service Agreements.
2. All applications will be assessed and selected based on their merit so that decisions are fair, equitable and transparent.
3. Selection criteria will be related to the entry requirements of the course.
4. All applicants undertaking nationally recognised training need to provide their USI before enrolment or commencement of course.

PROCEDURE

1. International Students

1.1. Application for admission

- 1.1.1. All prospective students must complete and sign **FOR01 Application to study form (International)** and attach the certified copies of supporting documentation
- 1.1.2. Completed applications and supporting documentation are forwarded to the enrolment department by email to enroll@scei.edu.au or in person or by post at:
52-56 Chetwynd Street,
West Melbourne,
Victoria, Australia 3051

1.2. Selection of applicants for admission

- 1.2.1. Applicants are considered on the basis of one or all of the following criteria:

- 1.2.1.1. Must be at least 18 years of age or be turning 18 years of age prior to the commencement of their course of studies
- 1.2.1.2. Provide evidence of their prior education as stated in the entry requirements for the course in the Course Guide
- 1.2.1.3. Meet the minimum English language proficiency requirements. Applicants who do not satisfy this criterion may apply to undertake a SCEI General English program. On successful completion of the General English program, applicants may be admitted to an AQF or accredited course.
- 1.2.1.4. Meet any other specific entry requirements as outlined in the entry requirements for the course in the Course Guide

1.3. Acceptance of application

- 1.3.1. Successful applicants will be notified of their acceptance through a full or conditional **LET03 Letter of Offer** for Admission. Applicants are required to carefully read the **LET03 Letter of Offer**, sign and date the **Acceptance and Terms of the Offer**.
- 1.3.2. The signed and dated Offer of Admission acceptance, certified supporting documentation and payment of initial fees (in \$AUD) are to be forwarded to the enrolment department.

1.4. Confirmation of enrolment

- 1.4.1. Upon receipt of the following documents the student will be provided with a Confirmation of Enrolment (CoE):
- 1.4.2. Signed and dated Offer of Admission acceptance
- 1.4.3. Certified copies of supporting documentation
- 1.4.4. Payment of initial fees in \$AUD
- 1.4.5. OSHC Evidence (If not arranged by SCEI)

2. Local Students

2.1. Application for admission

- 2.1.1. All prospective students must complete and sign **FOR68 Application to study form (Local Students Melbourne)** or **ADEFOR68 Application to Study Form (Local Students Adelaide)** and attach certified copies of supporting documentation
- 2.1.2. Completed applications and supporting documentation are forwarded to the Business Development Officer (Local) in person or by email to enroll@scei.edu.au

2.2. Selection of applicants for admission

- 2.2.1. Conduct selection and determine eligibility for acceptance
- 2.2.2. Eligibility is determined on age, education and English language proficiency
 - 2.2.2.1. Be at least 18 years of age or be turning 18 years of age prior to the commencement of their course of studies.
 - 2.2.2.2. Provide evidence of their prior education where stated on the entry requirements for the course in the Course Guide (Local).
 - 2.2.2.3. Meet the minimum English language, literacy and numeracy entry levels in comparison to the ACSF levels for each course of study
 - 2.2.2.4. Meet any course specific entry requirements as outlined in the entry requirements for the course in the Course Guide
- 2.2.3. Conduct selection and determine eligibility for a government subsidised place (must be conducted by an approved delegate of the SCEI) by completing and signing:
 - 2.2.3.1. **Victorian applicants - Evidence of Student Eligibility and Student Declaration form**
 - 2.2.3.2. **South Australian applicants –Participant agreement and Suitability and Support Needs Assessment Checklist**

- 2.2.4. Conduct pre-training review of the student using **FOR251 Pre-Enrolment Checklist for Local Students**.
- 2.2.5. Applicants eligible for State funding will be provided with a **FOR254 Statement of Fees Quote**, which is valid for 10 working days from the date of issue
- 2.2.6. Applicants applying for a reduction/discount in fees must complete **FOR84 Financial hardship form**.
- 2.2.7. Applicants that meet concession fee requirements must provide a valid concession card that meets the Guidelines about Fees of Skills First Program, a copy of original must be taken by authorised SCEI delegate

2.3. LLN and Pre-training review

- 2.3.1. All applicants are assessed using language, literacy and numeracy (LLN) indicator test against the entry level LLN requirements of the course
- 2.3.2. The applicants LLN will be assessed according to the PP86 LANGUAGE, LITERACY AND NUMERACY POLICY AND PROCEDURE. Please refer to PP86 for more details.
- 2.3.3. Applicants who do not satisfy the LLN entry requirements of the course may apply to undertake a SCEI English as an Additional Language (EAL) program. On successful completion of an EAL program, applicants may be admitted to an AQF or accredited course
- 2.3.4. The Business Development Officer will conduct a pre-training review with the applicant to review their LLN test outcomes and assess the student's prior education and experience for RPL or credit transfer. See PP15 Course credits policy and procedure and PP80 RPL policy and procedure

2.4. Offer and Acceptance

- 2.4.1. Successful applicants will be notified of their acceptance in writing via email. There will be links to the Student Handbook and SCEI policies and procedures and relevant enrolment forms to complete.
- 2.4.2. Students are required to complete and sign the **FOR68 Enrolment agreement form (Local Students)** and provide any supporting documentation.
- 2.4.3. The evidence of eligibility and student declaration must be completed in conjunction with the student by an authorised delegate of SCEI.

