



## Recruitment of an overseas student National Code Standard 2

Issue Date: 11 Dec 2017	Review Date: 25 Jan 2024	Authorised by: PEO	Version 2.0
Level 2, 25 George Street, Parramatta, NSW 2150 Phone: +61 2 9633 1222 Fax: +61 2 9633 1888 Email: <a href="mailto:info@australisinstitute.nsw.edu.au">info@australisinstitute.nsw.edu.au</a> Web: <a href="http://www.aite.edu.au">www.aite.edu.au</a>			
ABN 17 120 701 911	RTO ID: 91630	CRICOS ID: 03173K	



## TABLE OF CONTENTS

Version Control.....	3
Purpose and Scope .....	4
Policy and Procedures.....	5
Information Sources.....	5
Policy and Procedures Responsibilities, Review and Linkages.....	7



CRICOSProvider Code:03173K

## VERSION CONTROL

Marketing Policy	
Version: 2.0 Date: 22 August 2019	Approved By: PEO
Contact Officer: Rajwinder <a href="mailto:admin@australisinstitute.nsw.edu.au">admin@australisinstitute.nsw.edu.au</a>	Next Review: August 2025

## 2. Purpose and Scope

2.1 These policies and procedures relate to Australis Institute's commitment to provide full and accurate information on Australis Institute courses to prospective international students; provide comprehensive and accurate information on living in Australia as an international student; to responsibly assessing and verifying prospective students' required English language proficiency and other entry requirements. The policies and procedures are designed to ensure compliance with all legislative and regulatory requirements established under the:

- National Vocational Education and Training Regulator Act 2011;
- The ESOS Act 2000
- Education Services for Overseas Students (ESOS) Regulations 2001
- The National Code 2018
- National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations (RTOs) 2015.

2.2 The specific requirements are effectively summarised under 'Standard 2 – Recruitment of an overseas student' of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students*, which states the requirements as:

- Students must be provided with information that will enable them to make informed decisions about their studies in Australia.
- Providers must have documented procedures for assessing students' English.
- Providers supply information about the availability of course credit.
- Providers clearly inform students of the modes of study through which the course may be offered. AITE provide information to international students about course content before they are enrolled. This includes information about compulsory online and work-related learning.
- Providers list the grounds on which the students' enrolments may be deferred, suspended or cancelled.
- Providers give students a description of the ESOS framework prior to enrolment.
- Providers supply information about indicative course related fees, including the potential for fees to change.
- Providers supply relevant information on accommodation options.
- Where students plan to bring school-aged dependants with them, providers inform them of Australia's schooling obligations and options, including the fact that they may have to pay school fees.
- Documented procedures are in place for assessing students' qualifications, experience and English language proficiency.

2.3 These policies and procedures should be read in relation to the following policies and procedures documents:

- Australis Institute Formalisation of Enrolment Policies and Procedures;
- Australis Institute Education Agents Policies and Procedures;
- Australis Institute Complaints and Appeals Policies and Procedures; and
- Australis Institute Deferment, Suspension and Cancellation of a Student during Enrolment Policies and Procedures.

### 3. Policy and Procedures

3.1 Australis Institute policy and procedures on student engagement before enrolment comply with Standard 2 of The National Code, Student engagement before enrolment, and apply to the all AQF courses currently offered under the CRICOS scope of Australis Institute.

a. Prior to accepting a student, or an intending student, for enrolment in a course, the registered provider must provide, in print or through referral to an electronic copy, current and accurate information regarding the following:

- the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable;
- the course content and duration, qualification offered if applicable, modes of study and assessment methods;
- campus locations and a general description of facilities, equipment, and learning and library resources available to students;
- details of any arrangements with another registered provider, person or business to provide the course or part of the course;
- indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies;
- information about the grounds on which the student's enrolment may be deferred, suspended or cancelled;
- a description of the ESOS framework made available electronically by Department of Education, and
- relevant information on living in Australia, including:
  - o indicative costs of living
  - o accommodation options; and
- Where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.

b. The registered provider must have documented procedures in place, and implement these procedures to assess whether the student's qualifications, and English language proficiency are appropriate for the course for which enrolment is sought.

