

POLICY AND PROCEDURE			
Doc #: PP - 4.4		Student Selection and Admission	
Education Services for Overseas Students Regulations: Section 9(q)-(r), Section 11, Item (2)			
NVETR (Compliance Standards for NVR RTO and FPPR) Instrument 2025: Division 1, Standard 7	NC: 2, 3, 5, 7, 8, and 9		
Rev #: 16		Approved By: CEO	Date: 19/03/26

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
1	New – Adapted from AAC Student Selection and Admission procedure.	Zita & James	14/11/13
2	Added additional steps for checking student visa status and transfer requirements (including SVP students).	Zita	17/9/14
3	Changed SNR 15.5,16.3,22.2 and 23.2 to Standards 3.5, 4.1, 5.1,5.2,5.3 and 5.4. Added the comment 'MM provides name and contact details of any third party which will provide training and assessment to the learner on behalf of the RTO.' In clause 4.1.	Jeevan	29/3/15
4	Added provision in regards to prepaid fees as per the ESOS Act changes effective 14 December 2015	Ingeborg	12/1/16
5	Added reference to SSVF. Removed all references to SVP. Changes documentation checking function from Student Services to Marketing Officer. Updated Admissions Country Education Profile weblink. Added Mature Age academic entry requirement.	Ingeborg	17/03/17
6	Updated reference to National Code Standards.	Elaine	23/11/17
7	Amended clauses 4.1 and 5.2.2. Replaced references to Department of Immigration and Border Protection with Department of Home Affairs.	Gabriela	9/11/18
8	Amended clause 5.2.3.	Elaine	20/12/18
9	Amended clauses 5.2.5, 5.2.10 and 5.4.1.	Elaine	31/05/19
10	Updated clauses 5.2.7 and 5.4.1 in accordance to the new ESOS Regulations 2019.	Elaine	01/10/19
11	Clause 5.2.4 updated to include other English language tests Clause 5.2.7 updated to include other information needed in creating CoE Clauses 5.3.1 and 5.3.2 updated Removed references to RCC Removed gender-bias references Updated Appendices	Krishna	03/11/22
12	Clause 5.4.1 updated with entry requirements for standalone AQF level 2 qualifications.	Krishna	06/03/23

13	Clause 5.2.4 updated with IELTS (OSR) Clause 5.4.1 updated with IELTS (OSR) and the minimum band required in IELTS for English language entry requirements	Maria P.	05/03/24
14	Updated the English Language Requirements to align with the changes in immigration requirements Removed SOP under Clause 5.3 and replaced with GSA Form	Krishna	02/04/24
15	Minor revisions to Entry Requirements for clarify and improved readability Revised PRISMS Guidelines and removed Other Forms of Testing Options and Comments in PRISMS	Krishna	09/08/24
16	Updated the purpose and scope of the policy and procedure to include AAPoly (VET) and STA within Academies Australasia providers. Updated to meet the requirements of the revised SRTO—National Vocational Education and Training Regulator (Compliance Standards for NVR RTO and FPPR) Instrument 2025. Included LANGUAGECERT as an additional test method. Responsibilities within the procedure were updated.	Maria and Moinul	19/03/26

1.0 Purpose

The purpose of this policy and procedure is to:

1.1 Outline the criteria and establish a transparent process for selecting and admitting students into programmes offered by the College, as listed in [Schedule 1](#), in line with the requirements of the National Vocational Education and Training Regulator (Compliance Standards for NVR RTO and FPPR) Instrument 2025, the National Code 2018 and the ESOS Act 2000;

1.2 Set out the criteria and requirements for admission, as well as the process for reviewing applications and making decisions;

1.3 Ensure that the admissions process is fair, transparent, and equitable for all applicants;

1.4 Ensure that prospective students are provided with clear, comprehensive and accurate information regarding the services they are entitled to receive, their rights and obligations, and the College's responsibilities prior to their application or enrolment into a program.

2.0 Scope

2.1 This policy and procedure apply to all staff involved in the process of selecting and admitting international students into courses offered by the College.

3.0 Definitions

3.1 Admission – The process of being accepted to study at the College.

3.2 Selection – The action or fact of carefully choosing someone as being the best or most suitable.

3.3 Student agreement – Binding contract between a student and the College.

3.4 Visa Entitlement Verification Online (VEVO) – A free online service that gives visa holders, employers and other registered organisations access to visa entitlements and status information 24 hours a day. (Source: Department of Home Affairs website).

