

Admissions and Enrolment Procedure for VET and ELICOS Students

1 Purpose and Objective

- 1.1 The purpose of this procedure is to outline the processes for setting of minimum entry requirements, for admission and assessment of admission applications, and for addressing issues pertaining to the award of an offer of a place and ongoing enrolment in a qualification.
- 1.2 This procedure references the strong linkage between academic quality, student outcomes and admission criteria and positive outcomes in relation to academic and organisational risk.
- 1.3 This procedure provides the broad framework through which IIBIT manages these commitments and linkages.

2 Scope

- 2.1 This procedure applies to all IIBIT VET and ELICOS qualifications.
- 2.2 For ease of reference the term qualification is used as a synonym with the term 'course' to cover non AQF award ELICOS courses.

3 Procedure: Setting and Monitoring Minimum Entry Requirements (Pre-requisites)

- 3.1 Minimum entry requirements, including English language requirements, are primarily informed by Qualification Details, external referencing (such as sector practice, contemporary research in relation to student success, and the level of the qualification as outlined in the Australian Qualifications Framework).
- 3.2 The VET Academic Coordinator is responsible for recommending appropriate minimum entry requirements for qualifications with reference to the requirements set out in clause 3.1.
- 3.3 The General Manager (Academic Services and Quality Assurance) is responsible for reviewing recommendations made pursuant to clause 3.2 and forwarding recommendations to IIBIT Academic Committee for approval.
- 3.4 Data on student progress and success (including pass rate, competency, retention and completion) will be reviewed by the IIBIT Academic Committee and the IIBITEG Board of Governance annually to inform minimum entry requirements.
- 3.5 Where data indicates that minimum entry requirements or a specific basis for admission may be a negative indicator in relation to student outcomes the General Manager (Academic Services and Quality Assurance), will conduct a review of admission criteria and make recommendations to IIBIT Academic Committee in relation to possible changes

to:

- a) minimum academic entry requirements;
- b) minimum English language entry requirements;
- c) pathway arrangements;
- d) academic support;
- e) pastoral support;
- f) Other organisational processes identified as possibly impacting on student outcomes.

- 3.6 By default, as a minimum entry requirement IIBIT requires all international students transferring from another education provider to attend English language assessment conducted by Academy of English at IIBIT, if required students have to do additional English language qualification, or an alternative approved by the General Manager (Academic Services and Quality Assurance) with IIBIT to meet the VET qualification requirement.
- 3.7 Applicants may seek an exemption to clause 3.6 providing evidence supporting the grounds for their exemption to Student Support department.
- 3.8 The exemption will be considered by the General Manager (Academic Services and Quality Assurance).
- 3.9 In addition to annual monitoring, minimum entry requirements will be reviewed formally by the IIBIT Academic Committee at least once every five years.

4 Procedure: Transparency in Admissions

- 4.1 IIBIT is committed to ensuring consistency and transparency in relation to information regarding admission to IIBIT.
- 4.2 At a minimum, the information outlined in Table 1 will be made available to all prospective applicants via the designated communication channel.

Table 1: Specified Core Information

Specified Core Information	Communication Channel
General information about IIBIT, including overview of minimum requirements for admission	<ul style="list-style-type: none">• IIBIT website• IIBIT e- prospectus• IIBIT qualification guide• Agent briefings• E-marketing material
Detailed minimum requirements for admission	<ul style="list-style-type: none">• IIBIT website• IIBIT e- prospectus• IIBIT qualification guide• Agent briefings
How to apply and enrol	<ul style="list-style-type: none">• IIBIT website• IIBIT e- prospectus• IIBIT prospectus• Agent briefings
Advanced Standing Precedent Database	<ul style="list-style-type: none">• IIBIT website

5 Procedure: Applications for Admission and Assessment

General

- 5.1 Applicants for admission must complete an admission application.
- 5.2 Applicants for admission must apply using the manner specified prior to qualification commencement date.
- 5.3 Applicants must attach certified copies of transcripts of all relevant previous studies including proof of completion; photo page from passport or other birth record; evidence of English language proficiency and any other documentation requested in the online form.
- 5.4 Scanned documents will be accepted but applicants should be prepared to provide original documents or original certified copies of required documents upon request at any time.
- 5.5 Where qualifications have been completed in another name, evidence must be provided of the change of name.
- 5.6 If documents are in a language other than English, an officially certified English translation of each document must be provided together with certified copies of the original documents.
- 5.7 An applicant for admission who is under exclusion on the basis of academic performance or misconduct from any education provider, whether in Australia or elsewhere, is required to include all details of the exclusion in their application for admission.
- 5.8 Applicants for readmission will be assessed under the current rules applicable to the same qualification.
- 5.9 If the qualification has been discontinued or is currently not offered the applicant will be offered admission to a comparable qualification, provided that they meet the admission requirements and that a place is available on that qualification.
- 5.10 Applications should be assessed and responded to within 5 working days.

