Paramount International

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SELECTION & ENROLMENT POLICY

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Purpose

The purpose of this Policy is to ensure that all individuals who apply for, and gain entry into a nationally accredited qualification delivered by the Paramount International College (PIC), have the appropriate skills and abilities they require to be successful in their studies, and in compliance with:

- The relevant standards of National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 ('the National Code 2018');
- The relevant standards of the Standards for Registered Training Organisations (RTOs) 2015.

This policy addresses Clauses 5.1 to 5.3, 7.3 and 3.5 of the Standards for RTOs 2015.

Definition

ASQA means Australian Skills Quality Authority, the national VET regulator and the RTO's registering body

AVETMISS means Australian Vocational Education and Training Management Information Statistical Standard

ESOS Act means the Education Services for Overseas Students Act 2000

International student means someone who is not an Australian citizen or permanent resident or a New Zealand citizen or a permanent visa holder. This definition includes students studying onshore on a range of temporary visas (working holiday visa, tourist visa, student visa etc) or offshore as an online student. Information that applies only to students studying on specific visa classes (e.g., Student Visa) is specified when relevant. It should be noted that all international students pay fees specified for international students, regardless of visa subclass.

LMS means an AVETMISS-compliant Learner Management System

National Code means National Code of Practice for Providers of Education and Training to Overseas Students 2018 which can be accessed from www.legislation.gov.au

PRISMS means Provider Registration and International Students Management System of Department of Education, Skills and Employment

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RTO means Registered Training Organisation, a provider and assessor of nationally recognised vocational education and training.

SRTO means the Standards for RTOs 2015 – refer definition of 'Standards'

Standards means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from www.asqa.gov.au

Student Identifier means a unique number assigned to an individual by the Registrar, in accordance with the Student Identifiers Act 2014

Training Product means AQF qualification, skill set, unit of competency, accredited short course or module

USI means Unique Student Identifier, and has the same meaning as 'Student Identifier'

Policy

Paramount International College (PIC) has a commitment to ensuring its student selection processes are fair, transparent and non-discriminatory. The students are selected for admission into the PIC's courses based on them having met core eligibility criteria in line with the course requirements as outlined in the PIC's pre-enrolment course information and on its website. Students are selected regardless of religion, gender, disability, sexuality, sexual preference, culture and ethnic background.

This Policy and procedures outline the organisational framework and general principles for the selection and enrolment of the PIC's students. This Policy and procedures have been designed to ensure all students, prior to their enrolment, are fully informed and meet the requirements of the qualification or program.

PIC emphasises that all applications will be reviewed to identify any necessary support.

Paramount International College complies with the requirements of the Student Identifier Scheme as required by Clause 3.6 of the standards.

1. Assessment of suitability

1.1   Upon receipt of an Enrolment Application Form accompanied by a Course Entry Interview Form, review the documentation for suitability of enrolment.

1.2   For all students this includes checking:

    1.2.1   All required information has been provided.

    1.2.2   Authenticity of any relevant academic documents by contacting the institution that issued the certification. Where the institution cannot be contacted because it no longer exists, no response is received or overseas location, Paramount International College admin staff will conduct a range of checks which may include interviewing the student regarding the authenticity, contacting a referee, researching the institution online and/or through social media. However, later visa approval will also indicate overseas qualifications' authentication.

    1.2.3   Where the authenticity of the academic document provided is found to be false or fraudulent, the student's application will be immediately rejected.

    1.2.4   The applicant meets entry requirements and has required pre-requisites. This includes LLN requirements which the applicant is required to demonstrate through completion of an LLN test.

    1.2.5   The reasons for enrolling as identified in the application documents – is the course suitable for the career goals of the applicant? For this, each applicant must complete and submit the Course Entry Interview Form.

    1.2.6   Suitability of delivery model for the applicant.

1.3   For international students particularly this includes checking:

    1.3.1   Whether the student has stated that they are already enrolled with another provider and have not yet finished 6 months of their principal course of study. Refer to Course Transfer Policy and Procedure for actions.

    1.3.2   The applicant has the required English language level as specified in the entry requirements in the respective course' Training and Assessment Strategy document.

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1.3.3   Applicants are also required to complete an LLN test to confirm that they have sufficient LLN skills.

