

BARKLY INTERNATIONAL COLLEGE

CRICOS PROVIDER NUMBER 03136D (VIC)
RTO PROVIDER NUMBER 22238

P4.V6 Enrolment Policy and Procedure

1.0 PURPOSE

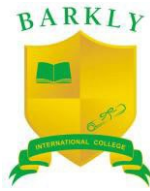
- 1.1 This policy and procedure applies to all students and persons seeking to enrol with Barkly International College herein (BIC) VET Programs. It applies to BIC Administration and Support Staff to ensure students are guided and enrolled into the most appropriate course for their needs.
- 1.2 This policy and procedure is also an expression of BIC's commitment to fair, transparent and ethical enrolment procedures to potential students and is in support of the National Code – Standard 2 and 3, and the Standards for Registered Training Organisations 2015 – Standard 1, 3, 4 and 5.

2.0 POLICY

- 2.1 BIC requires all students to be 18 years of age and above at the time of enrolment.
- 2.2 All applicants whether recruited by Registered Agents on behalf of BIC, or, directly applying with the college, must apply via the BIC website at <https://www.barklycollege.vic.edu.au/online-application-enrolment-form/>
- 2.3 BIC will disseminate the following information to students and Registered Agents:
 - Clear course information including content, duration and requisites, vocational outcomes and pathways, fees and charges, refunds, credits, and recognition to prior learning.
 - Satisfactory course progress and attendance requirements
 - Information on student rights and responsibilities, available welfare and student support services, complaints, and appeals procedures.
 - List the grounds on which students' enrolment may be deferred, suspended, or cancelled.
 - Provide information on any third-party arrangements affecting delivery and or assessment.
- 2.4 Will ensure that students' previous education, experience and English Language Proficiency are appropriate for the course for which enrolment is been sought.
- 2.5 Not knowingly enrol a student wishing to transfer from another provider before the student has completed six months of his or her principal course except in circumstances outlined in Standard 7. These restrictions also apply to courses taken before the principal course in a package of courses.
- 2.6 Not actively recruit a student where this clearly conflicts with its obligations under Standard 7.
- 2.7 Give applicants a description of the ESOS framework prior to enrolment.

Document Information

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Author:	Barkly International College Pty Ltd	Date Created:	January 2024
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3.0 ADMISSIONS PROCEDURE

- 3.1 All applications must be submitted via BIC's website as per Section 2.2 of this policy.
- 3.2 Once the application is submitted, applicants who have applied directly with BIC will receive an email with a copy of BIC's: (for applications submitted via an Education Agent proceed to Section 3.5).
 1. Course Flyer – Onshore/Offshore
 2. Student Prospectus
 3. Student Handbook
- 3.3 Once the application is received from BIC's online enrolment portal, BIC's Administration Staff MUST:
 1. Check the overseas qualification is equivalent or higher than the Australian Year12. Where the Administration Officer is not able to ascertain whether the overseas qualification is equivalent or higher than the Australian Year12, the qualification will be assessed against the Australian AQF with the Overseas Qualifications Unit, GPO Box 4509, Melbourne Vic. 3001, Telephone: 61 3 9208 3317/ 1800 042 745, Email: oqu@employment.vic.gov.au.
 2. Check the IELTS statement comes from any accredited IELTS testing centre
 3. Check Passport and VISA details for accuracy
 4. Check evidence of qualifications for authenticity
- 3.4 Once BIC has determined the student's application has met the requirements of Section 3.3, contact the student via phone or email (within two business days) to organise a phone interview with Admin and Support Staff and then proceed to Section 4.0. If a decision is made to reject the application, inform the student via email within two business days.
- 3.5 Where the application has been submitted by an Education Agent, follow the procedure referenced in Section 3.3 and then proceed to Section 3.6.
- 3.6 Upon approval of the application submitted by the Education Agent, promptly send a link for the LLN (Language, Literacy, and Numeracy) test to the applicant's email address within 2 business days and then proceed to Section 5.0.

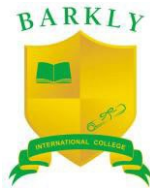
4.0 PRE-ENROLMENT INTERVIEW PROCESS (DIRECT APPLICANTS ONLY)

4.1 The Admin and Student Support Team

The pre-enrolment interview is applicable only to applications that BIC receives directly from the applicants themselves. Administration and Support Staff must conduct a pre-enrolment interview with the applicant and complete the document named 'Pre-

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Enrolment Questionnaire. During the interview process the following items are discussed:

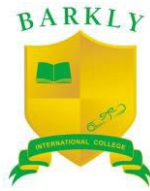
- The reason for the applicant's chosen course
 - The applicant's future aspirations/goals
 - Ensure the student has a clear understanding of the course requirements and the lifestyle of an overseas student in Australia by discussing details provided in the Course Flyers, Student Prospectus, and Handbook.
 - Any support the applicant may require
 - The applicant's prior experience in industry (if applicable)
 - Any special requirements – education needs, dietary, physical needs, disability, medical needs, and language
 - Support services available
 - LLN assessment and process
 - Any credit transfers and/or RPL the applicant may have, and the credit transfer/RPL process
 - Establish the student's training and assessments needs
 - Explain the training and assessment methods services involved in the relevant training program including assessment methods, work placement hours and the requirements that apply to the qualification.
- 4.2 If the Admin and Support Team decides to proceed with the application, the student needs to be sent the LLN test via email and then proceed to Section 5.0, if not, the applicant needs to be informed within two business days. If a decision is made not to proceed, the applicant needs to be informed within two business days via email .

