Student Recruitment and Enrolment
Policy and Procedure

SCOPE

This policy applies to ATMC VET and ELICOS students and all ATMC staff who deal with all matters concerning VET and ELICOS.

POLICY

This policy supports the ESOS National Code 2007 Standard 2 and 3.

This policy also supports Standards for Registered Training Organisations (RTOs) 2015 – Standard 1, 3, 4 and 5.

1. ATMC provides students with information prior to commencement of services including any third party arrangements affecting the delivery of training and/or assessment.

2. ATMC recruits students in an ethical and responsible manner and provide information that enables students to make informed decisions about studying with the registered provider in Australia. ATMC ensures students’ qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought. Please refer to Assessing Student’s Qualifications, Experience and English Language Proficiency Policy and Procedure.

3. The College will provide or make readily available information to the student that outlines the services the College will provide the student, along with the rights and obligations of the student and the College. This information is contained in the College’s student prospectus, marketing materials or Letter of Offer and Written Agreement.

4. Written agreements stated in ATMC Letter of Offer and Acceptance Agreement between ATMC and students set out the services to be provided, fees payable and information in relation to refunds of tuition fees.

5. ATMC is to have a written agreement with each student. ATMC does not accept tuition fees from international students before a Letter of Offer and Acceptance Agreement-International Student has been signed or otherwise accepted by that student (or the student’s parent or legal guardian if the student is not yet 18 at the time of enrolment, however will be at the course commencement date).

ATMC enters into a written agreement with the student, signed or otherwise accepted by that student, concurrently with or prior to accepting tuition fee from the student. The agreement must:

a. identify the course or courses in which the student is to be enrolled and any conditions on his or her enrolment
b. provide an itemised list of tuition fees payable by the student
c. provide information in relation to refunds of tuition fees
d. set out the circumstances in which personal information about the student may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition; and
e. advise the student of his or her obligation to notify ATMC of a change of address while enrolled in the course.

ATMC includes in the written agreement the following information, which is to be consistent with the requirements of the ESOS Act, in relation to refunds of tuition fees in the case of student and provider default:

a. amounts that may or may not be repaid to the student (including any tuition fees collected by education agents on behalf of ATMC);
b. processes for claiming a refund;
c. a plain English explanation of what happens in the event of a course not being delivered; and
d. a statement that “This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws”.

6. The ATMC recognises qualifications and Statements of Attainment issued by another RTO. Where a student enrols in a qualification delivered and assessed by ATMC, then the College will recognise units of competency included on a Statement of Attainment/ Records of results issued to the applicant by another RTO towards the qualification assuming the units meet the packaging rules of the qualification delivered by the College.

7. ATMC recognises students’ prior learning. Recognition of Prior Learning (RPL) is a process through which applicants gain course credits based on experience gained through similar study (but not direct equivalent), work experience (in any form) or through informal or formal training or other life experiences.

8. ATMC ensures that all procedures and policies for students enrolling into a course offered by us are followed correctly. ATMC has a student record management system VETRAK in place that provides data that meets the AVETMISS Standard. For more information see AVETMISS Compliant Policy and Procedure.

9. For international students, the Admissions Coordinator/ staff is to notify the Secretary and TPS Director via PRISMS of the following:
   a. Provider Default within 3 business days of the default occurring and the outcome of the discharge of the College’s obligation within 7 days after the end of the College obligation period (the College’s obligation period is 14 days after the day of the default).
   b. Student Default within 5 business days of the default occurring and the outcome of the discharge of the College’s obligation within 7 days after the end of the College obligation period