3.2 Prior to accepting an overseas student or intending overseas student for enrolment in a course, the registered provider must make comprehensive, current and plain English information available to the overseas student or intending overseas student on:

3.2.1 the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable

3.2.2 the CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods

3.2.3 course duration and holiday breaks

3.2.4 the course qualification, award or other outcomes



- 3.2.5 campus locations and facilities, equipment and learning resources available to students
- 3.2.6 the details of any arrangements with another provider, person or business who will provide the course or part of the course
- 3.2.7 indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies
- 3.2.8 the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled
- 3.2.9 the ESOS framework, including official Australian Government material or links to this material online
- 3.2.10 where relevant, the policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for younger overseas students (in accordance with Standard 5)
- 3.2.11 accommodation options and indicative costs of living in Australia.
- 3.3 The registered provider must have and implement a documented policy and process for assessing whether the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.
- 3.4 The registered provider must have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.
- 3.5 If the registered provider grants RPL or course credit to an overseas student, the registered provider must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
- 3.6 If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must:
- 3.6.1 inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
- 3.6.2 report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

### Information Sources

3.2 Comprehensive and reliable and up-to-date information on Australis Institute, its courses and living and studying in Australia is made available to all prospective students through:

- The Australis Institute website [www.aite.edu.au](http://www.aite.edu.au) provides comprehensive and up to date information on all areas required to ensure full compliance with the requirements;
- The Australis Institute website, [www.aite.edu.au](http://www.aite.edu.au) which provides the full Australis Institute's ESOS National Code Standards Policies and Procedures;
- The Australis Institute Student Handbook, which is available to students in hard copy and on the Website, provides essential information for students in summary;
- Australis Institute course information, and;



CRICOS Provider Code: 03173K

- All of Australis Institute approved education agents who are supplied with up-to-date information and promotional material as well as regular updating and training (see Australis Institute Educational Agents Policy and Procedures).

3.3 Information on the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required (where applicable) is available to existing and potential students on the Australis Institute Website, and from Australis Institute's approved Education Agents and marketing brochures.

3.4 Information on the course content and duration, qualification offered if applicable, modes of study and assessment methods is available to existing and potential students on the course materials located in Australis Institute Website, and from Australis Institute approved Education Agents.

3.5 Information on campus locations and a general description of facilities, equipment, and learning resources available to students is available to existing and potential students on the Australis Institute's Website, in the Student Handbook, and from Australis Institute's approved Education Agents.

3.6 The requirement that Australis Institute provide information on *details of any arrangements with another registered provider, person or business to provide the course or part of the course* is not applicable in that no such agreements or arrangements exist.

3.7 Information on *indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies cancelled* is available to existing and potential students on the Australis Institute's Website, brochure and from Australis Institute's approved Education Agents.

3.8 Information on *the ground on which the student's enrolment may be deferred, suspended or cancelled* is available to existing and potential students on the Australis Institute's Website, and from approved Education Agents, and particularly in Australis Institute ESOS National Code Standard 9 Deferring, suspending or cancelling the overseas student's enrolment.

3.9 Information on *the ground on which the student's enrolment may be deferred, suspended or cancelled* is available to existing and potential students on the Australis Institute's Website, and from Australis Institute's approved Education Agents, and particularly in Australis Institute's ESOS National Code Standard 9 Deferring, suspending or cancelling the overseas student's enrolment.



**POLICY AND PROCEDURES RESPONSIBILITIES, REVIEW AND LINKAGES**

Approved by:	PEO/Principal	Date Effective:	22 August 2019
Date of Next Review:	August 2025	Document No:	Version 2.0
Custodian:		AITE's Compliance Manager	
Supporting Documents, Procedures & Forms:		Australis Institute's Website Promotional Materials	
References & Legislation:		National Code of Practice for Providers of Education and Training to Overseas Students Standard 2 of the RTO Standards	