3.5 Genuine Student (GS) Requirement – The Australian Government requirement for the application for a student visa. whereby student visa applicants must genuinely intend to enter Australia for study purposes, demonstrating a clear understanding that their primary reason for holding a student visa is to pursue studies in the country. The College uses the Genuine Student Assessment (GSA) Form for prospective students prior to admission.

4.0 Responsibilities

4.1 Designated Head (Marketing) (DH) –Responsible for developing, maintaining, and communicating this policy to the relevant Marketing Managers and Marketing

Officers. Also responsible for overseeing the updating of marketing materials, in accordance with the Marketing, Advertising and Promotion Policy and Procedure.

4.2 Designated Head (Admissions) (DH-A) – Responsible for developing, implementing, and overseeing efficient and compliant admissions procedures and Genuine Student (GS) Assessment guidelines.

4.3 Marketing Managers (MMs):

- Advises potential students on available courses, provides course, enrolment and other relevant information and verifies student eligibility for a course based on the approved admissions criteria and GSA Guideline.
- If applicable, MM provides name and contact details of any third party which will provide training and assessment to the learner on behalf of the RTO.
- Ensures all documents for course application are complete and relevant fees are collected.
- In the event of a transfer, ensures that the Transfer between Registered Providers policy and procedure is adhered to.
- Approved MMs checks the visa status of all onshore applications on VEVO and verifies the English language proficiency evidence submitted by the student.
- Authorised MMs, trained by the DH-A and approved by the DH, issue are permitted to draft Offer Letters and Confirmation of Enrolments.

4.4 Marketing Support Officers (MOs):

- Collect, collate and compile student enrolment application documentation and evidence and conduct assessment of student enrolment applications.
- Determines student eligibility for a course based on the approved admissions criteria and GS Assessment Guidelines.
- Checks the visa status of all onshore applications on VEVO and verifies the English language proficiency evidence submitted by the student
- Review student enrolment documentation and evidence for authenticity and integrity, ensuring that only complete applications are assessed.
- Review student enrolment documentation for compliance and alignment with the course entry requirements, Genuine Student (GS) Assessment Guidelines and immigration policy settings.
- Recommend approval or rejection of student applications in accordance with the GSA Guidelines.
- Issue Offer Letters and Confirmations of Enrolments.
- Liaise with the DH-A, MMs, students or representatives as required.
- Accurately record Admissions data in the Student Management System.
- Review the draft Offer Letters and Confirmation of Enrolments prepared by MMs ensure these documents comply and align with the GS Assessment Guidelines.

4.5 Designated Marketing Officer (DMO) – Checks documents for course application in the Student Management System/Paradigm and informs Marketing Managers on any outstanding or incomplete documents for follow up.

5.0 Procedure

5.1 Enquiries for new enrolments at the College are directed to the MM who discusses the educational interests of students.

5.2 MM provides general information about the College, explains the course information, assists to match a course of student's desire and checks that the

intended course meets the student's academic interest and is an appropriate course for the student based on their existing skills and competencies. MM then provides the Application for Enrolment Form to the student and other relevant forms. Copies of the correspondence or notes of the discussion to be uploaded (if applicable) in the Student Management System/Paradigm.

- If the student wishes to apply for Course Credit (CT/RPL), refer to Course Credit and RPL (VET) Policy and Procedure.
- If the student is under the age of 18, refer to Younger Student Policy and Procedure. This applies to VET, English and High School courses.
- In conjunction with the Standard 7 of the NVETR (Compliance Standards for NVR RTO and FPPR) Instrument 2025, all the relevant marketing materials need to include RTO provider number, RTO provider name, CRICOS provider number, include the code and title of the training product as published on the National Register; CRICOS training product number, in accordance with the Marketing, Advertising and Promotion Policy and Procedure.

5.3 Student applies for the course by submitting a completed Application for Enrolment Form and submits it with the supporting documents to MM. Qualifications undertaken in a language other than English must be accompanied by a certified official translation. The application process requires the applicant to acknowledge they are aware of and have access to adequate funds for their study and living in Australia for a full course duration, it includes a Genuine Student Assessment (GSA) form with the reasons of their choice of study, planned career path and immigration history. An interview with a student might be requested prior to an Offer Letter being granted.

5.4 In the event that the student discloses any special needs in the Application for Enrolment Form, MM discusses it with DH. DH discusses this with the Designated Head for VET, English or High School to confirm that the support needed by the student could be provided. In the event that this is not possible, DH advises the MM who in turns advises the student.

