

Admissions Policy – International Students (VET & ELICOS)

1. Purpose

1.1 This policy outlines the framework applied to admission processes for international students applying for Vocational Education and Training (VET) courses and English Language Intensive Courses for Overseas Students (ELICOS) at Stanley College.

2. Scope

2.1 This policy applies to all international students seeking admission to VET or ELICOS courses at Stanley College, and all staff involved in the processing of applications for admission.

3. Responsibility

3.1 The Admissions Manager is responsible for the monitoring and oversight of the admissions enquiry, application, offer and enrolment processes.

4. Definitions

AQF	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
CoE	A CoE (confirmation of enrolment), issued via PRISMS provides evidence of a student's enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before Home Affairs will issue a student visa. The CoE contains information about the Provider, agent (if involved), course and duration of study in which the student has enrolled.
Credit Transfer	Credit transfer is the process for awarding credit for a unit or units of competency previously attained, which are the same (or deemed equivalent on the National Training Register) as the unit/s of competency in a course of study
Cambridge English (CAE)	Cambridge English: Advanced (CAE), also known as the Certificate in Advanced English (CAE), is an international English language examination developed by Cambridge English Language Assessment (previously known as University of Cambridge ESOL Examinations).
Common European Framework of Reference for Languages (CEFR)	The Common European Framework of Reference for Languages (CEFR) is an international standard for describing language ability.
Duolingo English Test	The Duolingo English Test is an English proficiency assessment used to evaluate a person's ability to read, write, speak, and

	listen to English.
Education Agent	<p>A person or organisation (in or outside Australia) who recruits overseas students and refers them to education providers. In doing so, the education agent may provide education counselling to overseas students as well as marketing and promotion services to education providers.</p> <p>Education agent does not refer to an education institution with whom an Australian provider has an agreement for the provision of education (that is teaching activities).</p>
ELICOS	English Language Intensive Courses for Overseas Students.
English Language Proficiency	<p>The ability of students to use the English language to make and communicate meaning appropriately in spoken and written forms in the context of their studies.</p> <p>English language proficiency is assessed by Stanley College before a student is enrolled in a course.</p>
ESOS Act	The <i>Education Services for Overseas Students Act 2000</i> of the Commonwealth of Australia.
ESOS Framework	The legislative framework that regulates the responsibilities of education institutions towards overseas students on student visas, and includes the National Code.
IELTS	International English Language Testing System (IELTS) is an international standardised test of English language proficiency. It is jointly managed by University of Cambridge ESOL Examinations, the British Council and IDP Education Pty Ltd.
International Student	A student studying in Australia on a student visa issued by Department of Home Affairs .
National Code 2018	The National Code of Practice for Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act.
Offer Letter	An offer for admission into a Stanley College course. Some offers may include conditions placed on the admission, which may include pre-requisites.
Overseas Qualification Unit (OQU)	<p>The OQU is based within the Department of Training and Workforce Development within the WA Government and assesses eligible qualifications gained overseas to determine their comparability with Australian standards.</p> <p>The OQU can assess post-secondary qualifications including:</p> <ul style="list-style-type: none"> • Formal technical and vocational qualifications (Certificate IV and above); and • Formal higher education qualifications (Bachelor degree and above).
OET	The Occupational English Test (OET), developed specifically for healthcare professionals.
Pearson Test of English Academic	PTE Academic is a computer-based academic English language test aimed at non-native English speakers wanting to study abroad. It tests Reading, Writing, Listening and Speaking.

TOEFL	Test of English as a Foreign Language (TOEFL) is a standardized test to measure the English language ability of non-native speakers wishing to enrol in English-speaking education institutions.
Recognition of Prior Learning (RPL)	RPL is the assessment process that involves assessment of an individual's relevant prior learning (including formal and non-formal and informal learning) to determine if they meet the requirements of a nationally recognised unit/s of competency.
Standards for RTOs 2015	The Standards for Registered Training Organisations (RTOs) 2015, which sets out the requirements a RTO must meet when providing Vocational Education Training (VET) courses.
Training Package	The components of a training package endorsed by the Industry and Skills Council, or its delegate. The endorsed components of a Training Package are: <ul style="list-style-type: none"> • units of competency; • assessment requirements (associated with each unit of competency); • qualifications; and • credit arrangements.
VET	Vocational Education and Training.

