Admissions Policy and Procedure

1. Purpose

This policy outlines how Australian Learning Group (ALG) manages the admission of prospective students.

This policy is to ensure that prospective students receive clear and accurate information before enrolment, are advised about the suitability of training products, and are able to make informed decisions about their education and training.

This policy supports compliance with:

Outcome Standards 2025 – Standards 2.1, 2.2

Education Services for Overseas Students Act 2000 (ESOS Act)

Education Legislation Amendment (Integrity and Other Measures) Act 2025

National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code), Standards 2,3

ELICOS Standards 2018, Standard P1, P3

This policy ensures that ALG provides prospective students with sufficient information and advice to make informed decisions about their training prior to enrolment.

2. Scope

This policy applies to:

- all prospective students applying to study with ALG, including applicants for VET qualifications and ELICOS courses

ALG staff involved in marketing and admissions

education agents or third parties representing ALG.

This policy covers activities that occur before a student is formally enrolled, including:

provision of course information

application and admission processes

assessment of entry requirements

review of student suitability for training

issuance of a Letter of Offer and Written Agreement.

3. Definitions

Admissions: The process through which ALG receives, assesses and processes applications from prospective students before formal enrolment.

Prospective student: A person who has made an enquiry or submitted an application to study with ALG but has not yet been formally enrolled.

Letter of Offer: A document issued by ALG outlining the training product, fees, conditions of enrolment and other relevant information.

Written Agreement: The formal agreement between ALG and the student that outlines the training to be provided and the fees payable.

Conditional Offer: A Letter of Offer issued subject to one or more outstanding conditions that must be satisfied before the student can be formally enrolled or, where applicable, issued with a Confirmation of Enrolment (CoE).

Entry requirements: The minimum academic, English language proficiency, prerequisite qualification or other requirements that must be met before a student can be considered for admission to a course.

Skills and Competencies Review: The process used to determine whether a training product is suitable for a prospective student based on their existing skills, knowledge and learning needs.

LLND: Language, Literacy, Numeracy and Digital Literacy.

Foundation skills: The language, literacy, numeracy, digital literacy, employability and other core skills required to participate successfully in vocational education and training.

Education agent: A person or organisation authorised by ALG to recruit or provide information to prospective students on behalf of ALG.

Accepted student: A prospective student who has successfully met the applicable admission requirements and has been issued with a Letter of Offer and Written Agreement by ALG. For the purposes of this policy, a prospective student becomes an accepted student on the date the Letter of Offer and Written Agreement are issued.

4. Policy

ALG manages admissions in a fair, transparent and consistent manner to ensure that prospective students are provided with accurate information and appropriate advice before enrolment. Admission decisions are based on the published entry requirements of each course and an assessment of the applicant's skills, competencies and capacity to successfully complete the training product.

ALG will not enrol a student where it reasonably determines that the applicant does not have the capability or capacity to successfully complete the chosen qualification, or where the qualification does not align with the student's intended career or study pathway.

ALG ensures that prospective students receive sufficient information and advice prior to enrolment to meet the requirements of National Code Standard 2 and Outcome Standards 2.1 and 2.2.

4.1 Intended System Outcomes

Through the implementation of this policy and procedure, ALG aims to ensure that:

prospective students receive clear, accurate and current information before enrolment

prospective students are advised about the suitability of the training product based on their skills and competencies

prospective students understand all entry requirements, fees and obligations associated with their course

admissions processes are fair, transparent and applied consistently

prospective students can make informed decisions about enrolment based on accurate information, identified support options and advice about course suitability.

4.2 Identifying pre-enrolment information needs

ALG identifies the key information that prospective students need before enrolment so they can make informed decisions about their training. This includes information about course requirements, entry requirements, fees and costs, student rights and obligations,

and available support services. Mechanisms for identifying information requirements include:

reviewing course requirements and entry requirements for each training product

identifying information that students require to understand fees, costs, obligations and course expectations

reviewing feedback from students, staff or education agents about admissions information

monitoring regulatory guidance and requirements relating to pre-enrolment information

reviewing information provided through ALG websites, course guides and other official publications.

ALG ensures this information is communicated to prospective students through approved information sources and admissions processes.

4.3 Provision of Information

ALG ensures that prospective students have access to clear, accurate and current information before enrolment.

The Student Application Form is a key component of the admissions process. It enables ALG to collect information required to assess the applicant's eligibility, suitability, support needs and any other matters relevant to admission and enrolment.

Prior to enrolment ALG provides advice to the prospective student regarding the suitability of the training product to meet the student's needs, taking into account the individual's existing skills, prior learning and career objectives.

ALG ensures that all information provided to prospective students is accurate, clear and current. ALG will not provide, publish or allow to be provided any information that is false, misleading or likely to give prospective students unrealistic expectations about course duration, course requirements, support services, Recognition of Prior Learning outcomes, work placement arrangements or employment outcomes. The development, approval and monitoring of marketing and promotional information is managed in accordance with the **Marketing and Advertising Policy and Procedure,** and information distributed by education agents is managed in accordance with the **Education Agent Policy and Procedure.**

Information provided to prospective students includes:

training product code and title

course duration

delivery location and mode of delivery

course commencement dates

scheduling information, including expected study patterns where applicable

entry requirements

minimum age requirement (18 years of age or older at course commencement) at time of application

training and assessment requirements
training support and wellbeing services available to students including how to access those services
all fees, costs and charges associated with the course
refund conditions and payment requirements
any materials, equipment or resources required for the course
any information technology requirements for participation in the course
any obligations relating to obtaining a Unique Student Identifier (USI)
withdrawal processes and any associated costs or implications
work placement requirements where applicable
any relevant licensing or occupational outcomes
opportunities for Credit Transfer (CT) or Recognition of Prior Learning (RPL)

Students must notify ALG of any change to their residential address, telephone number or email address within 7 calendar days. ALG records and updates these details in PRISMS in accordance with ESOS reporting requirements.