1.3.4   Applicants may also be issued with a conditional letter of offer subject to meeting the required English language levels and providing evidence of such.

1.4   Check if the student has identified that they have any additional support needs on the application form. If some have been identified, discuss with the Head of Administration about ability to provide this additional support.

1.5   If suitability has not been confirmed through documentation, follow up with applicant to provide further information or provide reasons for the course being unsuitable. Follow up in writing.

1.6   A verbal interview may be conducted with applicant if more information is required. This could be face to face or over the phone or via a Skype/ Zoom call. Discussion will be documented. Ensure the applicant receives information gap identified by reviewing their application documents including the course entry interview form that is relevant to the course applied and additional documents required, if any, during the interview.

1.7   Ensure applicant has received the International Student Handbook and Course Brochure.

1.8   Where an applicant is deemed not suitable for the course, send a Rejection Letter stating that the applicant has not been successful, including the reasons for this.

1.9   All responses regarding enrolment must be processed and the response sent to the student within 5 working days.

2. LLN (Language, Literacy and Numeracy) Assessment

Paramount International College (PIC) requires international applicants to complete a mandatory Language, Literacy and Numeracy (LLN) skills assessment as part of the enrolment process to determine and demonstrate their readiness and learning capacity to undertake their desired course.

This will be applicable when they are applying to enrol into an Australian RTO e.g., Paramount International College (PIC) for the first time. LLN assessment will not be required:

- when the student transfers their course; or
- when the student completes a course and enrol into another course in PIC; or
- when the student has completed at least six (6) months of formal education in an accredited institution (school/ RTO/ university) inside Australia.

This assessment will occur by appointment after the prospective student's enrolment application has been received and assessed. Applicants will be notified and provided with the details of LLN assessment process, if applicable, as a conditional attachment to their International Student Letter of Offer and Agreement. In that case, only a successful completion of the LLN assessment will result in the implementation of that corresponding agreement.

Those responsible for the conduct of this assessment must refer to the General Assessor Guidance for LLN Assessment and the LLN section in the Student Administration Policy & Procedure.

Paramount International College's LLN assessment consists of 5 (five) domains; learning, writing, reading, oral communication and numeracy. Applicants must achieve at least ACSF (Australian Core Skills Framework) level 3 in all domains to fulfill this requirement.

The assessment commences with an LLN assessment which includes learning, writing, reading and numeracy tests. This assessment will be carried out either in paper or through online form.

This assessment is followed by an oral interview, either face-to-face or through an online platform, which is designed to collect information from the learner and also to assess their communication skills. However, all collected information in this domain is included in the Course Entry Interview Form. Therefore, following test scores, if valid in the time of application assessment, will satisfy the LLN oral communication domain requirement:

- IELTS speaking 5.0 or higher
- TOEFL speaking 14 or higher
- PTE speaking 35 or higher

The General Assessor Guidance for LLN Assessment includes guidance for the assessor in terms of the desired responses. The assessor will record their findings from the assessment and make any appropriate recommendations with regard to the need of improvement or the learner's suitability for the program. Detailed instructions along with ACSF levels mapping are provided within the assessor guidance document.

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3. Student identifier

3.1 Ensure student has provided a verified USI. This may be provided by the student providing their number on the form or by the student giving permission for Paramount International College to create a USI on their behalf. Where no information on the USI has been provided by the student, the student should be notified that their enrolment is on hold until this has been provided.

3.2 Where the student has provided approval for the RTO to generate the USI, follow the online process for generation of a USI for the student.

4. Credit application

4.1 If Credits are applicable, conduct Credit assessment in accordance with the Course Credit Policy and Procedure and/or RPL procedure in Training and Assessment Policy and Procedure.

4.2 On receipt of signed acceptance of credit, place this on the student's file.

5. Letter Offer and Agreement, and Invoice

5.1 For international students:

5.1.1 Create International Student Letter of Offer and Agreement to meet requirements of National Code 2018 Standard 3

5.1.2 Create invoice

5.1.3 Where credit awarded, notify student of reduced course duration.

5.2 Keep copies of all documents and files in the student file – refer to the PIC Student Administration Policy.

6. Add to the PRISMS and SMS (Student Management System)

6.1 If the acceptance has been determined and confirmed by receiving the signed agreement and the payment according to the invoice, process enrolment by adding student to the PRISMS.

