

1.1.1 Admissions Policy for Overseas Students (HE and VET)

1.0 Rationale

This policy ensures that Acknowledge Education (AE) responsibly recruits overseas students for higher education (HE) and vocational education and training (VET) programs. The policy ensures prospective students receive accurate and comprehensive information to make informed decisions about their chosen course. It also addresses the assessment of English language proficiency, educational qualifications, and recognition of prior learning (RPL) for enrollment purposes.

2.0 Scope

This policy applies to prospective overseas students interested in studying HE or VET courses at AE, and all staff and agents of AE involved in their recruitment and admission.

3.0 Regulatory Context

3.1 Higher Education Standards Framework (Threshold) 2021

This policy is framed to comply with the Higher Education Standards Framework 2021 (HESF, Threshold Standards):

- 3.1.1 Section 1.1 Admissions, where the requirements and expectations for higher education providers regarding student admissions and information disclosure are detailed.
- 3.1.2 Additionally, this policy is guided by Standard 1.2 Credit and Recognition of Prior Learning.

3.2 National Code of Practice of Education and Training to Overseas Students 2018

In addition to the HESF, this policy further aligns with the National Code of Practice of Education and Training to Overseas Students 2018.

- 3.2.1 According to Standard 2, registered providers must engage in ethical and responsible student recruitment practices, providing comprehensive information that empowers students to make informed decisions about studying at the registered provider in Australia. Additionally, registered providers are responsible for ensuring that students possess the necessary qualifications, experience, and English language proficiency that align with the program they intend to enroll in.
- 3.2.2 Standard 3, Formalisation of Enrolment and Written Agreements, outlines that registered providers must have established procedures and effectively implement them to evaluate whether the student's qualifications, experience, and English language proficiency are suitable for the program they seek to enrol.

3.3 Standards for Registered Training Organisations (RTOs) 2015

This policy also ensures that the enrolment of students into vocational education and

training (VET) programs at AE is conducted in accordance with the Standards for Registered Training Organisations (RTOs) 2015.

3.3.1 Standard 4: Accurate and accessible information about an RTO, its services and performance are available to inform prospective and current learners and clients.

3.3.2 Standard 5. Each learner is properly informed and protected.
Before enrolment or the commencement of training and assessment, whichever comes first, the RTO advises the prospective learner about the training product appropriate to meeting the learner's needs, considering the individual's existing skills and competencies.

4.0 Policy

AE ensures that prospective and enrolled overseas students receive accurate information, have their entry requirements assessed appropriately, and have their recognition of prior learning (RPL) considered when applicable. AE provides comprehensive information, adherence to relevant regulations, and the proper documentation of admission and contractual arrangements.

4.1 Pre-Enrollment

4.1.1 Information Provision to Applicants

AE ensures that applicants have clear and accurate information that facilitates informed decision-making regarding their educational choices.

4.1.2 All available information conforms with AE's Marketing Material Integrity and Compliance Policy.

4.1.3 Applicants are informed of their rights and obligations before enrolment, including:

- All charges associated with their proposed studies, including potential changes in costs during their studies.
- Policies, arrangements, and potential eligibility for credit for prior learning.

4.2 Admission Requirements

4.2.1 General Eligibility Criteria

To be eligible for admission into either a VET or HE course, applicants must meet the following criteria:

- Successfully completing year 12 or equivalent from a list of overseas equivalent qualifications. Please refer to Academic Entry Requirements by Country.
- Demonstrate compliance with AEs English proficiency requirements (see 4.2.2 for more information).
- For entry to Certificate III in Commercial Cookery/Patisserie and Certificate IV in Health Administration, Year 11 or equivalent completion is required in addition to meeting requirements 4.2.1 (i) and 4.2.1 (ii).
- Be over eighteen at the time of course commencement.

4.2.2 English Proficiency Requirements

- i. Overseas applicants who wish to be admitted to courses at AE must demonstrate their English proficiency. Please refer to 1.1.2 Admission Procedure for Overseas Students - Appendix A for a detailed list of the English test requirements.
- ii. Applicants are required to submit evidence of their IELTS scores or an equivalent test report. Alternatively, they can provide proof of their past studies at an Australian tertiary institution.
- iii. The submitted IELTS scores must meet the minimum requirement for the specific course the applicant is applying for.
- iv. An offer made by AE to applicants is conditional and contingent upon students demonstrating their English proficiency in accordance with this policy.

4.2.3 Failure to provide suitable evidence of English proficiency may result in the withdrawal of the offers that have been extended to the applicants.

4.2.4 Where an applicant fails to achieve the required minimum test score(s), they may be offered the opportunity to complete an AE Language Test, which assesses their English proficiency.

4.3 Addressing Study Skills Deficits

4.3.1 Where students applying to study at a Bachelor level have not successfully completed at least one year of study at a Bachelor level with an Australian Higher Education institution, they will be required to complete a study skills module.