5.0 LLN ASSESSMENT

- 5.1 The LLN assessment is to be used to determine whether the overseas students English Language Proficiency is sufficient to enable them to enter the course they applied for.
- 5.2 Once the LLN assessment is received, confirm if the results align with the requirements of the course applied for and if so, proceed to section 6.1, if not, proceed to section 5.3
- 5.3 Should the LLN Robot assessment indicate the need for a student to complete supplementary LLN (Language, Literacy, and Numeracy) modules, update the application with a conditional note and proceed to Section 6.1. This note should state that the student's enrolment is conditional upon successfully finishing the LLN supplements and be referenced in their Letter of Offer.
- 5.4 If the applicant's LLN (Language, Literacy, and Numeracy) results do not meet the requirements of the course applied for and the LLN Robot concludes that supplementary LLN support is not an advisable option, the application must be declined. Consequently, notify the student of this decision via email within one business day.

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6.0 Letter of Offer and Written Agreement

- 6.1 The Letter of Offer and Written Agreement must be sent to the applicants email address.
- 6.2 The Letter of Offer will notify the applicant that they have been successful through the application stage. The applicant must read and understand the offer. If the applicant agrees to the offer they must complete and sign the Written Agreement and pay the applicable fees to confirm their enrolment
- 6.3 The Letter of Offer must include the following information at a minimum:
 - Full Course Code and Title
 - Costs and pricing notes
 - Conditions on enrolment (including successful LLN Supplement to maintain Enrolment)
 - Duration
 - RPL and CT recognition
 - Where to seek additional information if required
- 6.4 Offers must not be made to applicants who will be less than 18 years of age at the proposed commencement date.

7.0 Written Agreement

- 7.1 The 'Written Agreement' shall act as the enrolment agreement between Barkly International College & the student. It must be signed and returned to BIC as a confirmation of the student accepting the terms and conditions that will be imposed when studying at BIC.
- 7.2 The Written Agreement must contain the following information at a minimum:

Identify the course or courses in which the student is to be enrolled and any conditions on his or her enrolment.
Provide an itemised list of course money payable by the student:

- Including duration of study periods.
- Fees per study period.
- Schedule of payments required.

Provide information in relation to refunds of course money. The refund information is to include details of the following in the case of student or provider default:

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- Amounts that may or may not be refunded to the student (including any course money collected by education agents on behalf of the registered provider).
- How to apply for a refund and how it is processed.
- A clear and concise explanation of what happens in the event of a course not being delivered.
- A statement that "This agreement does not affect the rights of an overseas student to take action under Australian Consumer Law", where applicable.

7.3 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 and the ESOS Assurance Fund Manager. 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

7.4 Will advise the student of his or her obligation to notify the registered provider of a change of contact details while enrolled in the course

7.5 The Written Agreement will also include a student declaration outlining all enrolment conditions.

7.6 Acceptance into a course of study with BIC is confirmed once the applicant has signed and submitted the Written Agreement, all documentation supporting their enrolment is received and all corresponding payments made.

7.7 Applicants wishing to accept the offer must pay the fee requested in the letter of offer, complete the written agreement, and send it to Barkly International College or their education agent if recruited by them. Once the completed written agreement and the fee is received (and cleared by the bank) an Electronic Confirmation of Enrolment will be generated and sent to the Australian Student Visa issuing centre to facilitate the issuing of a student visa (*if applicable*)

8.0 ADMINISTRATION OF ENROLMENT

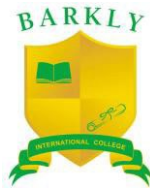
- Assessment of completed Letter of Offer and Written Agreement.
- Create student occurrence and enter into VETRAK
- Process any Credit Transfers
- Assign student to relevant group/class/timetable
- Generate invoice
- Take photo of student for student ID card
- Complete the electronic student file.

8.0 CANCELLATION OF ENROLMENT

8.1 A student may cancel their enrolment prior to their course commencing or throughout the course of study should the need arise.

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- 8.2 Students must submit their cancellation request by completing and signing F17.V05 Enrolment Cancellation Form.
- 8.3 A student who has their enrolment cancelled must reapply for enrolment should they wish to resume study for that course again at BIC.
- 8.4 BIC may cancel a student's enrolment prior to course commencement or at any time during their studies were the student:
- Fails to pay agreed services
 - Fails to participate in training activities
 - Fails to participate in workplace requirements (*if applicable*)
 - Is in breach of his/her student visa conditions
 - For misbehaviour or any other behaviour, criminal or otherwise that places BIC or other persons or property at risk.
- 8.5 If BIC cancels a student, they must advise the students by correspondence. If the student disagrees with the cancellation the student may appeal the decision. *See the P31.V6 Complaints and Appeals Policy and Procedures* for further information.
- 8.6 Subject to the time of enrolment cancellation the student may be eligible for a refund or partial refund. *See the P28.V9 Refund Policy and Procedures*

10.0 RECORDS

- 10.1 The signed Written Agreement will be kept on the students file along with their Application Form and all other documents relevant to the student's enrolment
- 10.2 The Administration Manager will maintain the student file records.
- 10.3 Any original documents submitted as part of the enrolment process will be copied and maintained on the student file.
- 10.4 All supporting documents must be attested by BIC authorised staff.
- 10.5 Both an electronic and physical copy will be kept forming the student's administration file.

11.0 CEO Endorsement

Ms Evelin Cruz		Date:30/01/2024
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