6.1.1 Enter student details into PRISMS

6.1.2 Create Confirmation of Enrolment (CoE)

6.1.3 Provide Confirmation of Enrolment to student

6.2 Add the student to the SMS (Student Management System)

6.2.1 Add the personal details to the SMS

6.2.2 Add statistical data from enrolment form (if available)

6.2.3 Add to relevant course

6.2.4 Add to timetable (if applicable)

6.2.5 Inform the student about the orientation event

7. Orientation

Paramount International College (PIC) requires every new student to join the orientation event prior commencing their participation in the regular training and assessment activities. The orientation event is usually held on the Friday before the intake start date. Students are briefed about very important information such as their rights and duties, course progress and attendance requirements, financial responsibilities, support services, emergency needs, lifestyle in Australia and so on in this event. If a new student cannot join the orientation event for any emergency reasons, PIC admin staff will ensure that they will be provided with the orientation information before they start their classes.

Each student will be required to complete a Post-Orientation Survey and PIC Staff will review the survey responses to finally ensure that the Selection and Enrolment Policy was implemented properly.

8. Course Commencement

The student visa and English proficiency score(s) should be presented to the PIC Admin Staff prior or during the orientation for verification so that enrolment can be finalised. Once finalised, the student will receive a Student ID Number, Student ID Card, and timetable.

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9. Refusal

PIC reserves the right to refuse enrolment of a prospective student for the following reasons as a basis:

9.1 The applicant does not meet the minimum entry requirements as set out in this Policy and Procedures and the applicable qualification's Training and Assessment Strategies.

9.2 PIC has cause to believe that the prospective student has serious financial, personal or health issues that will affect the applicant's ability to meet training and assessment requirements;

9.3 The applicant does not demonstrate the appropriate behaviours in line with the School's International Student Code of Conduct.