5.5 MM ensures that all the documents are submitted and verified for originality and authenticity before assessing the application based on the genuine student requirements and entry requirements. MM checks the following:

- IELTS Certificate against the IELTS Test Report Form Verification Service via <https://ielts.ucles.org.uk/ielts-trf/welcome.html>
- PTE Score Reports Verification at <https://srw.ptacademic.com/>
- LANGUAGECERT Verification at <https://www.languagecert.org/en/results>
- Duolingo Reports Verification at <https://englishtest.duolingo.com/applicants>
- International academic qualifications by referencing the Country Education Profiles (CEP) via <https://internationaleducation.gov.au/Services-And-Resources/services-for-organisations/Pages/Services-for-organisations.aspx>.

This process involves checking the previous institution and qualification against the CEP specific to the relevant country, education level, and/or institution to determine their equivalence to the required Australian qualification level.

Student visa status on VEVO for all onshore applications via DHA website <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online>

Where there is any doubt about the authenticity of any documentation provided, MM may contact the issuer of the documents and make relevant enquiries.

Where the assessing officer encounters ambiguity regarding an applicant's fulfillment of entry criteria, they will promptly refer the application to the appropriate department or authorities for further review and assessment.

For students who do not have the required English level for entry into the Vocational course, a package of not more than 20 weeks of English will be offered to the student. If the student requires more than 20 weeks of English, the student may also be accepted for a standalone English course.

5.6 MM makes a note or uploads any evidence in the Student Management System/Paradigm regarding the student's current visa subclass (if applicable).

- If the applicant is transferring from another provider, refer to the Transfer between Registered Providers procedure.
- If the applicant is not transferring from another provider but still holds a student visa, MM checks whether the visa subclass is appropriate for the level of study student is applying for in VEVO. If not, MM advises the student agent to apply for a new visa. MM adds a comment in the Student Management System/Paradigm 'Student has been advised to apply for a VET sector visa, or other relevant visa subclass, and to provide the acknowledgement of lodgement of the new visa'.

5.7 Authorised MMs who have been formally trained by the DH-A and approved by the DH are permitted to draft Offer Letters (OL).

5.8 MO are required to review the draft Offer Letters prepared by the authorised MMs ensure these documents comply and align with the GSA Guidelines. Review all the documents provided by the student and add notes in the Student Management System/Paradigm, if necessary. OL require written approval from the DH-A prior to being issued.

5.9 MO or MM sends OL and Student Agreement (SA) to student agent via email. MO or MM ensures that student is informed about critical information (training and assessment, support services to be provided, refund policy and the student's rights and obligations) before student signs the SA.

5.10 Student agent returns the completed OL and signed SA to the MO or MM. MO or MM ensure that the OL is uploaded on the Student Management System/Paradigm (the last page of SA must be signed by student or, if applicable, by the guardian. For applicants under the age of 18, details and signature of parent/person with custody must be included in SA).

5.11 Student pays fees specified in OL. Students are not required but may choose to pay more than 50% of the total tuition fees before they start their course.

5.12 Authorised MMs are allowed to draft an electronic Confirmation of Enrolment (eCoE) completing all information and enrolment details including:

- Providers' Student ID.
- Date of Birth.
- Nationality.
- Passport Number [This field is mandatory for an onshore eCoE (the student is already in Australia), however the passport number will be required for a visa, so enter it if it is known.]
- Information about the student's English language proficiency in PRISMS:
 - The date a student took an English language test and the score(s), if the student was required to provide evidence of their level of English language proficiency for the purposes of a student visa; and

- The class of student visa applicant a student falls within (commonly referred to as evidence exemptions), if a student was not required to provide evidence of their level of English language proficiency for the purposes of a student visa.
- Visa Grant Number (if applicable).
- Welfare Arrangements and Parent/Guardian Contact (for Under 18 students) if applicable.
- Student Contacts (Ensure the details are the student's current and preferred contact details. Mobile or Phone number details are mandatory. Note that, *"under ESOS Regulations 2019 providers are required to record in PRISMS the residential address, phone number and email address for students who become accepted"*. When providers become aware of any changes, they are required to update these details in PRISMS). MO or authorised MM ensures that overseas address is provided in PRISMS.
- Agent Details.

5.13 MOs are required to review the draft Confirmation of Enrolments prepared by the authorised MMs. Confirmation of Enrolments require written approval from the DH-A prior to being issued.

