

Admissions Policy and Procedure

1. Purpose

Australian Learning Group Pty Limited (ALG) ensures that prospective students are provided with comprehensive, current and plain English information to enable them to make informed decisions about their education in accordance with Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and Standard 5 of the Standards for Registered Training Organisations (RTOs) 2015. In order to do so, ALG provides a transparent, fair and efficient admissions process. This policy and procedure establish arrangements to ensure that prospective international students are properly informed and protected and that ALG's admissions process is transparent, fair and efficient.

2. Scope

This policy and procedure apply to all overseas students or intending overseas students as well as ALG staff involved in the admission and enrolment of overseas students.

3. Policy

Informing and Protecting Students Pre-Enrolment

- 3.1. ALG ensures that prospective overseas students are fully informed prior to enrolment and prior to the commencement of training and assessment through the provision of comprehensive, current and plain English information on the ALG website and in the course guide.
- 3.2. ALG informs prospective students of course entry requirements prior to enrolment through this policy, publication of the course entry requirements on the ALG website, the course guide and within the Letter of Offer. Prior to enrolment, students are responsible for reviewing this information.
- 3.3. Prior to enrolment or the commencement of training and assessment, whichever comes first, advice is provided to the prospective students about the training product's appropriateness to meet the student's needs, taking into account the individual's existing skills and competencies.

Entry Requirements

- 3.4. Prior to commencing a course, students must satisfy the relevant course entry requirements. Students must meet:
 - a) minimum age requirements;
 - b) minimum English level requirements;
 - c) minimum academic requirements;
 - d) minimum Language, Literacy, Numeracy and Digital Literacy (LLND) requirements;
 - e) any prerequisites specific to the course; and
 - f) any additional requirements specific to the course.

Age Requirements

- 3.5. Students must be at least 18 years old at time of submitting their application with ALG and provide a certified copy of their current passport to confirm their age.

English Proficiency Requirements

- 3.6. Students must provide evidence of meeting the minimum English proficiency requirements outlined in Appendix A.
- 3.7. Where students who have packaged their enrolment with an ELICOS provider do not meet the English proficiency requirements prior to the commencement of their ALG course, they must:
- a) defer their course with ALG in accordance with the Deferral, Suspension and Cancellation Form;
 - b) re-enrol or extend their enrolment in an appropriate English-language Course (ELICOS) for an appropriate duration;
 - c) provide a signed valid Letter of Offer from the registered ELICOS provider; and
 - d) upon successful completion of the ELICOS course, commence their course with ALG.
- 3.8. Students may need to evidence different levels of English proficiency for the purpose of applying for a student visa as outlined by the Department of Home Affairs. Regardless of ALG's English proficiency requirements, all international applicants should be aware that they must satisfy the Department of Home Affairs evidentiary requirements in relation to their student visa application.

Academic Requirements

- 3.9. Students must provide certified copies of evidence demonstrating meeting the minimum academic entry level requirements outlined in Appendix B.
- 3.10. To evidence satisfaction of academic entry requirements, applicants must provide academic records, as well as the awarded certificate where the qualification was successfully completed. Where the academic documents are not in English, students must also provide copies of the following documents, applicants must provide:
- the awarded certificate in the language of origin (where the qualification has been completed);
 - the transcript of academic records showing results in the language of origin;
 - an English translation of all academic documents; and
 - a copy of the relevant grading scale where available.

LLND Requirements

- 3.11. Students must demonstrate that they meet the Language, Literacy, Numeracy and Digital Literacy (LLND) requirements for the course through completion of the test.
- 3.12. Where results identify a minor gap, the student may be allowed to commence their studies with ALG but be required to attend LLND classes.
- 3.13. Where results identify a significant gap, the student will not be allowed to commence their studies with ALG and may be advised to change their enrolment to a lower AQF level course or cancel their enrolment.