9.4 PIC is unable to provide the support required for the applicant

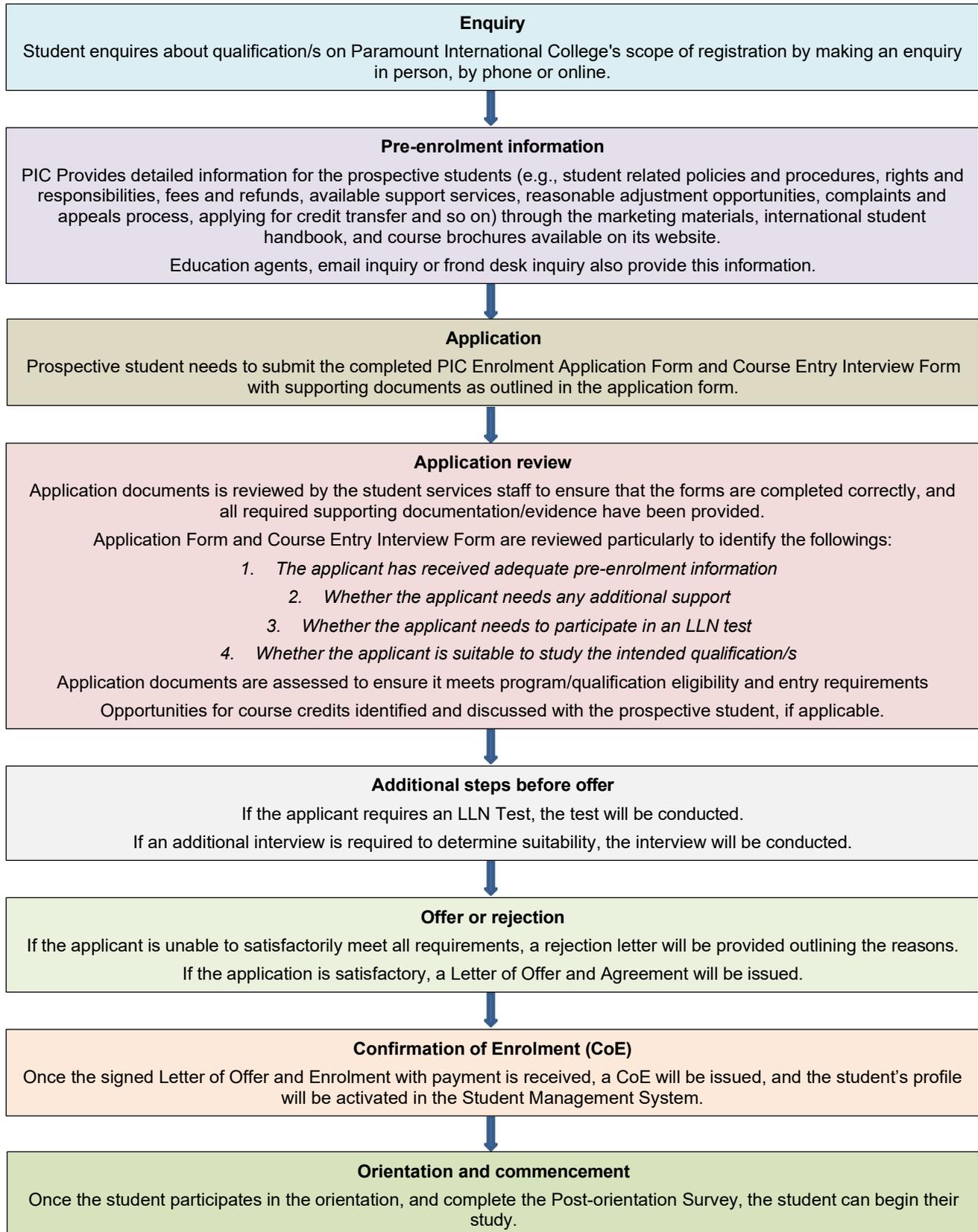## 10. Confidentiality

10.1 All information relating to students regarding student selection and enrolment will be treated as confidential and in accordance with the signed Letter of Agreement.

10.2 PIC will maintain confidentiality to ensure that no information will be released without the agreement of the individual or group involved or as stipulated in the signed Letter of Agreement.

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11. Student Selection and Enrolment Flowchart

Enquiry

Student enquires about qualification/s on Paramount International College's scope of registration by making an enquiry in person, by phone or online.

Pre-enrolment information

PIC Provides detailed information for the prospective students (e.g., student related policies and procedures, rights and responsibilities, fees and refunds, available support services, reasonable adjustment opportunities, complaints and appeals process, applying for credit transfer and so on) through the marketing materials, international student handbook, and course brochures available on its website.

Education agents, email inquiry or frond desk inquiry also provide this information.

Application

Prospective student needs to submit the completed PIC Enrolment Application Form and Course Entry Interview Form with supporting documents as outlined in the application form.

Application review

Application documents is reviewed by the student services staff to ensure that the forms are completed correctly, and all required supporting documentation/evidence have been provided.

Application Form and Course Entry Interview Form are reviewed particularly to identify the followings:

1. *The applicant has received adequate pre-enrolment information*
2. *Whether the applicant needs any additional support*
3. *Whether the applicant needs to participate in an LLN test*
4. *Whether the applicant is suitable to study the intended qualification/s*

Application documents are assessed to ensure it meets program/qualification eligibility and entry requirements

Opportunities for course credits identified and discussed with the prospective student, if applicable.

Additional steps before offer

If the applicant requires an LLN Test, the test will be conducted.

If an additional interview is required to determine suitability, the interview will be conducted.

Offer or rejection

If the applicant is unable to satisfactorily meet all requirements, a rejection letter will be provided outlining the reasons.

If the application is satisfactory, a Letter of Offer and Agreement will be issued.

Confirmation of Enrolment (CoE)

Once the signed Letter of Offer and Enrolment with payment is received, a CoE will be issued, and the student's profile will be activated in the Student Management System.

Orientation and commencement

Once the student participates in the orientation, and complete the Post-orientation Survey, the student can begin their study.

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Document Control

Document Name:	PIC-S&E-V1.0
Quality Area:	Training and Assessment
Status:	Approved
Approved By:	CEO

Version	Description of Change	Modified Date
PIC-S&E-V1.0	A New Selection and Enrolment Policy is created to ensure that the pre-enrolment information is provided to the prospective students adequately, all application documents are reviewed systematically, and all necessary supports identified are provided.	01.01.2024