International

- 5.11 Applicants may apply directly to IIBIT or via one of IIBIT's authorised agents.
- 5.12 Applicants from countries stipulated by the Australian Government may need to undergo additional assessment to determine they meet Genuine Student (GS), Genuine Temporary Entrant (GTE) and financial evidence requirements.
- 5.13 IIBIT will assess the completed application.
- 5.14 To determine eligibility for a qualification, international qualifications will be assessed for their equivalence to Australian qualifications with reference to the relevant Country Education Profiles (CEP).

- 5.15 If the application is successful, a conditional or unconditional Offer of Admission will be issued together with an *International Offer Letter*, which contains all information relevant to an applicant accepting the offer as specified by National Code of Practice for Providers of Education and Training to Overseas Students 2018.
- 5.16 For applicants requiring additional assessment under clause 5.8, the Offer of Admission will be conditional upon successfully completing the GTE assessment and they must complete an additional International Student Application for GTE and submit further documentation as required by this form.
- 5.17 IIBIT will notify applicants if they have met the GTE condition or not.
- 5.18 IIBIT will advise students in writing if their application is unsuccessful.
- 5.19 International students seeking to transfer from another CRICOS registered provider's qualification or qualification prior to the student completing six months of his or her principal qualification will not be admitted except where any of the following apply:
- a) the releasing CRICOS registered provider, or the qualification in which the overseas student is enrolled, has ceased to be registered;
 - b) the releasing CRICOS registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the student from continuing his or her qualification at that CRICOS registered provider;
 - c) the releasing CRICOS registered provider has agreed to the student's release and recorded the date of effect and reason for release in PRISMS; and/or
 - d) any government sponsor of the student considers the change to be in the student's best interests and has provided written support for the change.

Domestic Applicants

- 5.20 Applicants apply directly to IIBIT.
- 5.21 IIBIT will assess the completed application.
- 5.22 If the application is successful, a conditional or unconditional Offer of Admission will be issued together with a *Domestic Offer Letter*, which contains all information relevant to an applicant accepting the offer.

Withdrawal of Offer

- 5.23 IIBIT reserves the right to withdraw an admission offer to any person:
- a) where the offer was made on the basis of incomplete, inaccurate or fraudulent information supplied by the applicant or a certifying authority;
 - b) where an applicant is excluded from any other provider;
 - c) where an international applicant is identified as not being a Genuine Temporary Entrant or Genuine Student as defined by the Department of Home Affairs (DHA).
- 5.24 In such circumstances, the applicant shall not be eligible to apply for admission to IIBIT or any IIBIT entity for a period of one year, with the exception of a person who provides fraudulent information who shall be deemed permanently ineligible for admission to IIBIT.

6 Procedure: Acceptance of an Offer

- 6.1 Applicants must formally accept their offer into an IIBIT qualification.
- 6.2 For an offer of admission to remain valid it must be accepted in the manner specified in the Letter of Offer.
- 6.3 International applicants must not pay any tuition fees prior to receiving formal, written advice that they have successfully passed the GTE assessment and they have accepted the offer of a place at IIBIT.
- 6.4 Failure to accept the admission offer in the manner specified will result in the offer lapsing.
- 6.5 Applicants who have previously but are not currently enrolled in a qualification of study and who are not on an approved leave of absence may apply for readmission to that qualification using the same process as a new applicant.
- 6.6 After accepting an offer of a place an applicant may defer commencement for a specified period (no longer than two years) in the manner specified in the Letter of Offer.
- 6.7 Deferment may not be available where admission is based on additional requirements and selection criteria.
- 6.8 IIBIT will notify all persons who have an approved deferment of admission.
- 6.9 Where visa regulations or admission requirements have changed in the intervening period between deferral to the point at which applicant seeking to accept an offer, IIBIT will reassess the application against current admission requirements.
- 6.10 Where the applicant no longer meets the current admission requirements IIBIT may withdraw the original offer.
- 6.11 IIBIT will retain records of all written agreements as well as receipts of payments made by students under the written agreement for at least 2 years after the person ceases to be a student of IIBIT.