Detailed information about fees, refunds and payment conditions is provided in accordance with the **Fees and Refunds Policy and Procedure**. Information about student rights and complaint processes is provided in accordance with the **Complaints and Appeals Policy and Procedure.** Information about available student support and wellbeing services is provided in accordance with the **Student Support and Wellbeing Policy and Procedure.**

This information is made available through official ALG publications including:
the ALG website
course guides and marketing materials
the Student Handbook
the Letter of Offer and Written Agreement.

ALG ensures that information provided by education agents or other third parties is accurate and consistent with official ALG information. The engagement and oversight of education agents is managed in accordance with the **Education Agent Policy and Procedure.**

4.4 Changes affecting prospective students

ALG will inform prospective students as soon as practicable of any changes that may affect them before enrolment. This may include changes to course details, duration, fees, delivery arrangements, support services, third-party arrangements, training product status or transition arrangements where a training product is superseded, deleted or expired.

4.5 Information Collection

The **Student Application Form** is the primary document used to collect information required to assess a prospective student's eligibility and suitability for admission.

Information collected through the Student Application Form includes, where applicable:

personal information
evidence relating to academic and course entry requirements

English language proficiency
prerequisite qualifications
previous education and employment history
disability, impairment, medical conditions, learning difficulties or other support needs
any other information relevant to determining eligibility, suitability and admission.

Information collected through the Student Application Form is considered as part of the admissions process, including the assessment of entry requirements and the Skills and Competencies Review. Information relating to disability, impairment or support needs is managed in accordance with the **Diversity Awareness and Inclusion Policy and Procedure.**

4.6 Entry Requirements

Prospective students must meet all applicable entry requirements before admission to a course. Entry requirements are the minimum eligibility requirements a prospective student must satisfy to be considered for admission. Meeting entry requirements does not automatically confirm that a course is suitable for a prospective student.

Entry requirements include:

minimum age requirement (18 years of age or older at time of application
academic requirements
English language proficiency requirements
prerequisite qualifications
other course-specific requirements.

ALG only enrols students who are at least 18 years of age at the time of course commencement. Applicants who will not have attained 18 years of age before the scheduled commencement date are not eligible for admission. The Admissions Team must verify the applicant's date of birth using an acceptable form of identification before issuing a Letter of Offer or Confirmation of Enrolment (CoE).

Minimum academic entry requirements for each of ALG's courses are outlined in **Appendix A.** English language proficiency requirements and accepted forms of evidence are outlined in **Appendix B.**

ELICOS Entry Requirements

Prospective students applying for an ELICOS course must meet the applicable English language proficiency entry requirements specified in Appendix B. ALG assesses the applicant's English language proficiency using recognised English language test results or an approved ALG in-house English proficiency assessment.

Where an applicant does not provide acceptable evidence of English language proficiency, ALG may require the applicant to complete the Pearson Versant English Placement Test to determine whether the minimum entry requirements have been met.

Admission to an ELICOS course is separate from placement into an appropriate English language class level. On commencement, ELICOS students undertake a placement process to determine the appropriate class level, taking into account their demonstrated English language proficiency, learning goals and individual learning needs.

ELICOS placement is managed in accordance with the **ELICOS Student Placement Policy and Procedure.**

ALG may verify the authenticity of documentation provided by prospective students and may request certified copies or additional evidence where required.

Where a prospective student relies on qualifications, statements of attainment or other credentials to:

meet course entry requirements or prerequisite requirements; or

support an application for Credit Transfer (CT) or Recognition of Prior Learning (RPL),

ALG will conduct additional assessment, verification or review activities where there are concerns regarding the validity, authenticity, reliability or regulatory status of the evidence provided. This may include assessment activities implemented in accordance with the **Qualification Cancellation Response Policy and Procedure** where qualifications or statements of attainment have been cancelled, invalidated or are otherwise no longer considered reliable evidence of competency by ASQA or another relevant authority.

Where required, ALG may request additional evidence, conduct reassessment activities, require the student to participate in an RPL process supported by reliable evidence, or refuse or amend admissions or CT/RPL outcomes where sufficient reliable evidence cannot be demonstrated.

4.7 Skills and Competencies Review

Before enrolment, ALG completes a **Skills and Competencies Review** for each prospective student to determine whether the training product is suitable. This review is separate from the assessment of entry requirements. Meeting minimum entry requirements does not automatically confirm that a training product is suitable for a prospective student.

As part of the Skills and Competencies Review, ALG considers whether the prospective student has the skills, competencies and foundation skills required to participate successfully in training and assessment, taking into account:

the requirements of the training product

the student's existing skills and knowledge

English language proficiency (noting that English language proficiency alone does not determine overall LLND capability)

language, literacy, numeracy and digital literacy (LLND) capability

previous study, educational background and work experience, if applicable

identified learning support needs

information disclosed through the Student Application Form regarding disability, impairment, medical conditions or other support needs.

the student's intended study and career outcomes.

English language proficiency tests do not assess numeracy or digital literacy skills and therefore do not replace ALG' s LLND assessment requirements.

As part of the Skills and Competencies Review:

all prospective students are required to complete the **LLND Robot** assessment

LLND assessment outcomes are reviewed against the required ACSF and DLSF benchmark levels for the course.

Appendix C outlines the ACSF and DLSF foundation skill requirements for each qualification delivered by ALG.

Appendix D outlines the Pearson Versant English Placement Test concordance table used by ALG (mapping against IELTS and CEFR scores)

Appendix E outlines the LLND Assessment Outcomes and admission decision categories used to determine whether a prospective student is suitable for enrolment and whether additional learning support is required. Outcomes and admission decision categories used by ALG. Assessment outcomes are used to determine whether the prospective student is:

Suitable – No LLND Support Required;

Suitable – LLND Support Required; or

Unsuitable.