5. Policy Provisions

Principles

- 5.1 Stanley College's Admissions process is applied fairly and consistently to all students.
- 5.2 International students (students who hold a student visa in Australia) are only permitted to undertake courses that are registered on CRICOS, including any short courses.
- 5.3 Stanley College recruits students in an ethical and responsible manner and provides information that is accurate and sufficient to enable students to make informed decisions about studying at Stanley College prior to enrolment.
- 5.4 Prior to enrolling a student, or an intending student for enrolment, into a course, Stanley College provides comprehensive, current and plain English information via our International Brochure and website on:
 - 5.4.1 the requirements for a student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable;
 - 5.4.2 the CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods;
 - 5.4.3 course duration and term (holiday) breaks;
 - 5.4.4 the course qualification, award or other outcomes;
 - 5.4.5 campus locations and facilities, equipment and learning resources available to students;
 - 5.4.6 the details of any arrangements with another provider, person or business who will provide the course or part of the course, where applicable;
 - 5.4.7 Stanley College being overall responsibility for the quality of training and assessment in compliance with the Standards for RTOs 2015 and the issuance of the AQF certification documentation;

- 5.4.8 indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and Stanley College’s cancellation and refund policies;
 - 5.4.9 the requirements for students to achieve satisfactory course progress and attendance requirements;
 - 5.4.10 the grounds on which the student’s enrolment may be deferred, suspended or cancelled;
 - 5.4.11 the ESOS framework, including official Australian Government material or links to this material online;
 - 5.4.12 where relevant, the policy and process that Stanley College has in place for approving the accommodation, support and general welfare arrangements for younger overseas students (in accordance with Standard 5 of the National Code); and
 - 5.4.13 accommodation options and indicative costs of living in Australia.
- 5.5 Stanley College engages Education Agents to recruit students on its behalf. All Education Agents are assessed and must be approved and trained before they can recruit students on behalf of Stanley College. For further information, refer to the *Education Agent Policy (VET)* and corresponding procedure. Stanley College is required to provide information on Education Agents in PRISMS for every student enrolment where an agent’s employee has facilitated the students’ acceptance for enrolment. For further information, refer to the *Education Agent Policy (VET)* and corresponding procedure.
- 5.6 The College’s Admission standards:
- 5.6.1 are appropriate for the AQF level of the program and required learning outcomes;
 - 5.6.2 meet the requirements of the corresponding training package or VET accredited course; and
 - 5.6.3 ensure that students have adequate prior knowledge and skills – including English language proficiency – to undertake the course successfully.
- 5.7 Stanley College ensures the fair and equitable treatment of all applicants and seeks to increase admission numbers from underrepresented cohorts, including:
- 5.7.1 international students;
 - 5.7.2 students from lower socioeconomic backgrounds;
 - 5.7.3 students with a disability;
 - 5.7.4 first-in-family learners; and
 - 5.7.5 students from non-English speaking backgrounds.
- 5.8 Eligible students are admitted irrespective of gender, race, nationality, marital status, faith, disability or sexual orientation.
- 5.9 All staff are inducted on the ESOS Framework and Standards for RTOs 2015 and are continually updated and trained on any changes, as they are implemented.

Admission into VET / ELICOS Courses

Application for Admission

- 5.10 Applications may be lodged using the *Application Form – International Student* and submitted using one of the following methods:
- 5.10.1 Complete the online Application form, available via the Stanley College website;
 - 5.10.2 emailing the completed application form to admissions@stanleycollege.edu.au; or
 - 5.10.3 submitting the completed application in person at a Stanley College campus.

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5.11 Documents required for Admission include:

- 5.11.1 a completed *Application Form – International Student* (which requires student to provide their USI (Unique Student Identifier), where they are currently on-shore;
- 5.11.2 read and understand the Conditions of Enrolment including the *Student Refund and Cancellation Fee Policy – International Students (VET & ELICOS)*;
- 5.11.3 a copy of the student’s visa and/or OSHC, if applicable;
- 5.11.1 certified/ translated copies of:
 - English test result
 - Academic Records / qualifications
 - Any public examination results
 - Passport (copies of previous CoE’s for on-shore students will be requested)

5.12 Applicants who wish to apply for credit must do so at the time of application for admission, by indicating on the Application Form.