PROCEDURE

1. Student Engagement Before Enrolment for International Students
   Prior to ATMC accepting a student, or an intending student, for enrolment in a course, we provide, in print or through referral to an electronic copy of Student Prospectus, current and accurate information regarding the following:
   a. 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
   b. the course content and duration, qualification offered if applicable, modes of study and assessment methods
   c. campus locations and a general description of facilities, equipment, and learning and library resources available to students
   d. details of any arrangements with another registered provider, person or business to provide the course or part of the course
   e. indicative course-related fees including advice on the potential for fees to change during the student’s course and applicable refund policies
   f. information about the grounds on which the student’s enrolment may be deferred, suspended or cancelled
   g. a description of the ESOS framework made available electronically by the Department of Education, and
   h. relevant information on living in Australia, including:
      i. indicative costs of living
      ii. accommodation options; and
      iii. where relevant, schooling obligations and options for school-aged dependents of intending students, including that school fees may be incurred.
2. Application Process
   a. On receipt of a completed Application Form - International Student, the Admissions Coordinator/ Staff or authorised delegate will make a decision on eligibility.
   b. Each enrolment application is to be assessed to ensure that the student’s qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought. This is completed through completing the Admission Checklist.
   c. The Admissions Coordinator or authorised delegate assesses the applicant's previous educational qualifications (either obtained in Australia or overseas) necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the particular qualification in which the applicant wants to enrol.
   d. If the applicant's educational qualifications do not meet the College's admission requirements, other factors may be considered at the discretion of the college. Verified evidence of these other factors must be included with the application. These other factors may include but not limited to:
      • Mature age, and or proof of being 18 years or older at the proposed date of commencement,
      • Work experience,
      • Attitude and aptitude,
      • Previous academic results,
      • Attendance / participation rate in the previous college,
      • Ability and skills to function in an academic environment,
      • Possibility to succeed in his/her academic endeavours.
   e. Having arrived at an admission decision for the applicant’s educational qualifications, the English language skills (language and literacy) will be assessed. If student has a satisfactory IELTS score or equivalent (listed under entry requirements), the applicant will be offered a place in the chosen course.
   f. For onshore applicants, if an applicant has not attended an IELTS program or if the IELTS has expired, and they are unsure of their proficiency, they will be required to attend a meeting with the Skills Department Head, who may (at the Skills Department Head's discretion) allow enrolment into the College. Each case will be examined on an individual basis and students may be required to sit an English Language Entry Test set out by the Skills Department Head.
   g. For offshore applicants, if an applicant cannot produce a satisfactory IELTS score or equivalent and if there are doubts about the English language skills to cope in an academic environment, the applicant will be required to complete an English Language Entry Test by the relevant ATMC's agent. Based on the test result, the applicant will be advised to enrol in an English as a Second Language course/ ELICOS course, for an appropriate duration until the student achieves an equivalent of IELTS score required by the course.
   h. In a situation where the student can demonstrate that he or she can communicate in English but cannot produce any formal English qualification as described above, the applicant will be deemed as meeting the English language skills requirement.
   i. If the application is successful, a Letter of Offer and Acceptance Agreement-International Student will be sent to the applicant/ their agent/ representative (including details of tuition fees, commencement dates, OSHC and Visa information).
   j. Applicants wishing to accept the offer must pay the fee requested in the Letter of Offer and Acceptance Agreement, complete, sign and date the Letter of Offer and Acceptance Agreement and return it to ATMC.
   k. Once the completed acceptance agreement and the fee is received (and cleared by the bank) an electronic Confirmation of Enrolment (eCOE) will be generated and sent to the student/ the student's agent/ representative.
   l. Applicants must then apply for a student visa at their Australian Student Visa issuing centre and make travel arrangements to arrive in Australia in time to commence their course.
   m. All completed applications are to be filed into the respective students’ folders.

Students under 18
   • No students under 18 will be enrolled in ATMC. Should a student not be 18 at the time of application, but will be 18 at the course commencement date, a statutory declaration from a parent or guardian must be provided along with the application.
Credit Transfer
• Course credits may be gained by applicants who are transferring from another RTO or have studied one or more units in the same qualification at another RTO.
• See Credit Transfer Policy and Procedure

Recognition of Prior Learning (RPL)
• Each qualification defines how RPL is to be assessed for that course and the units within that course.
• It is important that students lodge an application for RPL with their Application Form.
• See Recognition of Prior Learning (RPL) Policy and Procedure.