



Enrolment Policy

Salisbury College Australia will ensure that its enrolment process:

- Enables information about the course of study to be accessible or given to students prior to acceptance of their enrolment
- Includes the identification of pre-existing knowledge and competencies
- Includes the identification of language, literacy and numeracy levels
- Confirms that the applicant is enrolling in the most appropriate and suitable course to suit their needs as it relates to capability and career/study pathway

Salisbury College Australia will enrol students on their merits and accept enrolment from all students who meet the necessary criteria for entry (if applicable) and where Salisbury College Australia has confirmed that they have capacity and capability to commit to the program of training in accordance with the training and assessment strategy and delivery schedule.

Salisbury College Australia will not enrol a student where it identifies that the individual does not have capability or capacity to complete their chosen qualification or unit of competency or where the qualification or unit of competency does not support their chosen career pathway.

Reference Documents: Refer to

- Salisbury College Australia Admission Manual
- Guidelines for Admission Process
- Salisbury College Australia Student Application Pre-Enrolment Check
- Student Letter of Offer and Written Agreement

Purpose

The purpose of this procedure is to ensure that all students are enrolled into the correct course and that data on enrolments is maintained with accuracy and integrity.

Students access information on the following prior to enrolment through the website or by request for hard copy from the Administration Manager

- a. International Student Handbook
- b. Course Brochure
- c. Student Enrolment Form
- d. Refund Request Form
- e. Fee Schedule (contained in the Letter of Offer)
- f. Recognition of Prior Learning Information and Application
- g. Credit Transfer Application
- h. Application to Transfer Education Provider
- i. International Student Written Agreement

Information on the following is available to students prior to enrolment by obtaining the International Student Handbook from the website or by request from the Administration Manager. This information is also detailed in the Letter of Offer received by the student before commencement of their course.



Eligibility Criteria

The following information will provide the basis for entrance into Salisbury College Australia for the purpose of studying an AQF qualification.

- Age: Must be over 18. Salisbury College Australia does not accept students under 18 years of age
- Academic requirements: Year 12 or equivalent, or above
- English language requirements: IELTS 5.5 or equivalent
- if the student has successfully completed an English Language course with an Australian educational institution exiting at an Upper Intermediate level; OR
- if the student has undertaken at least 5 years' prior study in an educational institution from selected countries where English was the medium of instruction (see above); OR
- if the student has successfully completed at least 6 months of study in an Australian educational institution.

Salisbury College Australia needs to be assured that the training program is appropriate for the applicant's needs, taking into account their existing skills and competencies.

Students proceeding to enrolment may obtain a Student Enrolment Form from the website or requesting one from the Administration Manager.

1. Purpose

International students need to be able to demonstrate they have suitable skills and knowledge to undertake study in English language instruction prior to enrolling in a course. The process to assess a student's suitability for a course is outlined here and includes all application processes up to an International Student commencing their course.

2. Procedure

Student

The student is required to submit supporting documentation to meet the eligibility criteria to be evaluated as suitably knowledgeable and skilled to undertake the course in English language instruction.

- Entry Requirements – as detailed in the Training and Assessment strategy. At a minimum this will be a year 12 certificate or equivalent.
- Certified copy of passport personal details, or original sighted by Salisbury College Australia. This will be used to provide evidence of date of birth (older than 18 at commencement of course) and student photographic identity.
- Copy of the student's last completed academic qualification from their home country and/or Australia, if relevant (translated into English if applicable); or
- Evidence of work experience (translated into English) if applicable.
- English Language – students will need to provide results of an English language test or equivalent demonstration of English proficiency. Students are required to have IELTS 5.5 or equivalent English proficiency.



Administration

1. Assess student eligibility

Prior to issuing a CoE, the following requirements must be assessed by the delegated administrator as being met for the specific course the prospective student is applying. Use the Assessment of Eligibility of International Student for Entry to Study to notate assessment. Keep in the student file.

Entry Requirements

- Administration sights a certified copy of passport personal details, or the original is sighted by Administration. Look for evidence of date of birth to ensure the student is older than 18 at commencement of course. Keep a copy in the student file.
- Administration ensures the copy of student's last completed academic qualification from their home country and/or Australia, if relevant (translated into English if applicable) addresses the entry requirement. At a minimum this will be a year 12 certificate or equivalent. Keep a copy in the student file; **OR**
- evidence of work experience (translated into English if applicable). This will need to be assessed by a trainer in the course to establish the work experience is equivalent to the skill needed to commence the course. The trainer is to annotate the document to show whether the skill level is suitable or not. The trainer can use the Australian Core Skills Framework (ACSF) as a benchmark for assessing skills. Keep the evidence including the trainer evaluation in the student's file.

NB: If the student is onshore already, it would be appropriate to use the Salisbury College Australia LLN test in place of the evidence of work experience.

- English Language proficiency must be assessed against the policy options. –
- the provided results of an English language test are equal to or higher than an IELTS 5.5 (or equivalent in another English proficiency test): **OR**
- Entry into diploma level if the student has successfully completed an English Language course with an Australian educational institution exiting at an Upper Intermediate level; **OR**
- Entry into diploma level if the student has undertaken at least 5 years' prior study in an educational institution from selected countries where English was the medium of instruction (see above); **OR**
- Entry into diploma level if the student has successfully completed at least 6 months of study in an Australian educational institution.

Where discrepancies exist, administration is to make contact with the student via email or telephone, to verify data, to request more evidence or to advise student that they do not meet the suitability requirements to be issued a letter of offer.

Where the student meets the suitability requirements administration is to continue to the process to offer a student a place in the course.

2. Assess Student Suitability

1. Salisbury College Australia Staff publish all necessary and relevant information regarding CRICOS approved qualification in the website, printed marketing materials and prospectus regarding course entry requirements



2. Sales Staff may disseminate information regarding course entry requirements via email to onshore and off shore registered Third Party Agents who are referring overseas student to Salisbury College Australia or referring them to Salisbury College Australia website (<http://www.sc.edu.au>)
3. Admission and/or Student Support Officer will check completed enrolment form and SSVF/GTE (Simplified Student Visa Framework/Genuine Temporary entrance) form and Statement of Purpose that is written by potential student and submitted to Salisbury College Australia for enrolment approval.
4. Student's SSVF & Genuine Temporary Entrance, Statement of Purpose will be assessed by Admission officer and/or Student Support Officer to decide whether the potential student is genuine in their decision to study in Australia with Salisbury College Australia and whether the course that they are taking is suitable for the potential student. This will be recorded on the **Student Enrolment Check Form**. Where clarification is required, an interview via phone or skype or in person (onshore applicants) will be conducted and a record retained on file.
5. Also, the student's financial capability will be assess based on the potential student's statement in GTE. Student could either be approved or rejected in this process, there is also possibility of conditional approval in which student is required to submit more documents to support their enrolment with Salisbury College Australia. For example: IELTS which is done 5 years ago, student may need to re-sit for the IELTS test again.
6. The decision to accept the student then will be validated by the Director, if it is approved then the enrolment is successful.

3. Record Retention

Retain any records in accordance with the records retention policy.