7 Procedure: Leave of Absence or Intermission

General

- 7.1 The maximum period of intermission allowable is two years.
- 7.2 To apply for a Leave of Absence students must contact Student Services and complete the relevant online form.
- 7.3 Applications for intermissions must be submitted prior to or on the census date in each semester.
- 7.4 If students withdraw after census date and prior to the date to withdraw with academic penalty they are awarded a grade of 'Withdrawn'.

International Students

- 7.5 Leave will be approved only under compassionate and/or compelling circumstances e.g.:
- a) where a student does not receive their student visa in time to arrive at IIBIT to commence study;
 - b) in cases of serious illness or injury where a medical certificate states the student was unable to attend classes;
 - c) bereavement involving close family members such as parents, siblings or grandparents, on production of a death certificate;
 - d) major political upheaval or natural disaster in home country, requiring emergency travel, where this has impacted on the student's studies – a police and/or psychologist's report is needed to substantiate claims of this type;
 - e) a traumatic experience i.e. involvement in or witnessing of a serious crime or accident and this has impacted on the student (police or psychologist's report to be provided);
 - f) where IIBIT is unable to offer the qualification.
- 7.6 Applicants must attach a copy/copies of supporting documentation in relation to their application under clause 7.5 for intermission.
- 7.7 Student Services will assess the application and recommend approval/rejection in accordance with defined compassionate or compelling circumstances for approval by the General Manager (Academic Services and Quality Assurance).
- 7.8 The General Manager (Academic Services and Quality Assurance) will assess the application in accordance with clause 7.5.
- 7.9 Notification of approval/rejection will be provided to the student. If approved, this notification includes:
- a) advice that the student visa may be affected;
 - b) advice to contact the Department of Home Affairs for further information;
 - c) copy of revised Confirmation of Enrolment.
- 7.10 Whether the application is approved or not approved, the student will be marked absent for any leave actually taken. IIBIT will notify DHA via PRISMS, including the duration and the reasons for the leave.

8 Procedure: Withdrawal from Candidature

Domestic Students

- 8.1 To withdraw from a qualification completely, students are required to withdraw from all units in which they are currently enrolled and complete a qualification withdrawal form.
- 8.2 If a student withdraws prior to or after the commencement of the second week of teaching in their first teaching period they are deemed to have not commenced the qualification and are required to apply for a deferral (see clauses 6-6 to 6.9).

International Students

- 8.3 Students should not apply to withdraw from a qualification within the first 6 months of their principal qualification. In such cases, students must submit an application to transfer between CRICOS registered providers (see clause 9.3).
- 8.4 Continuing students must contact Student Services before applying for withdrawal from all studies.
- 8.5 Applicants must complete the Withdrawal from Studies application form and attach copy/ies of all supporting documentation before lodging the form with Student Services staff.
- 8.6 Student Services will assess the application and recommend approval/rejection, subject to financial and other administrative checks.
- 8.7 The notification of approval/rejection is provided to the student. If approved, this notification includes a copy/ies of the revised CoE, advice that their student visa may be affected and advice to contact DHA for further information.
- 8.8 If the application for withdrawal is approved, IIBIT will notify DHA via PRISMS, including the effective date and the reasons for withdrawal.

9 Procedure: Transfers

Internal Transfer

- 9.1 A student who has been enrolled at IIBIT in a qualification may apply to transfer to another qualification by internal transfer via the online transfer form.
- 9.2 Transfer is subject to admission to the new qualification being approved.

