

Younger International Students

Policy and Procedure

1 Purpose and Objective

- 1.1 The purpose of this policy is to formalise enactment of compliance by the International Institute of Business and Information Technology (IIBIT) with the legislative and regulatory framework applicable to providers of international education services in Australia.
- 1.2 This policy specifically addresses the requirements of Standard 5 of the National Code of Practice for Providers of Education and Training to Overseas Students (National Code 2018) regarding enrolment of younger international students into programs of study in Australia. The policy also addresses the requirements of Standard 8 of the Standards for Registered Training Organisations (RTO's) 2015 regarding compliance with legislation.

2 Scope

- 2.1 This policy applies to all applications received by IIBIT for admission into its programs from applicants who will be under 18 years of age at the time of desired enrolment on IIBIT programs. In so doing, it applies to all applicants for admission and to all IIBIT staff processing such applications.

3 Policy

- 3.1 IIBIT does not accept students who will be under the age of 18 at the time of desired enrolment.

4 Procedure

- 4.1 All assessments for admission to IIBIT by Younger Students are to be considered in accordance with this Procedure.
- 4.2 All applications for admission where the student will be under 18 years of age at the time of enrolment are not to be considered.
- 4.3 All such applications are to be rejected courteously.

5 Review

- 5.1 A review of this policy and its associated procedures is undertaken annually by the General Manager (Resources) for the attention of the Chief Executive Officer/Director of Operations.

6 Roles and Responsibilities

- 6.1 The IIBIT Marketing and Admissions Manager carries operational responsibility for this

policy and its associated procedure, under the general direction of the Chief Executive Officer / Director Operations.

7 Definitions

CoE	Confirmation of Enrolment
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
DE	Department of Education
eCoE	Electronic Confirmation of Enrolment
ESOS ACT	Education Services for Overseas Students Act 2000
IIBIT	International Institute of Business and Information Technology
NATIONAL CODE 2007	The National Code of Practice for Providers of Education and Training to Overseas Students 2018.
NVR	National Vocational Education and Training Regulator Act 2011 (NVR Act)
PRISMS	Provider Registration and International Students Management System
SRTO	Standards for Registered Training Organisations (RTOs) 2015
VET	Vocational Education and Training
YOUNGER STUDENT (UNDER 18)	The legal age of the applicant at the time of enrolment.

8 Associated Information

Related Documents	<ul style="list-style-type: none"> Admissions and Enrolment Policy for VET and ELICOS Students IIBIT Marketing and Admissions Procedures- Please refer to Standard 1 and 2
Related Legislation	<ul style="list-style-type: none"> Education Services for Overseas Students Act 2000 (ESOS Act 2000) Standards for Registered Training Organisations (RTOs) 2015 National Vocational Education and Training Regulator Act 2011 (NVR Act) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007(National Code)
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Document Administrator	Senior General Manager (Operations)
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9 Change History

Version Control	Version 5.1	
Change Summary	V1 30/07/2011	Overall review
	V2 20/08/2012	Overall review
	V3 27/02/2013	Overall review
	V4 25/02/2015	Updated VET Standards 2015
	V5 28/04/2017	Formatting of Document
	V5.1 28/07/19	Applied new template, minor editorials, GMASQA Approved