2.5. Confirmation of enrolment

- 2.5.1. Upon receipt of the following documents the student will be provided with a Confirmation of Enrolment:
 - 2.5.1.1. Completed and signed **FOR69 Enrolment agreement form (Local Students)** and supporting documentation
 - 2.5.1.2. Payment of initial fees in \$AUD
 - 2.5.1.3. Unique Student Identifier (USI)

3. Working Holiday Visa Students

3.1. Application for admission

- 3.1.1. All prospective students must complete and sign **FOR57 Application to Study Form (Working Holiday Visa)** and attach the certified copies of supporting documentation
- 3.1.2. Completed applications and supporting documentation are forwarded to the enrolment department in person or by email to enroll@scei.edu.au

3.2. Selection of applicants for admission

- 3.2.1. Conduct selection and determine eligibility for acceptance
- 3.2.2. Eligibility is determined on age, education and English language proficiency
 - 3.2.2.1. Be at least 18 years of age or be turning 18 years of age prior to the commencement of their course of studies.

3.2.2.2. Provide evidence of their prior education where stated on the entry requirements for the course in the Course Guide.

3.2.2.3. Meet the minimum English language, literacy and numeracy requirements for the course. Applicants who do not satisfy this criterion may apply to undertake a SCEI General English program. On successful completion of the General English program, applicants may be admitted an AQF or accredited course.

3.3. Acceptance of application

3.3.1. Successful applicants will be notified of their acceptance in writing via email. There will be links to the Student Handbook and SCEI policies and procedures and relevant enrolment forms to complete.

3.3.2. Attached to the email is the FOR56 Enrolment Agreement: Working Holiday Visa form. Applicants are required to complete the form and attach any supporting documentation.

3.3.3. The completed enrolment agreement form and supporting documentation and payment of initial fees (in \$AUD) are to be forwarded to enrolments.

3.4. Confirmation of enrolment

3.4.1. Upon receipt of the following documents the student will be provided with a Confirmation of Enrolment:

3.4.1.1. Completed and signed **FOR56 Enrolment Agreement (Working Holiday Visa form)** and supporting documentation

3.4.1.2. Payment of initial fees in \$AUD

3.4.1.3. Unique Student Identifier (USI)

4. State Funding Eligibility (Victoria)

4.1. The eligibility criteria are outlined by the Department of Education and Training at <http://www.education.vic.gov.au/training/learners/vet/Pages/funding.aspx>

5. State Funding Eligibility (South Australia)

5.1. The eligibility criteria are outlined by the Department of Education and Training at <http://www.skills.sa.gov.au/training-learning/check-your-eligibility/eligibility-explained>

6. VET Student Loan Eligibility

6.1. The eligibility criteria are outlined by the Australian Government at <http://studyassist.gov.au/sites/studyassist/vet%20student%20loans/pages/vet%20student%20loans>

7. Orientation

7.1. Southern Cross Education Institute holds an orientation program for all students before the commencement of their course. This program is tailored to introduce students to key personnel, allow them to familiarise themselves with the campus and the Institute's policies and procedures.

7.2. Prior to enrolment, all students must receive and understand the **HNDBK08 Student Handbook/Pre-arrival Guide Document**.

7.3. Applicants can access the handbook and the policies and procedures from the SCEI website at www.scei.edu.au

8. Provision of false and misleading information

8.1. Any student who provides fraudulent documents or false or incomplete information as part of the enrolment process, may have their Letter of Offer, CoE or enrolment cancelled without notice.

9. Deferral of study

9.1. A student may defer the proposed commencement of their course of study until the next subsequent intake date. For more information, please see FOR16 Deferring, suspending or cancelling the student's enrolment policy and procedure.

10. Non Commencement

10.1. Students who do not arrive in time to commence their course of study and do not have approval to defer their course of study, will be classified as non-commencement. A **LET53 Student Non-Commencement Notification** will be issued within two (2) weeks of the proposed commencement date as per the CoE(s). The CoE(s) will be cancelled five (5) working days after the issue of **LET53 Student Non-Commencement Notification**, provided no reply has been received by the student.

11. Recognition of Prior Learning and Credit Transfer

11.1. An applicant wishing to apply for recognition of prior learning and or credit transfer will need to complete the FOR25 Credit Transfer application form. For more information please refer to PP15 Course Credits Policy and PP80 RPL Policy available from www.scei.edu.au

12. Appeals

12.1. Applicants who are not satisfied with the outcome of their application, may seek to appeal the decision via the PP11 Complaints and Appeals Policy and Procedure available from www.scei.edu.au

RELATED DOCUMENTS

- FOR01 Enrolment agreement form (International Students)
- Let03 Letter of Offer, Acceptance and Terms of Offer
- FOR68 Application to study form (Local Students)
- FOR69 Student enrolment agreement form (Local Students)
- FOR68 Application to study form (Working Holiday Visa)
- FOR69 Student enrolment agreement form (Working Holiday Visa)
- FOR84 Financial hardship form
- FOR251 Pre-Enrolment Checklist for local students
- FOR254 Statement of Fee Quote
- Course Guide: International
- Course Guide: Local
- PP11 Complaints and appeals policy and procedure
- PP15 Course credits policy and procedure
- PP80 RPL policy and procedure
- PP87 English language proficiency policy and procedure
- Student Handbook/Pre-arrival Guide

LEGISLATIVE CONTEXT

2015 Standards for Registered Training Organisations: Standard 3
National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2017); Standards 2 and 3
2017 Standard VET Funding Contract Skills First Program; Clauses 2, 3 and 4 of Schedule 1
VET Student Loans Bill 2016; Division 2; Clause 9 and 10

RESPONSIBILITIES

Responsibility for implementation of the policy and procedure are:

- Chief Executive Officer

- Campus Manager
- Training Manager
- Compliance Manager
- Administration Manager
- Business Development Manager
- Administration staff

Responsibility for monitoring the implementation and compliance of this policy and procedure are:

- Chief Executive Officer
- Campus Manager
- Compliance Manager

Author	Compliance Manager
Approved by	Chief Executive Officer
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