



TRAINING &
EDUCATION

International Student Enrolment Procedure

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
International Student Enrolment Procedure	May 2020/V1.1	PEO and/or CEO and/or nominee	Ensure compliance with National Code of Practice for Providers of Education and Training to Overseas Students 2018 and Education Services for Overseas Students Act 2000 (ESOS Act)

| RTO No 0137 | CRICOS Code 01774A |

Purpose

The International Student Enrolment is designed to ensure the international student enrolment and processes are correctly completed and maintained, including the student orientation processes and preparation of hard and electronic files with accurate and current student details.

Procedure

Based on students/agent's enquiry via face to face meeting, phone call or email, the school will provide information and advice regarding the best training course to meet each individual student's needs, considering the student's existing skills and competencies.

The prospective student is then handed or emailed the below pre-enrolment documents:

- International Student Prospectus, International Student Handbook and Training and Assessment Strategy outlining the course content, delivery and assessment methods, duration, fees etc,
- Information shared during Orientation session,
- Enrolment form.

Student applicants are to complete the enrolment application form and attach certified copies of their Academic Records (indicating their academic achievements and English language level), Passport, Visa and Health Cover Card.

Completed application for enrolment form plus supporting documents are to be sent to Admission officer.

The Admission officer is to check the enrolment application form to ensure all details are correctly filled out and the required supporting documentation has been supplied. The documents supplied are to be verified for authenticity.

The Admission officer is to set up a pre enrolment interview with the student applicant to confirm their conversational English capabilities and to ensure the course will meet the individual student's needs and take account of the student applicant's existing skills, knowledge, experience and competencies and any request for RPL or CT. If an LLN test is to be administered the Admissions Officer will organise this with the student taking account of the test Supervisor's availability.

Course admission requirements are included in a separate policy see CRICOS Admission Policy.

Following confirmation that the student applicant meets requirements the Admission officer will produce a Letter of Offer (LoO) and give it to the student and explain the enrolment fee requirements and fee schedule information. International Handbook and Student Code of Practice are provided along with the LoO for the student applicant to consider.

The student applicant is to read and sign and return their Letter of Offer to AHTS if they agree with it and then pay the registration fee and the first payment as per the Letter of Offer (noting that the letter of offer is to show

the tuition fee schedule) including all other administration, Health Insurance and material fees as required.

After the signed LoO, registration fee and first payment are received and processed by the Financial Officer, the Admission Officer will add the new student's information to the Student Management System to generate a student ID and prepare a Confirmation of Enrolment (CoE).

If applicable, the student will need to take their CoE to DHA (Department of Home Affairs) to organise a student visa – subclass 500. It is the student's responsibility to obtain the correct Visa and bring it back to the school to be sighted and copied. The copy of the student visa is to be placed on their student file.

Student File Created

Administration officer or nominee will then

- Complete student information in the Student Management System
- Add student to the online resource portal and include the student's Moodle username and password

Note: the student's last name must be entered in uppercase followed by an underscore and first name in lower case e.g. SMITH_susan and the put password: STUDENT=12345

- Add new student to checklist database, attendance sheet, and agent's student list

Administration staff prepare a Student Academic File and place in the International Student Academic Records filing cabinet. This file is to store coversheets, hard copies of assessments and other training evidence.

Administration staff to prepare a Student File as follows:

Insert labelled divider tab cards

1. Enrolment
2. Progress
3. CoE
4. VISA/OSHC/PP
5. Communication
6. Fees

Attach International Student Information sheet to inside cover and complete all details.

Insert blank copies of Student File Notes in front of the first divider tab card.

The Administration Officer to:

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- Thoroughly check the new student file and ask the student for any missing details/documents during their orientation tour and before their first day
 - Give the completed student file to the Finance Officer to enter student payment details into MYOB

Orientation Program

All new students are required to attend the orientation session on the Orientation day at the school. Information shared during the Orientation session is available to all students at reception and will be disseminated to agents and current/prospective students.

The Student Support Officer will:

- Present information using Orientation Power Point
- Ask the student to complete contact details form
- Give the student their course timetable, access to the policies and procedures, explain Attendance and Progress requirements, and completion of units of competency requirements
- Take the student's photo for their student file and Student ID card
- Process student ID card application
- Provide direction to collect uniform or other course materials if applicable
- Conduct school tour and provide WHS information including evacuation procedure during emergency
- Go through induction checklist to ensure all required information including school policies/procedures are shared with the student and advise the student to sign the induction checklist by the end of the Orientation session

Additional Information

CRICOS Admission Policy