MO or authorised MM also indicates the student's completion of any required academic entry for the course in the comment section of the eCoE.

MO or authorised MM must also ensure that the duration and fees of the eCoE do not exceed what is registered in CRICOS and PRISMS.

When assessing an eCoE, MO or authorised MM must select which representative (Agent), if applicable, this will facilitate the student's acceptance for enrolment.

5.14 MO or authorised MM sends the Confirmation of Enrolments to the student's agent via email.

5.15 MO or authorised MM save the Confirmation of Enrolment and all required documents for course application and uploads them to the Student Management System/Paradigm.

Note: OL and SA as well as receipts of payments made by students under the SA will be kept in Student Management System/Paradigm for at least 2 years after the student ceases to be an accepted student.

5.16 MO or authorised MM notifies the completion of upload of all documents for course application to the DMO.

5.17 DMO verifies documents on Student Management System/Paradigm and makes a note on it regarding the completion of document check.

6.0 Relevant Documentation (All relevant documentation must be uploaded to the Student Management System/Paradigm).

6.1 Documents for Course Application / Admission

Admission documents including but not limited to the following must be scanned and uploaded to Student Management System/Paradigm:

- Application for Enrolment Form with all the relevant sections completed and signed.
- Genuine Student Assessment (GSA) Form with all the relevant sections completed and signed.
- Financial evidence (if required).
- Copy of passport.
- English language evidence (If applicable).
- Academic documents with their English translation.
- Evidence of past qualifications and/or past eCoEs.
- Course Credit (RPL/CT) application form with supporting documents as transcript (if applicable).
- Offer Letter and Student Agreement, signed by student, or the guardian if under 18.
- OSHC (if applicable).
- Release and offer letter (for transfers within 6 months).
- VEVO check if student is onshore.
- Work experience (if relevant).

6.2 Documents for Younger Students (under 18) for Accommodation and Welfare Arrangement (AWA). For more information review the Younger Student Policy.

6.2.1 AWA by a Parent/Legal Custodian

- Parent/Legal Custodian Confirmation of Accommodation and Carer (PLCCAC) Form.

6.2.2 AWA by a Suitable Relative

- Parent/Legal Custodian Confirmation of Accommodation and Carer (PLCCAC) Form.
- Valid identification of the nominated relative.
- Police clearance of the nominated relative. The police clearance record should be valid for 1 year from the date of issuance.
- **Note:** The Department of Home Affairs has a list of relatives they consider appropriate carers. They must be one of the following: Brother, sister, step-brother, step-sister, step-parent, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece or step-nephew.
- **Note:** They must also: Be aged over 21; be eligible to remain in Australia until the student's visa expires or the student turns 18 (whichever happens first); show that they are of good character, by providing a police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16.
- **Note:** MO or authorised MM keeps evidence of the arrangements approved by the Department of Home Affairs in the student's file as soon as available.

6.2.3 AWA by Parent-Nominated (PN) Host

- **Note:** The student and/or the agent informs MM about preference of living with a family member that does not meet the definition of a suitable relative.
- College PN Host Application Form (Global Experience Form).
- Proof of relationship if it is a family member.
- **Note:** PN host meets the following requirements: at least 25 years old; good character; and has an appropriate visa to remain in Australia until the overseas student's visa expires or the overseas student turns 18.
- **Note:** MM forwards application to third party Homestay Provider and facilitates inspection arrangements.
- A copy of the inspection report from the third-party Homestay Provider is required before MM can approve the PN Homestay arrangement.

6.2.4 AWA by Homestay Provider

- Homestay Provider (Global Experience) Application Form.
- Issued eCoE(s).
- Confirmation of Appropriate Accommodation and Welfare (CAAW) Form.

6.3 Academic Entry Requirements for Vocational Courses

Students must have successfully completed Year 11 or equivalent. A copy of one of the following certificates must be kept in the student's file:

- Certificate of completion of Secondary studies in their home country equivalent to an Australian Year 11 qualification; or
- Certificate of completion of Senior secondary education in Australia with a satisfactory pass in English; or
- Completion of a recognised foundation course in Australia with minimum "Pass" in all subjects; or
- Completion of a qualification at the Certificate IV level or higher in Australia.

Note: Where an applicant is at least 25 years old, from Europe or Latin America but does not have access to the high school documents they can be assessed for entry based on a resume outlining experience and any further training.