Prerequisite Requirements

- 3.14. Where ALG's courses have academic prerequisite requirements, students must demonstrate that they have successfully completed the prerequisite course. ALG's courses with prerequisites are outlined in Appendix B.
- 3.15. Where students have completed the prerequisite course with another registered provider, certified copies of the qualification and record of results must be provided. By providing the copy, the student agrees to ALG authenticating the documents.
- 3.16. Where students have completed the prerequisite course with ALG, the Admissions Team conducts internal checks to ensure that the requirements have been met.

Other Requirements

- 3.17. ALG's courses may have other requirements. Although these do not need to be evidenced as part of the admissions process, students should evaluate their ability to obtain these requirements which may be required during their enrolment as they progress through the course(s). Other requirements include but are not limited to:
 - a) obtaining a Working With Children Check (WWCC) or equivalent
 - b) obtaining a National Police Check (NPC) or equivalent.

Evidence Requirements

- 3.18. 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.
- 3.19. 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.

Credit Transfer and Recognition of Prior Learning

- 3.20. As part of the admissions process, students can apply for Credit Transfer (CT) or Recognition of Prior Learning (RPL) in accordance with the Credit Transfer and Recognition of Prior Learning Policy and Procedure.

Genuine Student Requirements

- 3.21. 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 a GS Form which is completed by the overseas student and supporting evidence which are assessed by the Admissions Team prior to issuance of a Letter of Offer.

Disabilities, Impairments and Long-Term Conditions

- 3.22. Applicants with disabilities, impairments or long-term conditions may or may not be able to undertake certain courses. The applicant has the choice to disclose disabilities, impairments or long-term conditions through the relevant section in the Application Form. For any student who declares any disability, impairment or long-term condition, ALG will seek further details from the student to assist in determining the suitability of the course and consult with the Academic Team and the student to determine if reasonable adjustments are required to complete the course successfully in accordance with the Reasonable Adjustment Policy and Procedure.

Application

- 3.23. When seeking enrolment with ALG, applicants or their education agent who holds a third-party arrangement with ALG, must submit a completed Application Form prior to the course commencement date.
- 3.24. Where students submit their application after the course commencement date, it is considered a late application. Where the application is submitted in the first two weeks of the term, it is to ALG's discretion to accept and assess the late application.
- 3.25. Applications submitted after the first two weeks of the term are automatically rejected.

Letter of Offer

- 3.26. ALG issues a Letter of Offer to applicants who have satisfied all entry requirements and have provided certified copies required.
- 3.27. ALG may, with full discretion, issue a Conditional Letter of Offer where entry requirements are in the process of being completed or provided.
- 3.28. The Admissions Team aims to issue a Letter of Offer to a prospective student within 8 working hours from when the complete application is received.
- 3.29. The Admissions Team holds the discretion to refuse issuance or withdraw a Letter of Offer or where they reasonably suspect that:
- a) an offer was made on the basis of incomplete or inaccurate information supplied by the student or a representative third-party; or
 - b) an offer is in conflict with legislative requirements; or
 - c) ALG is unable to deliver the course; or
 - d) the applicant is unable to meet all requirements prior to commencement.

Written Agreements

- 3.30. ALG enters into a written agreement with a student when the Letter of Offer is signed and accepted by the student. This must be concurrent with or prior to any fees are paid by the overseas student.

Fees

- 3.31. The fees for each course of study at ALG can be found at the Course Fees document published on the ALG website.
- 3.32. The fees outlined in the Letter of Offer are indicative only and reflect tuition fees at the time of issuance and may be subject to changes in accordance with the Fees and Refunds Policy and Procedure.

- 3.33. ALG does not accept tuition fees from students prior to the student or intending student accepting the Letter of Offer.

Confirmation of Enrolment (CoE)

- 3.34. ALG issues a CoE to an applicant once they have accepted the Letter of Offer and all required payments have been made in accordance with the fees schedule contained in the Letter of Offer.
- 3.35. ALG issues a CoE where all conditions outlined in the Letter of Offer have been fulfilled or if conditions did not apply in the first place.