Where support requirements are identified, these must be documented and considered as part of the admission decision.

English language proficiency evidence and LLND assessment outcomes are considered together as part of the Skills and Competencies Review. Where the results indicate differing levels of capability, ALG may require additional assessment, clarification or evidence before determining whether the training product is suitable for the prospective student.

Based on the outcome of the Skills and Competencies Review, ALG advises the prospective student about whether the course is suitable or whether an alternative pathway may be more appropriate.

Where LLND assessment outcomes indicate that a prospective student requires additional support to successfully participate in training and assessment, ALG may determine that the student is suitable for enrolment subject to the implementation of appropriate support strategies. This may include:

referral to LLND support services

additional academic support

participation in LLND workshops or support sessions

ongoing monitoring of student engagement and progression.

Students are expected to actively engage with recommended support services and support strategies identified by ALG as part of the student support process.

Where learning support needs or reasonable adjustment requirements are identified, ALG may:

refer the student to support services outlined in the **Student Support & Wellbeing Policy and Procedure**

consult with the student regarding reasonable adjustments in accordance with the **Reasonable Adjustment Policy and Procedure**

provide information about the nature and extent of available support services, including any limits on ALG's capacity to provide support

advise the student about alternative pathways, additional support options or opportunities for credit in accordance with the **Course Credit Policy and Procedure.**

The review of the prospective student skills, competencies and LLND capability is completed prior to enrolment and before any financial commitment is required from the student.

The LLND assessment requirements outlined in this section do not apply to prospective ELICOS students.

4.8 Assessment of Overseas Student Transfers

Where an applicant has previously commenced study in Australia with another registered provider, ALG will assess whether the proposed enrolment constitutes a transfer between registered providers under the ESOS Framework before issuing a Letter of Offer, Written Agreement or Confirmation of Enrolment (CoE). As part of this assessment, ALG will:

- determine whether the student is subject to the transfer restriction period under Standard 7 of the National Code.
- verify that any required release from the current registered provider, or other applicable exception under the National Code, has been satisfied before enrolment proceeds
- determine whether payment of an education agent commission is prohibited under the ESOS Act and National Code, including whether the student has previously commenced study onshore with another provider and whether the student has completed their principal course before commencing studies with ALG
- Keep evidence supporting the assessment and admission decision on the student file.

Where legislative requirements about student transfers or education agent commissions are not satisfied, ALG will not proceed with enrolment until those requirements have been met or the student otherwise becomes eligible for enrolment.

4.9 Overseas Student Health Cover

Overseas students must maintain Overseas Student Health Cover (OSHC) for the duration of their stay in Australia as required under the ESOS framework. Students are responsible for arranging and maintaining OSHC for the entire period of their study in Australia.

4.10 Enrolment refusal

If ALG determines that a training product is not suitable for a prospective student based on the assessment of their skills, competencies, entry requirements or capacity to successfully complete the training, ALG will advise the applicant of the reasons for the decision.

Where ALG determines that a training product is not suitable for a prospective student, ALG may refuse the application or recommend an alternative pathway, support option or course where appropriate.

ALG reserves the right to refuse or withdraw an offer of enrolment where:

the application contains incomplete or inaccurate information;

the applicant does not meet entry requirements;

the offer conflicts with legislative or regulatory requirements; or

ALG is unable to deliver the course.

4.11 Previously enrolled students (Re-enrolments)

Applicants who have previously been enrolled with ALG and wish to recommence studies may be required to submit a new application and meet current entry requirements.

Students who have previously withdrawn from or had their enrolment cancelled by ALG must submit a new application if they wish to recommence their studies. ALG reserves the

right to refuse readmission where the applicant has a history of non-commencement, unsatisfactory course progress, misconduct or outstanding fees.

Students whose enrolment was previously cancelled due to unsatisfactory course progress will have their suitability to recommence studies assessed. The Academic Director will make the final decision on readmission.

4.12 Late enrolments

Applications submitted after the course commencement date may be considered late applications. Applications received within the first two weeks of a study period may be accepted at ALG's discretion.

Applications received after the first two weeks of the study period will not be accepted.

For ELICOS courses, late commencement requests are assessed in consultation with the ELICOS Academic Manager, taking into account the course commencement arrangements, the student's English language proficiency, the availability of an appropriate class level and the student's ability to achieve the required learning outcomes. Any approved late commencement must remain consistent with the student's study pathway arrangements and applicable regulatory requirements.

4.13 CRICOS Capacity Monitoring

ALG monitors enrolments to ensure that the number of overseas students enrolled at each CRICOS-approved delivery location does not exceed the approved CRICOS capacity for that location.

Where enrolments approach the approved CRICOS capacity, ALG will take appropriate action to manage enrolments and ensure compliance with CRICOS registration conditions.

If the approved CRICOS capacity for a delivery location is reached, ALG will not enrol additional overseas students or issue further Confirmations of Enrolment (CoEs) for that location until capacity becomes available.

4.14 Admission Outcome and Issuing of Letter of Offer

Where ALG confirms that a prospective student:

meets all applicable entry requirements

has completed the Skills and Competencies Review process

has met English language proficiency and LLND assessment requirements

has been assessed as suitable for the training product

has had any identified support requirements considered and documented; and

has satisfied any applicable conditions of admission

it issues a Letter of Offer and Written Agreement.

For ELICOS applicants, admission is subject to meeting the applicable ELICOS entry requirements, including English language proficiency requirements, and being assessed as suitable for the course. ELICOS applicants are not required to complete the LLND assessment or Skills and Competencies Review applicable to VET applicants.