4.3.2 Assessing the Language, Literacy, and Numeracy Skills for VET Course Applicants

- i. All VET students will undergo an assessment of language, literacy, and numeracy skills (LNN) as part of the VET course applicant's pre-training skills review.
- ii. All commencing VET students must undertake an LLN test at or before orientation to identify any gaps in the student's LLN capabilities.
- iii. All continuing pathway students from a Certificate III to Certificate IV to Diploma must complete the LLN test at the commencement of Certificate III and the Diploma.
- iv. On commencement of VET studies, any training must be delivered according to the needs identified in the pre-training review. If there is information gathered during the pre-training review which may affect the delivery of training, it must be provided to the educator before the commencement of training either by completion of a student-specific training plan or other written communication.
- v. VET Trainers will monitor each student's progress through observation and reference to the standard of submitted coursework and assessments.

- vi. VET Trainers will proactively identify issues and, where possible, should alter training plans, learning strategies, and learning materials to meet students' needs and overcome problems as early as possible.

4.4 Application of Credit Transfer (CT) or Recognised Prior Learning (RPL)

Applicants may apply for credit transfers/recognise prior learning at admission. In such cases the following applies:

- 4.3.1 Assessment of prior learning is conducted by AE's Awarding Credit in Higher Education Policy and Procedure.
- 4.3.2 Credit is granted only in cases where providing the credit does not disadvantage students in achieving the expected learning outcomes for the course or qualification and the integrity of the course and qualification are maintained.
- 4.3.3 Where credit is granted, the results are recorded, and students receive timely written advice regarding the outcome.

4.4 Provision and Acceptance of Offer

4.4.1 Applicants who meet the admissions requirements outlined above can receive a Student Letter of Offer and Student Acceptance Agreement. (The Agreement) Section 1 of this document provides detailed information about the offer, including the following:

- An offer of a place in a course offered by AE to the student, along with an individual AE-issued student identification number.
- Course details, including the CRICOS code, course name, mode of study, start date, end date, campus where the course is conducted, duration in weeks, tuition fee, required deposit amount, and any other applicable fees.

4.4.2 In cases where the course has any special conditions, such as health requirements, security checks, language requirements, or work placement requirements, those details will be included in the offer.

4.4.3 All offers will be subject to the following general conditions:

- Compliance with PRISMS requirements, which may require a release from a previous education provider to enter the approved course.
- Meeting the Genuine Temporary Entrant/Genuine Student (GTE/GS) Requirements. Acknowledge Education reserves the right to revoke offers for students not satisfying the GTE/GS assessment requirements.

4.4.4 Any additional conditions specific to the offer will be clearly outlined for the applicant.

4.4.5 The offer will provide clear instructions on how to accept it.

4.4.6 Information about the requirement for overseas student health cover (OSHC) and the mandatory attendance at the course orientation session will also be included.

4.5 Acceptance of Offer

4.5.1 Section 2 of the Agreement forms a written agreement between the applicant and Acknowledgement Education and includes:

- The applicant's details, including the applicant's contact information and emergency contact person.
- The course details and all fees to be paid.
- A link to the study term dates.
- Details of the refund policy
- Details of the complaints and appeals policy.
- Course Progress and Attendance requirements
- A student declaration page
- Payment options

4.5.2 The Agreement must be signed, dated, and returned to AE by the student within 60 days of the offer issue unless otherwise specified.

4.6 Payment of Fees

4.6.1 Tuition and non-tuition fees will not be accepted from applicants until the overseas student, or the parent or legal guardian, has signed or otherwise accepted the agreement.

4.6.2 AE will accept tuition or non-tuition fees simultaneously as the overseas student signs or accepts the agreement. For example, if an overseas student sends a signed written agreement with an accompanying payment or makes the payment in person at AE with the signed agreement.

4.7 Withdrawal

4.7.1 Students who may withdraw from the course for which they receive an offer must lodge their withdrawal application at least 28 calendar days prior to the commencement of the relevant study period.

4.7.2 Applications for withdrawal must be submitted in writing to the Registrar at AE.

4.8 Refund for Cancellations/Withdrawal

4.8.1 Where enrollment is cancelled more than 28 days (4 weeks) before the commencement of the course, a refund of 70% of the tuition fees will be given.

4.8.2 Further information regarding refunds is available by accessing AE's Refund Policy.

4.9 Record Keeping

AE will retain records of all written agreements and payment receipts for at least two years after the student ceases to be enrolled.