Student Visa Requirements

- 3.36. 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.
- 3.37. 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 prior to the expiry or exhaustion of their study rights, or otherwise have their enrolment cancelled.
- 3.38. 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 Deferral, Suspension and Cancellation Policy and Procedure.

Overseas Students Health Cover

- 3.39. Australian Government regulations require all international students to have Overseas Students Health Cover (OSHC) for their period of time in Australia. Students are responsible for obtaining and maintaining health cover for the duration of their course.

Readmission

- 3.40. Past students who were enrolled in a course at ALG and have since withdrawn from their studies or have had their enrolment cancelled by ALG, must reapply to resume their study at ALG by completing the Returning ALG Student Application Form.
- 3.41. ALG may reject the application to be readmitted if the applicant is a past student re-applying to study with ALG but has a record of being reported for non-commencement of studies, misconduct, unsatisfactory course progress, or non-payment of fees.

Waiver of Entry Requirements

- 3.42. 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.

Student Contact Information

- 3.43. The Admissions Team records the student's contact information in the Student Management System and in PRISMS based on the information provided by the student during the application process. Where there are changes to contact information,

students must update ALG within 7 calendar days and ALG must report these changes in both the Student Management System and PRISMS within 31 calendar days.

Changes to Agreed Services

- 3.44. Where there are any changes to agreed services delivered by ALG to current or prospective students, ALG advises the student or applicant as soon as practicable, including in relation to any new third-party arrangements, changes to existing third-party arrangements, or a change in ownership.

Record Retention

- 3.45. The Admissions Team ensures that all documents supplied by the student during the application process, the written agreement and receipts of payments are saved in the Student Management System and are retained in accordance with the Record Retention Policy and Procedure.

Complaints and Appeals

- 3.46. Students and applicants who are dissatisfied with an admission related decision retain the right to access ALG's complaints and appeals system in accordance with the Complaints and Appeals Policy and Procedure.

Governance

- 3.47. The Admissions Team provides reports to the Management Meeting on a regular basis demonstrating compliance to this policy and procedure.

Quality Assurance

- 3.48. The Compliance Team conducts regular quality assurance activities to ensure compliance against this policy and regulatory requirements, as scheduled in the annual Calendar of Compliance.

4. Responsibilities

International Students

- 4.1. All international students and prospective international students are responsible for:
- reviewing and evaluating course information as disseminated by ALG;
 - accurately completing the Application Form;
 - ensuring appropriate evidence is provided demonstrating satisfaction of entry requirements;
 - applying for and ensuring a valid visa
 - obtaining and maintaining OSHC for the duration of their course in Australia;
 - updating ALG within 7 calendar days where there are any changes to their contact information.

Education Agents

- 4.2. Education agents are responsible for:
- providing advice to international students on courses and entry requirements;
 - aiding international students through the admissions process; and

- complying with responsibilities under the ESOS Framework, the written agreement and the Education Agent Policy and Procedure.

Admissions Team

- 4.3. The Admissions Team is responsible for the timely processing of applications in accordance with this policy and procedure.

Compliance Team

- 4.4. The Compliance Team is responsible for conducting regular quality assurance activities to ensure compliance against this policy and regulatory requirements.

5. Procedure

Admission of Students

- 5.1. The below procedure is followed to admit a student into a course or a program of courses at ALG:
- 1) The student, or their education agent who holds a valid third-party arrangement with ALG submits an Application Form with supporting documentation. At the time of application, the student must provide certified copies of their passport and their academic qualifications to demonstrate meeting the academic entry requirements. Where documents or information are missing, the Admissions Team liaises with the student and the education agent to obtain.
 - 2) Based on GTE screening processes, the Admissions Team may request a GTE Form from which must be completed by the student. The Admissions Team assesses the GTE Form as part of the application.
 - 3) Prior to the issuance of a Letter of Offer, the student advises the Admissions Team where they seek to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT). Where applicable, the student submits a RPL or CT Form.
 - 4) The Admissions Team saves all documents in the Student Management System.
 - 5) The Admissions Team assesses the application and supporting documents and endeavours to issue a Letter of Offer within 8 business hours. Where the application is approved and all entry requirements have been met, the Admissions Team issues a full Letter of Offer. Where the application is approved and entry requirements have been partially met, a Conditional Letter of Offer is issued. Where an application is rejected, the Admissions Team sends a written outcome explaining the rejection to the student and the education agent.
 - 6) The student accepts the Letter of Offer after reviewing all the terms and conditions.
 - 7) The student or their education agent, pays the fees in accordance with the fees schedule in the Letter of Offer.
 - 8) The Admissions Team issues a Confirmation of Enrolment through PRISMS where a student has met all conditions and fulfilled all entry requirements. The conditions are to be outlined in the comments in the Confirmation of Enrolment.