The issue of the Letter of Offer and Written Agreement constitutes acceptance of the prospective student by ALG. From the date these documents are issued, the applicant is

regarded as an accepted student for the purposes of admissions, enrolment administration and compliance with applicable legislative and regulatory requirements.

Where ALG determines that a training product is not suitable for a prospective student, ALG may refuse the application or recommend an alternative pathway, support option or course where appropriate.

ALG maintains records of admission decisions, suitability reviews, conditional offers and supporting documentation as part of the student admissions record.

4.15 Conditional Offers

ALG may issue a conditional Letter of Offer where additional information, documentation, assessments or actions are required before admission requirements can be fully satisfied.

Conditional offers may be issued where:

additional academic or identification documentation is required

English language proficiency evidence requires further verification

further Skills and Competencies Review activities are required

additional LLND assessment or support review is required

prerequisite requirements are pending confirmation

other admission-related conditions remain outstanding.

All conditional offers must:

clearly identify the outstanding conditions to be met

specify the timeframe for meeting the conditions

be approved by an authorised staff member prior to issue

be recorded and monitored through the student management system or admissions tracking processes.

A student will not be formally enrolled or issued a Confirmation of Enrolment (CoE) until all conditions have been satisfied, unless a conditional CoE is approved. Prior to commencement of studies, the student must meet all entry requirements and fulfil all conditions. Where students do not meet the entry requirements prior to the commencement of the course, they may apply for a deferral or cancellation of course.

4.16 Written Agreements

Before a student is formally enrolled or any course fees are accepted, ALG provides the student with a Letter of Offer and Written Agreement that clearly outlines:

the training to be provided

all fees, costs and charges

payment conditions

any obligations or requirements associated with the course.

The issue of a Letter of Offer and Written Agreement confirms that ALG has accepted the applicant for admission. Formal enrolment occurs after the student accepts the offer, satisfies any outstanding conditions (where applicable), and all enrolment requirements have been completed.

Refund conditions referenced in the Written Agreement are applied in accordance with the **Fees and Refunds Policy and Procedure.**

ALG may withdraw an offer of enrolment where information provided by the applicant is incomplete, inaccurate or misleading.

Students must sign and return the Written Agreement before ALG accepts any tuition or non-tuition fees in accordance with ESOS legislative requirements.

For ELICOS courses, the Written Agreement must specify a minimum of 20 hours of face-to-face scheduled course contact per week, together with any other scheduled course contact hours required by the course, in accordance with Standard P1 of the ELICOS Standards 2018.

4.17 Recognition

Prospective students may apply for Credit Transfer (CT) or Recognition of Prior Learning (RPL) as part of the admissions process.

Where a prospective student indicates that they wish to apply for CT or RPL, the Admissions Team will:

provide the student with information about the CT and RPL process

provide the relevant application form and guidance on the evidence required

refer the application to the Academic Team for assessment in accordance with the Course Credit Policy and Procedure.

Any CT or RPL applications must be supported by appropriate evidence such as:

AQF certification documentation

an authenticated VET transcript

evidence of prior learning or work experience (for RPL).

ALG may conduct additional verification, assessment or review activities where qualifications, statements of attainment or other evidence submitted in support of CT or RPL applications are subject to regulatory concern, cancellation, invalidation or authenticity concerns. Such reviews will be conducted in accordance with the **Qualification Cancellation Response Policy and Procedure** and may require additional evidence, reassessment or further RPL assessment supported by reliable evidence.

Where credit is granted, the outcome will be recorded in the student management system and reflected in the student's training plan where applicable.

Where Credit Transfer or Recognition of Prior Learning results in a reduction to the expected course duration, ALG will inform the student and ensure that the course duration recorded in the student's enrolment and Confirmation of Enrolment reflects the reduced duration.

Full details of the assessment and decision-making process for CT and RPL applications are outlined in the **Course Credit Policy and Procedure.**

4.18 USI Collection

The Admissions Team ensures that a student provides a USI prior to commencement of their course, or latest in their first term of study.

ALG may apply for a USI on behalf of the student with the student's consent if the USI is not provided in a timely manner.

ALG's student management system includes a USI Verification which enables automatic validation of the student's USI against their recorded personal details once entered into the system.

ELICOS students are not required to provide a USI.

4.19 Genuine Student Requirements

Overseas students must satisfy Genuine Student (GS) requirements. As part of the application process, ALG may require students to demonstrate satisfaction of the GS requirement through requesting the completion and submission of a GS Form along with supporting evidence which are assessed by the Admissions Team prior to issuance of a Letter of Offer.

4.20 Other requirements

- ALG advises prospective students of any course requirements that are not entry requirements for admission but are required to participate in specific training or assessment activities or to complete the course. These requirements are not required to be met before enrolment but must be satisfied before the relevant course component is undertaken, including work placement where applicable. Examples include, but are not limited to:
    - obtaining a Working With Children Check (WWCC) or equivalent; and
    - obtaining a National Police Check (NPC) or equivalent.

4.21 Visa requirements

- Prior to commencement of studies, overseas students must demonstrate that they hold a valid student visa that allows them to study for the expected duration of the course(s). A copy of the visa grant notice must be provided to ALG.
- ALG may allow onshore students to commence their course on another valid visa so long as they provide evidence that they have the study rights to do so. Where the study rights are limited, students must ensure they obtain a student visa before the expiry or exhaustion of their study rights, or otherwise have their enrolment cancelled.
- Where a student's visa application is rejected, they are unable to commence or continue their enrolment with ALG and their enrolment is cancelled in accordance with the **Enrolment Variation (Deferral, Suspension and Cancellation) Policy and Procedure**.

