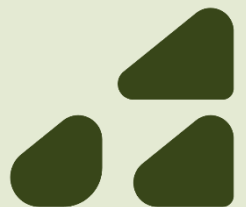


## Admissions Policy



Version and Date:	Responsible Person:	Purpose and Comments:
<p>Version 1.0 June, 2023</p>	<p>CEO</p>	<p>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)</p>



## Policy Scope

International Students Admissions

## Policy Purpose

This document outlines the policy position that the organisation undertakes to screen applicants for suitability to study in registered courses and programs to ensure compliance.

## Policy Statement

The CEO and/or the delegate will determine the suitability of a prospective student to enrol in a course of study. The determining criteria are reviewed annually with the course deliverers.

VET sector students will be determined to be suitable for a course if through their application they can demonstrate that they:

- Are aged 18 years or older
- Meet the requirements as set out in the training and assessment strategy
- Meet the minimum English language requirements for the course
- Have all of the other prescribed course pre-requisites (if applicable)
- Are not currently enrolled with another provider
- The course offered meets the visa requirements for students from a particular country

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## Academic Entry Requirement

Each individual course has particular academic entry requirements that students must meet to be eligible for enrolment in that course. The specific academic entry requirements for each course are contained in the Training and Assessment Strategy and published on the website.



## English Language Proficiency

The English language entry requirement for all courses is IELTS: 5.5 overall with no band less than 5 or equivalent. The student must provide a certified copy of their IELTS test or evidence of an equivalent.

Circumstances where the IELTS requirement may be waived is where there is evidence of:

- Successful completion, within the last two years of a senior secondary or tertiary level course, undertaken in Australia in English
- Successful completion, within the last two years, of a CRICOS registered course at AQF Level 4 or above delivered in Australia in English

If students are unable to provide evidence of their English language level during application, they can undertake the pre-enrolment LLN test and a pre-enrolment interview.

The pre-enrolment LLN test and interview are designed to indicate whether a prospective student from non-English speaking backgrounds possess sufficient language proficiency and numeracy skills to enter a course.

All pre-enrolment LLN testing is by written test and a suitability interview undertaken via Microsoft Teams or face to face interview with the admission staff or supervised by an authorised Agent of Auctus.

Auctus uses this information to determine whether the student applicant will be required to undertake additional support units alongside their qualification or undertake a pathway course before commencing their chosen qualification.

## Legislative / Statutory Requirements

- [National code of Practice for Providers of Education and Training to Overseas Students 2018](#)
- Education Services for Overseas Students Act 2000 (ESOS Act)



## Associated Documents

### National Code 2018 Factsheets

[General Factsheet](#)

[Standard 1: Marketing information and practices](#)

[Standard 2: Recruitment of an overseas student](#)

[Standard 3: Formalisation of enrolment and written agreements](#)

[Standard 4: Education Agents](#)

[Standard 5: Younger overseas students](#)

[Standard 6: Overseas student support services](#)

[Standard 7: Overseas student transfers](#)

[Standard 8: Overseas student visa requirements](#)

[Standard 9: Deferring, suspending or cancelling the overseas student's enrolment](#)

[Standard 10: Complaints and appeals](#)

[Standard 11: Additional requirements](#)

## Requirements

Students are subject to Attendance and Academic Progress requirements during the course of their study with Auctus.

## Risk Management

This policy assists appropriate admissions decisions

### Note:

- Applicants with a disability are asked to indicate in the appropriate section of the enrolment application form their disability status and may be asked for further details so further consideration can be made about any reasonable study requirements might need to be made.
- Letter of Offer is provided to Student once application has been approved.
- No fees are charged until Letter of Offer has been signed.
- Any variations to this policy and associated information will be provided on the course information, enrolment application and/or the letter of offer and will be deemed to have been approved by the CEO.