Basis of Admission

5.13 Requirements for admission are based on standards applicable to a course at the appropriate level of the Australian Qualifications Framework (AQF) and include a level of acceptable English language proficiency. These requirements are published in the student prospectus, marketing materials and on the Stanley College website.

5.14 Details of required Course Entry Requirements are indicated in the sections below.

	Certificate II	Certificate III	Certificate IV
Academic	Completion of Australian Year 10 or equivalent	Completion of Australian Year 10 or equivalent	Completion of Australian Year 11 or equivalent
English Proficiency	Intermediate Level of English OR IELTS Test Score of 5.0 OR Other recognised English Language tests such as: <ul style="list-style-type: none"> • TOEFL iBT Test Score of 35-45 • PTE Academic Test Score of 36 • Cambridge English: 154 • OET D Grade • Duolingo English Test: 75-80 • CEFR Levels / Oxford Test: B1 OR Completion of Australian qualifications, evidence of certificate III level or above		
	Diploma / Advanced Diploma	Graduate Certificate	Graduate Diploma
Academic	Completion of Australian Year 12 or equivalent	Completion of a recognised degree or diploma or advanced diploma or equivalent	Completion of a recognised degree or diploma or advanced diploma or equivalent

<p>English Proficiency</p>	<p>Upper-intermediate Level of English OR IELTS Test Score of 5.5 OR Other recognised English Language tests such as:</p> <ul style="list-style-type: none"> • TOEFL iBT Test Score of 46-59 • PTE Academic Test Score of 42 • Cambridge English: 162 • Duolingo English Test: 85-90 • CEFR Levels / Oxford Test: B2 <p>OR</p> <p>Diploma - Completion of Australian qualifications, evidence of certificate III level (minimum duration 26 weeks) or above</p> <p>OR</p> <p>Advanced Diploma - Completion of Australian qualifications, evidence of certificate IV level or above</p>	<p>Upper-intermediate Level of English OR IELTS Test Score of 6.0 OR Other recognised English Language tests such as:</p> <ul style="list-style-type: none"> • TOEFL iBT Test Score of 60-78 • PTE Academic Test Score of 50 • Cambridge English: 169 • OET C+ Grade • Duolingo English Test: 95-100 • CEFR Levels / Oxford Test: B2 <p>OR Completion of Australian qualifications, evidence of diploma level or above</p>
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Note - Students are eligible to get an exemption from English proficiency, if a student has completed a Certificate IV level qualification or higher qualification in Australia (award should be not more than 10 years old, conditions apply).

Additional course specific pre-requisite requirements are detailed in the Fees and Intake Information

English Language Proficiency

5.15 To gain entry into a VET course at Stanley College, all applicants must satisfy the College's English Language proficiency requirements, as specified in the *English Language Assessment (VET) Policy* and Course Guides.

5.16 The minimum standards of achievement in English language tests approved for VET at Stanley College are:

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|--|-------------------------|
| 5.16.1 Certificate II – IV: | IELTS 5 or equivalent |
| 5.16.2 Diploma, Advanced Diploma | IELTS 5.5 of equivalent |
| 5.16.3 Graduate Certificate or Diploma | IELTS 6 or equivalent |

Reporting Students English Language Proficiency on PRISMS

5.17 Stanley College must report the following information on Students' English language proficiency when creating or updating a confirmation of enrolment (CoE) on PRISMS:

- 5.17.1 If the student has undertaken an English language test as a requirement for the purposes of a student visa, Stanley College must report the name of the English language test, the date the student took the test and the score the student received. Refer to the '*English Language Tests Evidence Exemptions (Student Visa) Instrument*

2018'(PRISMS How to Guide) available in Novacore (Novacore/Admissions Drive/How to Guides); or

- 5.17.2 If a student was exempt from taking an English language test under the *Migration Regulations 1994*, Stanley College must report the relevant class of applicant the student is, (referred to as evidence exemptions in the *Migration Regulations 1994*). Refer to the 'ESOS 2019_ English Language Fact Sheet' (PRISMS How to Guide) available in Novacore (Novacore/Admissions Drive/How to Guides).

Concurrent Enrolments

5.18 Concurrent Course Enrolment means that the student is enrolling simultaneously in more than one award course. Stanley College permits concurrent enrolment for its International Students based on the information outlined in this policy. As an international student, the regulations stipulate that each course the student studies must be CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students) Registered.

