

## Admissions Policy and Procedure

### Purpose

The purpose of this policy and procedure is to demonstrate the method Innovative Institute of Australia and students will follow when making application and enrolling at Innovative Institute of Australia

### Responsibility

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.

Innovative Institute of Australia's administration staff is responsible for executing this procedure.

### Requirements

Innovative Institute of Australia 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) Informs all applicants of their rights and responsibilities prior to enrolment
- e) Supply information about indicative course related fees, including the potential for fees to change
- f) Inform applicants of the modes of study through which the course may be offered
- g) 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
- h) List the grounds on which the students' enrolments may be deferred, suspended, or cancelled
- i) Not actively recruit a student where this clearly conflicts with its obligations under Standard 7
- j) 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.
- k) These restrictions also apply to courses taken before the principal course in a package of courses
- l) 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)
- m) Where applicants plan to bring school-aged dependents with them, Innovative Institute of Australia must inform them of Australia's schooling obligations and options, including the fact that they may have to pay school fees.
- n) Inform students that a Pre-Training Review and LL&N Test will be conducted to assess their suitability for course
- o) Supply relevant information on accommodation options
- p) This policy is implemented in compliance with the requirements of the Standards for Registered Training Organisations (2015) clause 1.1, 1.2, 1.7, 3.6, 4.1, 5.1, 5.2 and 5.4, ELICOS Standards 2018 and the National code 2018 Standard 1, 2 and 3 and Fees and Refunds Policy and Procedure

### Definitions

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

## Method

Applicants must complete the student application form, sign and date where required and attach evidence of qualifications, work experience (if relevant) and IELTS test results. Students read the Client Information Handbook. Students are encouraged to contact the institute to clarify any information.

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).

## English language proficiency

All evidence of English language proficiency must have been completed within two years of your application to Innovative Institute of Australia i.e., the test must be taken no more than two years prior to the Innovative Institute of Australia 's program commencement date.

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 DHA. Any evidence supplied in support of an application under this rule would require original copies of reliably authenticated evidence.

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

- q) you are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
- r) you are an applicant who is a Foreign Affairs or, Defence sponsored student or a Secondary Exchange student (AASES)
- s) 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), a course registered to be delivered in a language other than English, or a registered postgraduate research course
- t) 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
- u) 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.

The equivalent qualifications are also accepted for demonstrating English proficiency into Vocational courses:

- a) Test of English as a Foreign Language internet-Based Test (TOEFL iBT) Certificate TOEFL iBT score of 46 or above for direct entry into a course; or 35 with an ELICOS course to be taken before your main course.
- b) Pearson Test of English (PTE) Academic Certificate. PTE verification is done through the below link:  
<https://srw-prd-front.srw.pteacademic.com/login>  
PTE Academic score of 42 or above for direct entry into a course; or 36 with an ELICOS course to be taken before your main course.
- c) Cambridge English: Advanced (CAE) Certificate CAE test score of 47 or above for direct entry into a course; or 41 with an ELICOS course to be taken before your main course.
- d) Occupational English Test (OET) Certificate OET score of 'pass'

- e) TOEFL Paper-Based Test (PBT) Certificate (This test is only acceptable if taken in one of the following countries where IELTS is not available: Belarus, Ecuador, El Salvador, Guatemala, Honduras, Kyrgyzstan, Mali, Moldova, Solomon Islands, Suriname, Tajikistan, Tanzania, Uganda and Uzbekistan.)  
TOEFL PBT test score of 527 or above for direct entry into a course; or 500 with an ELICOS course to be taken before your main course.

### **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)

### **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. Research on the type of need and support requirements is undertaken at this time. Once the extent of the support needs is identified, a decision is then made whether it is feasible to support the individual needs.

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 Innovative Institute of Australia 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, LLN & PTR

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

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.

- Check the overseas qualification is equivalent or higher to Australian year 12 as per the college policy
- 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
- Check the IELTS statement comes from an accredited IELTS testing authority
- Check evidence of age – front page of the passport
- 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

### Content of Enrolment form and written agreement

Identifies the course or courses in which the student is to be enrolled and any conditions on his or her enrolment.

- a) Provides an itemised list of course money payable by the Client.
- b) Provides information in relation to refunds of course money.
- c) Sets out the circumstances in which personal information about the student may be shared between the College and the Australian Government and designated authorities. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition (international students only).
- d) Collects AVETMISS data (as appropriate) including Unique National identifier (when available).
- e) Advises the student of his or her obligation to notify the College of change of their details while enrolled in the course.
- f) Refund information including:
  - amounts that may or may not be repaid to the student - (international students only)
  - processes for claiming a refund
  - a plain English explanation of what happens in the event of a course not being delivered
  - a statement that “This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws”.

### Australian year 12 Equivalent of other countries

Country	Diploma
Brunei	2 Passes in GCE ‘A’ levels
China	National Senior High School Graduation Examination
Europe	Equivalent to Australian Year 12
Hong Kong	Form 6 or equivalent
India	10+1 minimum of 50% average
Indonesia	SMU 3
Japan	Kotogakko/Upper Secondary School Certificate/Junior College/5 years Technical College
Kenya	KCSE ‘C’ average or ‘A’ levels
Malaysia	2 passes in STPM
Mauritius	2 passes in GCE ‘A’ levels
Myanmar	Minimum completed 2 years at Professional
Philippines	College or Secondary Technical College
Pakistan	Completion of Senior School Certificate average 50% or more
Singapore	2 passes in GCE ‘A’ levels
South America	Equivalent to Australian Year 12

South Korea	High School Leaving Certificate or 12 years of school
Sri Lanka	2 passes in GCE 'A' levels
Taiwan	Senior High School or Senior Vocational School or Junior College
Thailand	Matayom 6 or Certificate in Vocational Education
Vietnam	Year 12

## Student Admission

To be accepted the applicant must at least meet the academic entry requirements and the minimum IELTS or equivalent requirement stated above.

If the applicant satisfies all criteria's the applicant will be offered a place in their chosen course.

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.

The student agreement must be completed and returned to Innovative Institute of Australia

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.

Applicants wishing to accept the offer must pay the fee requested in the letter of offer complete the written agreement and send it to Innovative Institute of Australia 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.

The completed written agreement must be reviewed and accepted by the Administration or Training Manager.

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



**CRICOS:03807C**  
**RTO:45549**  
**IIA**