- 9) 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.

6. Definitions

The definitions of key terms relevant to this document are contained in the ALG Glossary.

7. Related Documents

This policy should be read in conjunction with the following:

- Application Form
- Record Retention Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Written Agreements Policy and Procedure
- Course Credit Policy and Procedure
- Calendar of Compliance
- PRISMS Provider User Guide.

8. Document Information and Review

Document Information		
Document ID	STU005	
Policy Category	Admissions	
Audience	Students and Staff	
Document Owner	Quality Assurance Manager	
Key Stakeholder(s)	Chief Executive Officer, General Manager Future Students, Head of Admissions, Senior Sales Manager, Academic Director	
Approval by	Head of Admissions	
Date of Approval	2 September 2024	
Date Effective	2 September 2024 – the cease of issuance of conditional Confirmation of Enrolments will be effective from 1 December 2024.	
Date of Next Review	2 September 2027	
Version History		
Version	Date	Amendment(s)
1.0	2 September 2024	<ul style="list-style-type: none"> • removal of conditional Confirmation of Enrolments • consolidation of English Proficiency Factsheet in Appendix A • clarification of responsibilities • revision of prerequisite courses • editorial updates.

Appendices
Appendix A – English Proficiency Requirements

English Proficiency Requirements	
Course Level	Requirements
Certificate III	<ul style="list-style-type: none"> • 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.
Certificate IV	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

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	<p>ALG accepts English proficiency results from the following official tests, subject to the test results being no more than two years old at the commencement of the course:</p> <ul style="list-style-type: none"> • International English Language Testing System (IELTS) (Academic) • Test of English as a Foreign Language Internet Based Test (TOEFL iBT) • Cambridge English: Advanced (CAE) • Pearson Test of English (PTE) • Occupational English Test (OET).
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	<p>The minimum scores are outlined in the table below:</p> <table border="1"> <thead> <tr> <th>Official Test Provider</th> <th>Minimum Test Score (Certificate III and Certificate IV Level Courses)</th> <th>Minimum Test Score (Diploma Level Courses)</th> </tr> </thead> <tbody> <tr> <td>IELTS (Academic)</td> <td>5.5 (with no individual band under 5.0)</td> <td>6.0 (with no individual band under 5.5)</td> </tr> <tr> <td>TOEFL iBT</td> <td>46</td> <td>60</td> </tr> <tr> <td>Cambridge English (CAE)</td> <td>162</td> <td>169</td> </tr> <tr> <td>PTE</td> <td>42</td> <td>50</td> </tr> <tr> <td>OET</td> <td>B</td> <td>B</td> </tr> </tbody> </table>	Official Test Provider	Minimum Test Score (Certificate III and Certificate IV Level Courses)	Minimum Test Score (Diploma Level Courses)	IELTS (Academic)	5.5 (with no individual band under 5.0)	6.0 (with no individual band under 5.5)	TOEFL iBT	46	60	Cambridge English (CAE)	162	169	PTE	42	50	OET	B	B
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TOEFL iBT	46	60																	
Cambridge English (CAE)	162	169																	
PTE	42	50																	
OET	B	B																	
2) ALG In-House English Proficiency Test	<p>ALG offers an in-house English proficiency test for students that need to provide evidence of their English proficiency and that do not meet any of ALG's alternative requirements. Offshore applicants will be able to complete the ALG in-house English proficiency test online. Onshore applicants can complete the ALG in-house English proficiency test online or on campus. ALG reserves the right to require such students to undertake a further confirmatory test on-campus before the commencement of their course.</p>																		
3) Australian Vocational Qualifications	<p>Students that provide a completed Certificate IV level qualification (or higher) from the Australian Qualifications Framework completed in Australia within two years of the commencement of their studies with ALG are not required to provide further evidence of English proficiency.</p>																		
4) Students already enrolled with ALG progressing to a higher-level qualification	<p>Students who have completed a qualification with ALG and wish to enrol in a higher-level qualification with ALG that requires a higher English proficiency level, may be exempt from these requirements based on their academic record. No further evidence may be required.</p>																		
5) Successful Completion of Year 12 in Australia	<p>Students who have completed the Secondary Certificate of Education in Australia and in the English language, two years before commencing their enrolment with ALG, meet the English proficiency requirement. As evidence, students must provide evidence of the relevant Secondary Certificate of Education for their state.</p>																		
6) Completion of ELICOS program prior to ALG course	<p>International students may package their intended course at ALG with an English language course from an English Language Intensive Courses for Overseas Students (ELICOS) provider. Under a packaged program, students may apply for a student visa for the combined duration of the ELICOS and ALG course.</p> <p>Completion of the ELICOS program is not sufficient evidence of English proficiency in terms of ALG's entry requirements. Students will be required to undertake an ALG in-house English proficiency test to evidence proficiency before commencing their course unless the ELICOS provider has in place a pathway agreement with ALG.</p>																		