Transfer between Registered Providers Prior to the Completion of Six Months of Study (International Students)

- 9.3 IIBIT will consider an application to transfer between CRICOS registered providers within the first six months of the student's study where:
 - a) the student will be reported because they are unable to achieve satisfactory progress at the level they are studying, even after engaging with the support offered via IIBIT Progression Procedure and Student Engagement and Support Procedure;
 - b) there is evidence of compassionate or compelling circumstances;
 - c) IIBIT fails to deliver the qualification as outlined in the Letter of Offer;
 - d) there is evidence that the student's reasonable expectations about their current qualification are not being met;
 - e) there is evidence that the student was misled by a staff member of IIBIT or an education or migration agent contracted by IIBIT about IIBIT in general and/or its qualification to the extent that continued study at IIBIT is unsuited to the student's needs and/or study objectives;
 - f) an appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.
- 9.4 A transfer will not be granted where:

- a) the student is not making satisfactory progress at the level they are studying, but has not exhausted the support offered via IIBIT's Progression Procedure and Student Engagement and Support Procedure;
 - b) the new qualification would be detrimental to the student's future study (including unsuited to student's academic abilities), wellbeing and/ or career objectives as evidenced by student academic progress to date and responses to the 'Getting Started Tool';
 - c) the transfer may jeopardise the student's progression through a packaged offer arrangement;
 - d) based on the evidence before it, IIBIT forms the view that the student is trying to avoid being reported to the Department of Home Affairs (DHA) for failure to meet the attendance or academic progress requirements of their enrolled qualification;
 - e) the student is applying to transfer to a lower level qualification without consultation with his or her qualification coordinator and Student Services staff;
 - f) the student has outstanding debts to IIBIT;
 - g) the documents provided by the student do not, in IIBIT's view, provide adequate grounds to justify the transfer.
- 9.5 IIBIT reserves the right to take into consideration other circumstances which may not have been specified in this document but are relevant to the well-being of an individual student.
- 9.6 Students wishing to obtain a Transfer between CRICOS registered providers within the first six months of their study must complete, sign, date and lodge the *Application for Transfer between Registered Providers Form* along with support documentation including:
- a) a letter detailing the reasons for the request to transfer to another provider and how the student will benefit from the transfer;
 - b) a copy of the offer letter from the proposed new provider, confirming that a valid enrolment offer has been made unconditionally at that Institution;
 - c) evidence from an appropriately qualified medical practitioner, psychologist or counsellor where the application is being made on medical grounds;
 - d) written approval for the change from the scholarship body if a sponsor is paying the tuition fees.
- 9.7 Upon receipt of the Application for Transfer between CRICOS Registered Providers Form, IIBIT will acknowledge receipt of the application, consider the application and support documentation and forward a copy of all the documentation to a relevant Student Welfare Officer for assessment.
- 9.8 If deemed appropriate, the Student Welfare Officer may interview the student to determine:
- a) the circumstances surrounding the release application;
 - b) how the student may benefit from a transfer to another education provider;
 - c) whether the transfer would be detrimental to the student in his or her future studies, wellbeing and / or career objectives; and
 - d) options for referring the student to appropriate IIBIT support services.

- 9.9 The Student Welfare Officer will make a recommendation as to whether a transfer would be detrimental to the student or his or her future studies, wellbeing and / or career objectives and formally notify the Senior General Manager (Operations) of their position.
- 9.10 The Senior General Manager (Operations) will consider the application for transfer in the light of the information presented by the student and the Student Welfare Officer and issue a formal written reply to the student within 10 working days of official receipt of the application.
- 9.11 Where the Senior General Manager (Operations) decides to approve the transfer, the letter sent to the student is to be issued at no cost to the student and must include:
- a) withdrawal form;
 - b) advice that the student's eCoE will be cancelled and the requirement to contact the Department of Home Affairs to seek advice on whether a new student visa is required; and
 - c) advice that if applicable the student may apply for a refund in accordance with Refund for International Students Policy and Procedure.
- 9.12 Where the Senior General Manager (Operations) decides not to approve the transfer, the letter sent to the student must include:
- a) the reasons for the decision not to grant a Transfer between Registered Providers,
 - b) advice that he or she may freely transfer after completion of six calendar months of his or her Principal Qualification; and
 - c) Information on the student's right to appeal the decision in accordance with IIBIT's appeals processes.
- 9.13 IIBIT will maintain records of all requests from students for a release and the assessment of, and decision regarding, the request for two years after the student ceases to be an accepted student.