4.22 Waiver of Entry Requirements

- Entry requirements may be waived on a case-by-case basis by the Academic Director in exceptional circumstances where an applicant does not meet the course entry requirements but can demonstrate they are capable of completing the requirements of the course.
- Where an entry requirement is waived, documentary evidence supporting the decision must be obtained and retained on the student's file. The evidence must demonstrate the basis for the decision and justify that the applicant has the skills, knowledge, experience or other capabilities necessary to successfully complete the course.

4.23 Evidence requirements

- Documentation provided to ALG as part of the admissions process to evidence meeting entry requirements must be certified by:
    - a) an authorised office of the institution that originally issued the document;
    - b) an authorised officer of an Australia overseas diplomatic mission;
    - c) a Justice of the Peace noting name and resignation number;
    - d) a Public Notary; or
    - e) an authorised education agent as listed on the ALG website.
- Australian Learning Group (ALG) may also accept documents certified by a person currently employed as an accountant, bank manager, barrister or attorney, police officer, postal manager, registered nurse, registered medical practitioner or pharmacist where the individual is not related to the applicant.
- Documents that are in a language other than English must be translated by an official translation service. If onshore in Australia, translators who are accredited by the National Accreditation Authority of Translators and Interpreters (NAATI) may be used. If not in Australia, an equivalent official translation service may be used, such as a Notary Public Office. ALG also accepts translations that have been issued by the original awarding institution where the qualification has been completed.

4.24 Deferring Commencement

- Where an applicant wishes to defer their enrolment to delay their commencement of study date, they must lodge a deferral form outlining the reasons for the request.
- ALG may grant a deferral of commencement of study for up to 2 terms.
- ALG may only grant a deferral to international students based on compelling and compassionate circumstances. International students are required to provide sufficient evidence to support their deferral request. If a deferral is granted, ALG will report the change to the Confirmation of Enrolment (CoE) to the Department of Home Affairs via PRISMS, which may impact their student visa. Students should seek advice from the Department of Home Affairs before changing their commencement date.
- Further information can be found in the Enrolment Variation, Deferral, Suspension and Cancellation Policy and Procedure.

4.25 Quality Assurance and Continuous Improvement

ALG monitors and reviews its admissions processes to ensure they are operating effectively and achieving the intended system outcomes of this policy. This includes

reviewing whether prospective students are provided with clear and accurate information, whether student suitability is assessed before enrolment

whether LLND assessment outcomes, identified support requirements and admission decisions have been documented consistently and in accordance with this policy.

admissions decisions are applied fairly and consistently.

Where issues or opportunities for improvement are identified, ALG implements corrective actions and records improvement activities through its continuous improvement processes.

5. Procedure

Step	Key Actions	Responsibility	Supporting Documents
1. Identifying pre-enrolment information needs	• Review course requirements, regulatory requirements and feedback to identify the key information prospective students require before enrolment. • Ensure this information is reflected in approved admissions materials and communication channels. •	Marketing Team / Admissions Team / Quality Assurance	Course Guides, Website content, Student Handbook
2. Provide course information	• Provide prospective students with information about courses, entry requirements (including the minimum age requirement of 18 years or older at course commencement), other course requirements (such as WWCC or National Police Check requirements where applicable), fees, refund conditions and available support services through approved ALG information sources. •	Marketing Team / Admissions Team	Website, Course Guides, Student Handbook
3. Receive application	• Receive the completed Student Application Form and supporting documentation from the prospective student or authorised education agent. Review the Student Application Form to confirm all required information has been provided and identify any disclosed disability, impairment, medical condition, learning difficulty or other support needs.	Admissions Team	Student Application Form
4. Previously enrolled students (Re-enrolments)	• Review previous enrolment history and reason for withdrawal or cancellation • Require a new application following withdrawal or cancellation. • Assess current entry requirements and suitability • Refer previous course-progress cancellations to the Academic Director for the final readmission decision. • Record the decision and reasons	Admissions Team / Academic Director	Application Form, previous student records readmission decision
5. Assess late applications	• Check application timing against course commencement • Consult the Academic Team about acceptance and catch-up arrangements within the first two weeks • Reject applications received after the first two weeks. • Record outcomes	Admissions Team	Application Form and supporting evidence
6. Applications for Credit Transfer or Recognition of Prior Learning	• Where CT or RPL evidence includes qualifications, statements of attainment or credentials subject to regulatory concern, cancellation, invalidation or authenticity concerns, conduct additional verification or	Admissions Team / Academic Team	CT Application Form, RPL Application Form

Step	Key Actions	Responsibility	Supporting Documents
	assessment activities in accordance with the Qualification Cancellation Response Policy and Procedure and request additional evidence where required.		
7. Reasonable Adjustment requests	• Review information disclosed in the Student Application Form relating to disability, impairment, medical conditions, learning difficulties or other support needs. • Consult with the prospective student, where required, to clarify identified support needs. • Refer identified support or reasonable adjustment needs in accordance with the Diversity Awareness and Inclusion Policy and Procedure.	Admissions Team/Academic Team/ Learning Support Manager	Application Form Diversity Awareness and Inclusion Policy and Procedure.
8. Review documentation	• Verify applicant meets minimum over-18 age requirements through review of passport or other approved identification documentation. • Verify academic entry requirements through review of academic qualifications, transcripts and supporting documentation. • Verify English language proficiency evidence provided by the applicant, including recognised English language test results where applicable. • Verify the authenticity of English language test results and record required test information in the student file and SMS where used for entry or visa purposes. • Where qualifications, statements of attainment or prerequisite evidence are relied upon to satisfy entry requirements, verify and assess the reliability and validity of the evidence provided and conduct additional review or assessment activities where required • Where an entry requirement is proposed to be waived, refer the application to the Academic Director for approval. Obtain and retain documentary evidence supporting the waiver decision on the student's file.	Admissions Team	Passport, Academic records, English language test results, Student records Qualification Cancellation Response Policy and Procedure
9. Assess Overseas Student Transfer Requirements	• Determine if the applicant has previously commenced study with another registered provider in Australia. • Assess whether the proposed enrolment is subject to transfer requirement/ release restrictions • Where an education agent is involved, determine if payment of an education agent commission is permitted.	Admissions Team	Student Application Form, PRISMS, Previous CoE(s), Release Letter, Education Agent Information, Student File