	It is to ALG's discretion to accept an ELICOS certificate as sufficient evidence of English proficiency which is determined on a case-by-case basis.
7) Exemptions	Students who are citizens of and hold a passport from the United Kingdom, the United States of America, Canada (excluding Quebec), New Zealand or the Republic of Ireland, are not required to present evidence of English proficiency as part of their application.

Appendix B – Academic Entry Requirements

Academic Entry Requirements	
Course Level	Requirements
Certificate III	<ul style="list-style-type: none"> Australian Year 10 or equivalent and above
Certificate IV	<ul style="list-style-type: none"> Australian Year 10 or equivalent and above
Diploma	<ul style="list-style-type: none"> Australian Year 12 or equivalent and above
Exceptions	
<ul style="list-style-type: none"> The academic entry requirement for CHC30121 Certificate III in Early Childhood Education and Care is the equivalent of Australian Year 12 or above. 	

Equivalent Academic Entry Requirements
Equivalent academic entry requirements for international qualifications can be identified through Equivalent Academic Entry Requirements .

Prerequisite Requirements	
CHC43015 Certificate IV in Ageing Support	<ul style="list-style-type: none"> CHC33015 Certificate III in Individual Support; or Students that hold the CHC33021 Certificate III in Individual Support will receive credit transfer for the following units: <ul style="list-style-type: none"> 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 below mentioned units due to lack of alignment between the CHC33021 Certificate III in Individual Support and CHC43015 Certificate IV in Ageing Support: <ul style="list-style-type: none"> CHCAGE001 Facilitate the empowerment of older people CHCAGE002 Implement falls prevention strategies

	<ul style="list-style-type: none"> ○ CHCAGE005 Provide support to people living with dementia
SIS40221 Certificate IV in Fitness	<ul style="list-style-type: none"> • SIS30321 Certificate III in Fitness
CHC50121 Diploma of Early Childhood Education and Care	<ul style="list-style-type: none"> • CHC30121 Certificate III in Early Childhood Education and Care
10697NAT Diploma of Yoga Teaching	<ul style="list-style-type: none"> • 10696NAT Certificate IV in Yoga Teaching
11150NAT Diploma of Yoga Teaching	<ul style="list-style-type: none"> • 111490NAT Certificate IV in Yoga Teaching; or • 10696NAT Certificate IV in Yoga Teaching; or • another accredited Certificate IV in Yoga Teaching