5.19 Therefore, Stanley College permits concurrent enrolments provided that the:

- 5.19.1 Course is listed on Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS);
- 5.19.2 Student has completed at least six (6) months of their Principal Course;
- 5.19.3 Student provides details of the concurrent enrolment including name of other Education Provider, name of Principal Course, commencement date and expected completion date;
- 5.19.4 Student provides a copy of their current timetable to demonstrate that their attendance at Stanley College will not interfere with their existing studies;
- 5.19.5 Student commits to maintaining satisfactory academic progress, including attendance/participation in all scheduled classes of both the Principal Provider and Stanley College;
- 5.19.6 Student completes the Concurrent Course Enrolment Disclaimer.

Admission via Credit Transfer / Recognition of Prior Learning (RPL)

5.20 Admission with credit may include credit transfer or RPL, as specified in the College's *Recognition of Prior Learning and Credit Transfer (VET) Policy*.

5.21 Applications for credit transfer or RPL must be submitted to the Academic Administration Supervisor before an *Offer Letter* can be signed and accepted

5.22 The Academic Administration Supervisor in consultation with the relevant Faculty Manager will decide on credit granted for units of competencies awarded elsewhere.

5.23 Where we grant a student Credits / RPL, that reduces the length of the course we must ensure that the student is informed of reduced course duration, and ensure the Offer Letter, and CoE reflects the revised duration. Refer RPL and Credit Transfer Policy and Procedure

Under 18 students

5.24 Students wishing to apply for Admission but are under the age of 18 at the time the course will commence are required to:

- 5.24.1 submit a completed *Application Form – International Students*, which is to be signed by the students' parents or legal guardians; and
- 5.24.2 provide evidence of the relationship.

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5.25 Further information can be found in the *Under 18 Students Policy (VET & ELICOS)* and corresponding procedure.

Short Course (individual units) enrolment

5.26 International students are only permitted to enrol in course that is registered on CRICOS, unless the short course is listed as exempt from the definition of course under the Education Services for Overseas Students Act 2000 (ESOS Act) *

5.27 Stanley College offers the following ‘exempt’ single units of competency:

Exempt Units of Competency
SITHFAB021 Provide responsible service of alcohol
HLTAID011 Provide First Aid

*Specific units of competency exempt from the definition of course under the Education Services for Overseas Students Act 2000 (ESOS Act) are listed on the [Education Services for Overseas Students \(Exempt Courses\) Instrument 2021](#).

Review of Decisions and Appeals

5.28 Applicants may seek a review of a selection decision if they are dissatisfied with the admissions outcome. Refer to the *Student Complaints and Appeals Policy (VET & ELICOS)* and corresponding procedure.

5.29 This policy and the availability of complaints and appeals procedures do not remove the rights of the student to take action under Australia’s consumer protection laws (including the *ESOS Act*) or to pursue other legal remedies.

Record Keeping

5.30 Stanley College retains records of all ‘Offer Letters and Written Agreements’ as well as receipts of payments made by students for at least 2 years after the person ceases to be an accepted student. This is completed using the Student Management system eBecas.

6. Policy Information

Policy Area	Admissions
Authorised Officer	Vice President Business Development
Supporting documents, procedures & forms of this policy	<i>Admissions Procedure – International Students (VET & ELICOS)</i> <i>Application Form – International Student</i> <i>Student Complaints and Appeals Policy (VET & ELICOS)</i> <i>Concurrent Course Enrolment Guidelines and Disclaimer (VET)</i> <i>Education Agent Policy (VET) and Procedure</i> <i>English Language Assessment Policy (VET) and Procedure</i> <i>Under 18 Students Policy (VET & ELICOS) and</i>

	<i>Procedure</i> <i>Guidelines for use of PRISMS</i> <i>English Language Tests_Evidence Exemptions (Student Visa) Instrument 2018</i> <i>ESOS 2019_English Language Fact Sheet</i> <i>ESOS 2019_Student Contact Details Fact Sheet</i> <i>PRISMS_ProviderUserGuide_2018</i>
Related Legislation and Codes of Practice	Standards for Registered Training Organisations (RTOs) 2015 Education Services for Overseas Students (ESOS) Act 2000 ELICOS Standards 2018
Audience	Public