6.4 English Entry Requirements for Vocational Courses

The Department of Home Affairs (DHA) requires a minimum of IELTS 6.0 (or equivalent) for student visa applications for students seeking direct entry to a vocational course.

[The official English exams accepted by DHA](#) must be valid – i.e. not older than 2 years at the time of enrolment.

The IELTS OSR must be taken within 60 days from the original test date.

6.4.1 For Vocational Courses

Students must meet the minimum English Entry Requirements of IELTS 5.5 with no band lower than 5.0 or equivalent* for entry to the Vocational course.

*Refer [to the equivalency of acceptable English proficiency exams](#) or internal assessments.

6.4.2 Alternative Evidence of English Proficiency:

- Approved English proficiency level results from articulation partners.
- Internal language assessment. The English Language Proficiency test will assess all four macro skills and include an interview by the Academic Manager, to assess the student's speaking and listening skills.
- Proof of completing Senior Secondary and Tertiary studies (a minimum 5 years of study in English) from a country where English is the first language.

6.4.3 Validity

- The official English exam certificates provided must be valid – i.e. not older than 2 years before the time of enrolment.
- The IELTS OSR must be taken within 60 days from the original test date.

6.4.4 General Guidelines on English Evidence and Comments in PRISMS

- Each English test type has the test score drop down menu in PRISMS pre-populated with its corresponding test score range depending on the test type selected. For other English Evidence, MO or authorised MM must record details in PRISMS.
- Use only your own logon credentials to access PRISMS. Do not share your Logon ID and password with anyone.
- Prior to creating a student profile for the College, search the PRISMS and the Student Management System/Paradigm database to check if the student already has a student record created. Creating a duplicate record wastes time, system resources, and can cause delays and confusion for the student obtaining their visa.
- The College requires the Provider's Student Identifier (also known as 'Student Number' or 'Student ID') for efficient student searches and reporting.
- Pay meticulous attention to detail when creating Confirmation of Enrolments (CoEs) for students.
- Each English test type has the test score drop-down menu in PRISMS pre-populated with its corresponding test score range depending on the test type selected.
- From 27 June 2024, providers are no longer required to indicate 'Other Form of Testing' when answering 'Yes' to the question 'The institution used, or will use, other means of testing to ensure the student has, or will have, met the English language requirement of this course'.
- If the student is exempted from providing evidence of undertaking an approved English test, MO or authorised MM must select from the drop-down list of possible exemptions in PRISMS.

*For packaged enrolment, MO or authorised MM must change the student's status from 'Prospective' to 'Conditional – Not started' in Student Management System/Paradigm.

**AOE/DE/LLI English Language Proficiency Test must be scanned and uploaded on the student's profile in Student Management System/Paradigm.

If the student is exempted from providing evidence of undertaking an approved English test, MO or authorised MM must select from the drop-down list of possible exemptions in PRISMS.

7.0 External References

- 7.1 National Vocational Education and Training Regulator (Compliance Standards for NVR RTO and FPPR) Instrument 2025
- 7.2 ESOS Framework (Standard 8: Overseas student visa requirements)
- 7.3 National Code of Practice for Providers of Education and Training to Overseas Students 2018
- 7.4 Education Services for Overseas Students (ESOS) Act 2000
- 7.5 Department of Home Affairs Website

8.0 Internal References

- 8.1 Transfer Between Registered Providers Policy and Procedure
- 8.2 Course Credit Policy and Procedure
- 8.3 Younger Student Policy and Procedure

9.0 Appendices

- 9.1 Application for Enrolment Form
- 9.2 Offer Letter and Student Agreement
- 9.3 Course Credit (RPL/CT) Application Form_VET
- 9.4 Skills Recognition Tool Kit _VET
- 9.5 Student Handbook_VET
- 9.6 Student Enrolment Documentation Checklist_VET
- 9.7 Parent Legal Custodian Confirmation of Accommodation and Carer (PLCCAC)
- 9.8 Confirmation of Appropriate Accommodation and Welfare (CAAW)
- 9.9 College Parent-Nominated Host Application Form.
- 9.10 Homestay Provider (Global Experience) Application Form to student.

Schedule 1

Academy of English (AOE)
Australian International High School (AIHS)
Academies Australasia Institute (AAI)
Academies Australasia Polytechnic (AAPoly) Vocational
Australian College of Technology (ACT)
Clarendon Business College (CBC)
Supreme Business College (SBC)
Skills Training Australasia (STA)
Academies Australasia Hair and Beauty (AAHB) CRICOS