10 Procedure: Excluded Students

- 10.1 Students may be excluded from IIBIT as a result of academic or behavioural misconduct, unsatisfactory attendance, unsatisfactory progress, or non-payment of fees.
- 10.2 Continuing students will be notified in writing of IIBIT's decision to cancel/suspend their enrolment.
- 10.3 For international students, the advice must include information advising that cancellation/suspension may impact their student visa and that 20 working days are provided to enable students to access IIBIT's Complaints and Appeals process.
- 10.4 Students who successfully apply for readmission will be admitted to a qualification under the current rules for that qualification.
- 10.5 A student who has been excluded from IIBIT as a result of misconduct and applies for readmission after the exclusion period shall be readmitted subject to the approval of the General Manager (Academic Services and Quality Assurance), whose decision is final.
- 10.6 An applicant who has been excluded from any other provider will only be considered for

admission if the period of exclusion has been served. An applicant may present a case for their exclusion to be put aside and their application for admission to be considered on its merits. Such applications are subject to the approval of the General Manager (Academic Services and Quality Assurance), whose decision is final.

11 Reporting of Enrolment Changes

- 11.1 Continuing students who do not attend class prior to end of 2nd week of teaching for each term and do not seek formal deferral of studies will reported for non-attendance.
- 11.2 When there is any deferral, suspension or cancellation action taken under this procedure in relation to an international student, Student Services must:
 - a) inform the student of the need to seek advice from Department of Home Affairs on the potential impact on his or her student visa;
 - b) report the change to the overseas student's enrolment under sections 19 and 20 of the ESOS Act.

12 Appeals

- 12.1 Appeals in relation to the administration of this procedure are administered under the Student Appeals Procedure.
- 12.2 Where a decision may impact on a student's status on PRISMS, IIBIT will not finalise the student's refusal status in PRISMS until the appeal finds in favour of IIBIT, or the overseas student has chosen not to access the complaints and appeals processes within the 20-working day period, or the overseas student withdraws from the process.

13 Roles and Responsibilities

- 13.1 The IIBIT Academic Committee is responsible for approving this procedure.
- 13.2 The Senior General Manager (Operations) is responsible for the day-to-day implementation of this procedure.
- 13.3 The General Manager (Academic Services and Quality Assurance) is responsible for:
 - a) ensuring compliance with this policy and related procedures with specific responsibility for maintaining open and transparent communication in relation to quality outcomes;
 - b) benchmarking IIBIT policy and standards with those adopted elsewhere in the tertiary sector; and
 - c) the monitoring of information available from the review of records relating to the implementation of this procedure.
- 13.4 All staff are responsible for becoming familiar and complying with this policy and the related procedures.

14 Definitions

ACADEMIC MISCONDUCT	means providing aid or assistance in relation to, creating or making, obtaining or acquiring, or using information, services or equipment that may unfairly give a student an unauthorised advantage relative to other students with regard to formative or summative assessment
APPLICANT	means a person who has submitted an application for admission to a IIBIT qualification
AQF	means the Australian Qualifications Framework
CoE	means Confirmation of Enrolment
COMPASSIONATE AND COMPELLING CIRCUMSTANCES	means circumstances generally out of the control of the student which will have an impact upon the student’s wellbeing or qualification progress
OFFER	means the invitation to enrol after a successful application for admission
QUALIFICATION	means a qualification, which is approved by the IIBIT Academic Committee and the IIBITEG Board of Governance, and is awarded upon completion of the relevant qualification requirements
STUDENT	means an admitted or enrolled student of IIBIT Admitted student means a student who has been admitted to an IIBIT qualification of study and who is entitled to enrol in a subject of study. Enrolled student means a student who has been admitted to an IIBIT qualification of study who is enrolled in a subject at IIBIT.
UNIT (OF COMPETENCY)	means that each qualification of study comprises of a number of units which may be core/compulsory or elective. Each unit comprises a discrete set of objectives, content, methods and assessment which jointly ensure that qualification objectives and learning outcomes are met. Each unit consists of individual topics of study, unique to each unit.

15 Associated Information

Related Documents	<ul style="list-style-type: none"> • Admissions and Enrolment Policy • Completion with Expected Duration Policy and Procedure • Refund for International Students Policy and Procedure
Related Legislation	<ul style="list-style-type: none"> • ASQA Act 2015 • Standards for Registered Training Organisations 2015 • ESOS Act 2000 • National Code of Practice for Providers of Education and Training to Overseas Students 2018
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16 Change History

Version Control	Version 6.1	
Change Summary	V6.1 6-Jul-19	Update Document Administrator and Responsibilities SGMAC to GMASQA plus administrative updates
	V6 1-Aug-18	Revision consolidating policy, AC Approved 1-Aug-18