Step	Key Actions	Responsibility	Supporting Documents
	• Record the assessment outcome and retain supporting evidence before issuing a Letter of Offer, Written Agreement or CoE.		
10. Conduct English language proficiency and LLND assessment	• Complete the Versant Placement Test (if no evidence of English language proficiency has bene supplied) • Require all prospective students to complete the LLND Robot assessment. • Review Versant test results (if applicable, LLND Robot assessment outcomes against the required ACSF and DLSF benchmark levels for the course. • Determine the student's LLND admission outcome in accordance with the LLND and Digital Literacy Admission Decision Framework. • Record whether the student is: o Suitable – No LLND Support Required; o Suitable – LLND Support Required; or o Unsuitable. • Record any identified learning support requirements. • Where results indicate differing levels of capability, obtain additional assessment or clarification before making an admission decision. • Retain evidence of assessment outcomes and admission decisions on the student file. • Determine whether the prospective student has the foundation skills required to participate successfully in training and assessment and identify any learning support needs. • Determine whether the training product is suitable for the prospective student based on the outcome of the Skills and Competencies Review.	Admissions Team / Academic Team	Versant English Placement Test, LLND Robot, Appendix B, Appendix D Appendix D
11. Communicate suitability and admission outcomes	• Provide suitability advice before enrolment or financial commitment. • Explain identified support needs and participation expectations, if required • Communicate refusal or offer withdrawal reasons in writing • Suggest alternative pathways where appropriate. • Retain the communication	Admissions Team / Academic Team	Suitability assessment, outcome correspondence
12. Conditional offers	• Where admission requirements, supporting documentation or suitability review activities are incomplete, consider whether a conditional offer may be issued.	Admissions Team	Conditional Letter of Offer Student records

Step	Key Actions	Responsibility	Supporting Documents
	• Clearly identify all outstanding conditions that must be satisfied before enrolment can proceed. • Specify timeframes for satisfying the conditions. • Obtain approval from an authorised staff member before issuing a conditional offer. • Record and monitor all conditional offers and outstanding conditions through the student management system or admissions tracking processes. • Confirm all conditions have been satisfied before enrolment proceeds or a CoE is issued.		Admissions tracking records
13. Verify USI	• Confirm the student has provided a valid Unique Student Identifier (USI) where required. • Verify the USI against the student's personal details using RTOM's USI verification function. • Where a USI is not provided, obtain student consent and apply for a USI on the student's behalf where permitted. • Ensure evidence of USI verification is retained in the student file.	Admissions Team	RTOM Student personal details
14. Monitor CRICOS capacity	• Monitor enrolments against the approved CRICOS capacity for each CRICOS delivery location. • When utilisation reaches **80%,** notify the Compliance Team and CEO in writing. • When utilisation reaches **100%,** cease enrolling further overseas students or issuing additional CoEs for that location and notify the Compliance Team and CEO	Quality Assurance Team	PRISMS reports, Enrolment reports
15. Issue Letter of Offer	• Assess where applicable, overseas student transfer requirements have been assessed, any transfer restrictions have been satisfied, and education agent commission requirements have been confirmed before issuing a Letter of Offer and Written Agreement • Issue a Letter of Offer and Written Agreement only after confirming that: o applicant meets all applicable entry requirements o any identified LLND or learning support requirements have been documented and communicated to relevant staff where required o any conditions attached to a conditional offer have been satisfied.	Admissions Team	Letter of Offer, Written Agreement

Step	Key Actions	Responsibility	Supporting Documents
16. Receive acceptance	• Receive the signed Letter of Offer and Written Agreement from the student before enrolment proceeds. • Only proceed with invoice issuance after signed document is received	Admissions Team	Signed Written Agreement
17. Process deferral requests	• Receive written request, reasons and supporting evidence. • Assess under the Enrolment Variation Policy and Procedure. • Notify the applicant of outcome • Update enrolment records and PRISMS where applicable. • Retain the request and decision.	Admissions Team	Deferral request, evidence, decision record, PRISMS
18. Record documentation	• Store application documents, entry requirement evidence, age verification documents, LLND and suitability assessment outcomes, approved entry requirement waivers (where applicable), and all supporting documentary evidence in the student record	Admissions Team	Student records
19. Notify changes affecting prospective students	• If changes arise that affect prospective students before enrolment, provide updated information as soon as practicable and ensure published information is updated.	Admissions Team / Marketing Team	Website updates, email records, revised course information
20. Monitor admissions processes	• Periodically review admissions activities to confirm that pre-enrolment information is accurate, student suitability is assessed prior to enrolment, and admissions decisions are applied consistently in line with the Intended System Outcomes of this policy. Record improvement actions where required.	Admissions Team / Quality Assurance	Continuous Improvement Register, Admissions records

6. Related Documents

This policy should be read in conjunction with:

- Application Form
- Letter of Offer and Written Agreement
- Student Handbook
- Course Credit Policy and Procedure
- Fees and Refunds Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Marketing and Advertising Policy and Procedure
- Education Agent Policy and Procedure
- Student Support and Wellbeing Policy and Procedure
- Enrolment Variation (Deferral, Suspension and Cancellation) Policy and Procedure.