5.0 Definitions

Term	Definition
Academic Entry Requirements	Criteria determining the educational qualifications necessary for admission into a course.
Admissions	The process of selecting and accepting students into educational programs
Agreement	A written contract or agreement between the applicant and Acknowledge Education (AE) regarding the terms and conditions of enrollment.
Overseas Student	Refers to a student who is not an Australian citizen, Australian permanent resident, or New Zealand citizen and who is studying in Australia on a student visa.
Course Progress	Refers to the satisfactory completion of academic requirements and milestones within a course as outlined in the registered provider's policies and procedures.
Attendance	Refers to the physical presence of an overseas student in scheduled classes, tutorials, lectures, practical sessions, or other required educational activities within the course. It is measured as a percentage of the scheduled contact hours for the course.
Applicant	An individual who applies for admission to a higher education (HE) or vocational education and training (VET) program at AE.
Credit Transfer (CT)	The recognition of prior learning or academic credits earned at a previous institution, allowing students to receive credit towards their current program.
CRICOS Code	A unique identification code is assigned to a registered course offered to international students in Australia.
Confirmation of Enrolment (CoE)	A document issued by the registered provider to an overseas student, confirming their acceptance and enrollment in a specific course of study. The CoE includes important information such as the course start and end dates, expected study duration, and other relevant details.
Eligibility Criteria	The specific requirements or qualifications an applicant must meet to be eligible for course admission.
English Proficiency	The ability to understand, speak, read, and write in English at a required level.
Enrolment	The process of officially registering and admitting a student into a course or program.
Genuine Temporary Entrant/Genuine Student (GTE/GS) Requirements	Criteria used to assess whether an international student genuinely intends to stay in Australia temporarily to study or is a genuine student.
Language, Literacy, and Numeracy (LLN) Skills	Skills related to language comprehension, reading, writing, and basic mathematical abilities.

Overseas Student	A student who is not a citizen or permanent resident of the country where they are studying
Recognition of Prior Learning (RPL):	The process of acknowledging and granting credit for the skills and knowledge acquired through previous education, work experience, or other relevant learning experiences.
Registered Provider	An educational institution that is officially recognised and registered by relevant authorities to provide courses or programs to students.
External Complaints and Appeals Process	Refers to the external body or authority to which overseas students can escalate their complaints or appeals if they are not satisfied with the outcome of the internal complaints and appeals process. The specific external body may vary depending on the jurisdiction or regulatory framework.
Student Acceptance Agreement	A written agreement between the applicant and AE outlining the terms and conditions of accepting an offer and enrolling in a course. VET Course: Vocational education and training courses that provide practical skills and knowledge for specific industries or occupations.
Student Letter of Offer	A formal written document from Acknowledge Education (AE) offers an applicant a place in a course.
Tuition Protection	Measures to safeguard students' tuition fees and protect their rights and interests.

6.0 Related Documents

Document Number	Document Name
1.1.3	Enrolment Procedure
1.1.2	Admissions Procedure for Overseas Students (HE and VET)
1.2.1	Awarding Credit in HE Policy
1.2.2	Awarding Credit in HE Procedure
1.3.3	Course Progress and Completion Policy
1.3.1	Course Orientation for Students Policy
7.2.1	Sales Material Integrity and Compliance Policy
2.2.1	Respecting Diversity and Facilitating Access and Equity Policy and Procedure
N/A	Student Letter of Offer and Student Acceptance Agreement.
N/A	Student Handbook

7.0 Policy Information

Policy Name	Admissions Policy for Overseas Students (HE and VET)
Document Number	1.1.1
Purpose	To ensure that prospective and enrolled overseas students receive accurate information, have their entry requirements assessed appropriately, and have their recognition of prior learning (RPL) considered when applicable.
Audience	Prospective Students, Educational Agents, Sales Team, Admissions Team, Registrar.

Category	Student Participation and Attainment
Subcategory	Admissions
Approval Date	20/04/2022
Effective Date	20/04/2022
Last Endorsed	26/06/2023
Next Review Date	01/07/2024
Policy Advisor	Registrar
Approving Authority	Academic Board
Contact	Quality Assurance/Regulator Compliance Manager regulatorcompliance@ae.edu.au

8.0 Change Log

Date	Version	Version by	Notes
26/06/2013	1.0	ML	Created
31/07/2015	1.1	BS	Remove references to 2013
02/05/2017	1.2	BS	Add 2.4(1) 'd' and 'e'
170918	170918	ABennett	Minor formatting changes; document name change
180110	180110	Bs	Add equivalent year 12 equivalent link and IELTS Table
180510	180510	BS	Change Academic English to Study Skills and insert Diploma exemption
19/11/26	191126	TS	Review and update of Policy
191210	191210	BS	Amend English and Academic requirements for AB approval
191210	191210	BS	Approved by AB
201009	201009	TWeir	Removed country specific information from policy. This info will be held and updated separately.
210204	1.3	TWEIR	Clarification on Assessing English Proficiency Requirements
24/3/2021	2	TWEIR	Incorporated HE International student admission, VET International Student admission policy, and assessment of literacy and numeracy skills policies
10/11/2021	2.1	TW	Incorporated Policy and Procedure: Assessment of LLN skills
11/04/2022	2.2	TW	Added clause 2.3 and 2.4
13/06/2023	3.0	NW	Major changes to structure and conversion to new branding requirements. Inclusion of provision for Masters courses requirements, introducing the use of the Academic Entry Requirements by Country.
04/12/2023	3.1	GG	Updated reference for Appendix A to the Admissions Procedure