- Diversity Awareness and Inclusion Policy and Procedure
- Reasonable Adjustment Policy and Procedure
- Records Management Policy and Procedure
- ELICOS Student Placement Policy and Procedure.
- Qualification Cancellation Response Policy and Procedure

7. Document Information and Review

Document Information	
Document ID	FUT-01
Policy Category	FUT - Future Students
Responsible officer	Joe Lynch
Key Stakeholder(s)	
Approval by	CEO
Endorsed by	Academic Director and Head of Quality Assurance
Date of Approval	[Publish Date]
Date Effective	TBD
Date of Next Review	TBD

Version History		
Version	**Date**	**Amendment(s)**
5.0	11 March 2026	• Updated to reflect current procedures
6.0	03 June 2026	• Include appendices relating to English proficiency, LLND and versant test requirements
7.0	12 June 2026	• Updated admissions verification and CT/RPL assessment requirements relating to qualification cancellation and reliable evidence checks.
8.0	15 October 2026	• Updated to incorporate ELICOS admissions requirements.

Appendix A: Academic Entry Requirements

Academic Entry Requirements	
Course Level	**Requirements**
Certificate III	• Australian Year 10 or equivalent and above
Certificate IV	• Australian Year 10 or equivalent and above
Diploma	• Australian Year 12 or equivalent and above

Exceptions

- The above academic entry requirements apply to all VET courses offered by ALG.
- The academic entry requirement for CHC30125 Certificate III in Early Childhood Education and Care is the equivalent of Australian Year 12 or above. Where students have completed Year 12 in their home countries but not equivalent to Australian Year 12, this can be assessed on a case by case.

Equivalent Academic Entry Requirements

- Academic entry requirements are assessed case by case, based on completion of final secondary schooling or equivalent in the applicant's country.
- Specific country academic equivalencies should be verified against the Australian Government's Country Education Profiles (CEP) resource where required: https://internationaleducation.gov.au/services-and-resources/services-for-organisations/Pages/Services-for-organisations.aspx

Prerequisite Academic Entry Requirements	

CHC43015 Certificate IV in Ageing Support	• *CHC33015 Certificate III in Individual Support*; or
	• Students that hold the *CHC33021 Certificate III in Individual Supp*ort will receive credit transfer for the following units:
	  ○ CHCCCS011 Meet personal support needs
	  ○ CHCCCS015 Provide individualised support
	  ○ CHCCCS023 Support independence and wellbeing
	  ○ CHCDIV001 Work with diverse people
	  ○ HLTWHS002 Follow safe work practices for direct client care

	○ HLTAAP001 Recognise healthy body systems ○ HLTAID011 Provide first aid • These students will receive gap training and assessment for the units below due to lack of alignment between the *CHC33021 Certificate III in Individual Support* and *CHC43015 Certificate IV in Ageing Support:* ○ CHCAGE001 Facilitate the empowerment of older people ○ CHCAGE002 Implement falls prevention strategies ○ CHCAGE005 Provide support to people living with dementia
SIS40221 Certificate IV in Fitness	Entry to this qualification is open to individuals who hold the following units of competency (or units that have been superseded by these units): 1. HLTAID011 Provide First Aid 2. HLTWHS001 Participate in workplace health and safety 3. SISFFIT032 Complete pre-exercise screening and service orientation 4. SISFFIT033 Complete client fitness assessments 5. SISFFIT035 Plan group exercise sessions 6. SISFFIT036 Instruct group exercise sessions 7. SISFFIT040 Develop and instruct gym-based exercise programs for individual clients 8. SISFFIT047 Use anatomy and physiology knowledge to support safe and effective exercise 9. SISFFIT052 Provide healthy eating information
CHC50125 Diploma of Early Childhood Education and Care	• *CHC30121 Certificate III in Early Childhood Education and Care OR* • *CHC30113 Certificate III in Early Childhood Education and Care.* Alternatively, individuals may hold: • An Australian diploma in Early Childhood Education and Care OR • An Australian diploma or certificate III in Children's Services. AND • Demonstrate at least 12 months of cumulative employment (full-time equivalent) within the last 5 years in a regulated education and care service in Australia, supported by verifiable evidence. OR • Hold the skills set, CHCSS00147 Entry into Diploma of Early Childhood Education and Care.
11150NAT Diploma of Yoga Teaching	• *111490NAT Certificate IV in Yoga Teaching*; or • *10696NAT Certificate IV in Yoga Teaching*; or • another accredited Certificate IV in Yoga Teaching
ELICOS courses	• There are on academic entry requirements for ELICOS courses

Appendix B: English Proficiency Requirements

English Proficiency Requirements	
Course Level	**Requirements**
Certificate III **Certificate IV**	• IELTS 5.5 (or equivalent), with no individual band under 5.0; or • ALG in-house English Proficiency test equivalent to IELTS 5.5; or • a Certificate IV level qualification (or higher) completed from the Australian Qualifications Framework (AQF) in Australia within 2 years of commencing course with ALG; or • completion in Australia and in the English language, the Senior Secondary Certificate of Education within 2 years before commencing course with ALG.
Diploma	• IELTS 6.0 (or equivalent), with no individual band under 5.5; or • ALG in-house English Proficiency test equivalent to IELTS 6.0; or • a Certificate IV level qualification (or higher) completed from the Australian Qualifications Framework (AQF) in Australia within 2 years of commencing course with ALG; or • completion in Australia and in the English language, the Senior Secondary Certificate of Education within 2 years before commencing course with ALG.
ELICOS courses	General English (CRICOS Course Code: 121324G) • Evidence of English proficiency at CEFR = B1 level (Pre-Intermediate/ IELTS = 5.0)
Acceptable Evidence of English Proficiency	
Students can provide various types of evidence to demonstrate that they have the required level of English proficiency before commencing their course as outlined below.	
1) Official English Language Tests	Note: *English language test scores listed below are used as indicative entry benchmarks only. Final admission decisions also take into account the outcome of the Skills and Competencies Review, including LLND assessment against the required ACSF and DLSF benchmark levels for the course.* ALG accepts English proficiency results from the following official tests, (test results not older that two years from proposed commencement date). • International English Language Testing System (IELTS) • Test of English as a Foreign Language Internet Based Test (TOEFL iBT) • CI Advanced • Pearson Test of English (PTE) • LANGUAGECERT Academic

	<table><tr><th>Official Test Provider</th><th>ELICOS</th><th>Minimum Test Score (Certificate III & Certificate IV Courses)</th><th>Minimum Test Score (Diploma Level Courses)</th></tr><tr><td>IELTS General</td><td>5.0</td><td>5.5 overall (no band below 5.0)</td><td>6.0 overall (no band below 5.5)</td></tr><tr><td>TOEFL iBT</td><td>2.5 - 3.0</td><td>3.0 – 3.5</td><td>60</td></tr><tr><td>Cambridge C1 Advanced</td><td>N/A</td><td>N/A</td><td>161</td></tr><tr><td>PTE Academic</td><td>31-38</td><td>39</td><td>47</td></tr><tr><td>LANGUAGECERT Academic</td><td>54</td><td>54</td><td>61</td></tr></table>
2) ALG In-House English Proficiency Test **(Versant English test)**	ALG uses the Pearson Versant English Placement Test as its in-house English proficiency test where an applicant has not provided other acceptable evidence of English language proficiency ALG may require students to complete a further confirmatory test on campus before the commencement of their course where necessary (Refer to Appendix D below for test score equivalencies).
3) Australian Vocational Qualifications	Students who have completed a Certificate IV qualification or higher in Australia within the two years prior to commencing their studies with ALG are not required to provide additional evidence of English proficiency.
4) Students already enrolled with ALG progressing to a higher-level qualification	Students who have completed a qualification with ALG and wish to enrol in a higher-level qualification may be exempt from providing additional English proficiency evidence, based on their academic record with ALG.
5) Successful Completion of Year 12 in Australia	Students who have completed the High School Certificate (HSC) in Australia in English within the two years prior to commencing their enrolment with ALG meet the English proficiency requirement. Applicants must provide documentary evidence of completion.
6) Completion of ELICOS program prior to ALG course	ALG will accept ELICOS course results from an approved ELICOS provider as evidence of English language proficiency, in accordance with the requirements specified in the relevant pathway agreement.
7) Exemptions	Students who hold a passport from Australia, the United Kingdom, the United States of America, Canada (excluding Quebec), New Zealand, South Africa or the Republic of Ireland are not required to provide evidence of English proficiency.

Appendix C: Qualification ACSF/ Foundation skill requirements

Qualification	Core Foundation Skill					
	Learning	Reading	Writing	Oral comm.	Numeracy	Digital
CHC30125 Certificate III in Early Childhood Education and Care	3	3	3	4	3	3
CHC33021 Certificate III in Individual Support	3	3	3	4	3	3
CHC42021 Certificate IV in Community Services	4	4	4	4	3	3
CHC43015 Certificate IV in Ageing Support	4	4	4	4	3	3
CHC50125 Diploma of Early Childhood Education and Care	5	4	4	4	3	3
CHC51015 Diploma of Counselling	5	4	4	4	3	3
CHC52025 Diploma of Community Services	5	4	4	4	3	3
CHC53315 Diploma of Mental Health	5	4	4	4	3	3
SIS30321 Certificate III in Fitness	4	3	3	3	3	3
SIS40221 Certificate IV in Fitness	5	4	4	4	3	3
11149NAT Certificate IV in Yoga Teaching	4	4	4	4	3	3
11150NAT Diploma of Yoga Teaching	5	4	4	4	3	3

Appendix D: Pearson Versant English Placement Test Concordance Tables

Speaking

VEPT score 20-70	IELTS Band 1-9
67-70	7
62-66	6.5
56-61	6
50-55	5.5
44-49	5
38-43	4.5
32-37	4
26-31	3.5
20-25	3

Writing

VEPT score 20-70	IELTS Band 1-9
63-70	6.5
55-62	6
47-54	5.5
39-46	5
31-38	4.5
22-30	4
20-21	3.5

Listening

VEPT score 20-70	IELTS Band 1-9
70	8.5
66-69	8
62-65	7.5
59-61	7
55-58	6.5
52-54	6
48-51	5.5
44-47	5
41-43	4.5
37-40	4
34-36	3.5
30-33	3
27-29	2.5
23-26	2
20-22	1.5

Reading

VEPT score 20-70	IELTS Band 1-9
69-70	8.5
65-68	8
60-64	7.5
56-59	7
52-55	6.5
48-51	6
43-47	5.5
39-42	5
35-38	4.5
31-34	4
27-30	3.5
22-26	3
20-21	2.5

VEPT Overall Score	IELTS Overall Band
20-22	2.5
23-26	3.0
27-31	3.5
32-36	4.0
37-40	4.5
41-45	5.0
46-50	5.5
51-55	6.0
56-60	6.5
61-65	7.0
66-69	7.5
70-74	8.0
75-79	8.5
80	9.0

VEPT 20 – 80	CEFR <A1 – C2
20-23	<A1
24-33	A1
34-45	A2
46-56	B1
57-67	B2
68-78	C1
79-80	C2

Appendix E: LLND Assessment Outcomes

LLN Assessment Result	Admissions Outcome
75% or above in all five assessed LLN skill areas	🟢 Suitable
Between 50% and 74% in one or more assessed LLND skill areas	🟡 Suitable with LLND Support
Less than 50% in one or more assessed LLN skill areas	🔴 Unsuitable
0% in any assessed LLN skill area	⛔ Invalid: LLN Assessment must be retaken
Digital Literacy Assessment Result	**Admissions Outcome**
Suitable	🟢 Suitable
Support Required	🟡 Suitable with Digital Literacy Support
Unsuitable	🔴 Unsuitable