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Recruitment of an Overseas Student Policy & Procedure

National Code Standard 2

Federation Technology Institute (FTI) will recruit students in an ethical and responsible manner and will provide information that enables students to make well informed decisions about studying with us, prior to enrolment.

Students are provided with our comprehensive International Student Handbook *prior to enrolment* to enable them to make informed decisions about their studies with Federation Technology Institute (FTI) and in Australia. Students are also provided with links to our website and supplementary sites to ensure they are very well informed prior to enrolling into a course.

FTI endeavours to ensure qualifications, experience and English language proficiency are appropriate for all of its courses.

Any changes to student's enrolments will be advised to students in writing and students will be required to sign a document as evidence of being advised, understanding and accepting or not accepting the changes.

Each enrolment application is assessed as per our *Enrolment Assessment form* and approved by the Compliance Officer PRIOR to the issue of a COE.

The International Student Handbook (ISH) and/or website links, FTI website and/ or *Staff Handbook of Policies and Procedures Applicable to CRICOS Students,* will provide students and staff with all requirements of the legislation.

All staff are provided with an electronic copy of the *Staff Handbook of Policies and Procedures Applicable to CRICOS Students* during induction and continually notified of any changes, as they are implemented.

PRIOR TO ACCEPTING A STUDENT ENROLMENT

FTI WILL ENSURE STUDENTS RECEIVE ALL OF THE FOLLOWING IN PRINT (*International Student Handbook*) *OR* ELECTRONICALLY (*website or links to other websites for supplementary information*

Information specific to the course may be given prior and / or at the same time as providing a Letter of Offer/Acceptance of Offer /Agreement Contract to the Student.

a) The Course duration and holiday breaks
b) the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications required, work experience required, if any community based learning, research arrangements are included, and whether course credit may be applicable

c) the course content CRICOS Course Code and duration, qualification offered if applicable, modes of study (including if any online/distance component) and assessment methods

d) campus locations, facilities, equipment, and learning and library resources available to students

e) details of any arrangements with another provider, person or business to provide the course or part of the course

f) indicative tuition and non-tuition fees including advice on the potential for fees to change during the student's course and applicable cancellation and refund policies

g) Information about the grounds on which the student's enrolment may be deferred, suspended or cancelled (*Deferring, Suspending and Cancelling Student's Enrolment Policy to be included).*
h) The Course qualification/award or other outcomes

i) Official description of the ESOS Framework made available electronically by DET, and

j) Relevant information on living in Australia, including:
   i. indicative costs of living
   ii. accommodation options; and
   iii. where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.

FTI policy is students do not pay any course money until they have signed and lodged a formal written agreement. However if students pay by direct payment into our bank account or another means eg mail, prior to signing a formal written agreement, we will not use the fees received and will immediately contact the student or their agent to inform them the payment cannot be processed (and the enrolment cannot progress) until the signed agreement is received. FTI will keep such evidence on the student file. Agents cannot sign on behalf of students.

FTI uses a range of criteria in our assessment of applications for students for entry into our courses, in general the potential student must:

- have a strong commitment to studying in Australia
- Be a genuine/bona fide student (attend class and progress in the course)
- have suitable education, qualifications and/or experience
- be able to meet the financial cost of the qualifications and living expenses
- have the required English Language skills as outlined for each course.

FTI staff will check all presented student qualifications (including English proficiency) for authenticity, being original copies of documentation or suitably certified original copies.

FTI will assess every application to ensure students have the appropriate education, qualifications, experience and English Language proficiency for each course they apply to enrol.

Students who do not meet the requirements will not be enrolled **or** if found later they do not meet the English Language requirements, a conditional COE will be issued based on the student completing an English test onshore. If the student fails the English test onshore they may then enrol with an English language provider of their choice.

All student applications are processed by *Administration Team* and recommendation made on the *Enrolment Assessment Form* (eg Issue a Letter of Offer), then forwarded to the *Compliance Manager for approval.*

These documents are required to be provided by the student and will be kept in the students file:

- Completed, signed (by student) and dated application/enrolment form
- Photocopy or scan of current passport and Visa (identification and visa page)
- Original, photocopy or scan (signed and certified as a true copy by a Justice of the Peace or equivalent) of English proficiency test (IELTS or TOEFL or equivalent) and checked to ensure currency (issued within the last 12 months).
- Original, photocopy or scan (signed and certified as a true copy by a Justice of the Peace or equivalent) of Year 12 or equivalent pass.
- Original, photocopy or scan (signed and certified as a true copy by a Justice of the Peace or equivalent) of any higher education or university qualifications.
- Original, photocopy or Scan (signed and certified as a true copy by a Justice of the Peace or equivalent) of Statement of Attainments/Certificates/qualifications from any other relevant completed courses

Students on international student visas must study full time (20 hours minimum a week) face to face or 1/3 by online/ distance Refer to *Std 8 Overseas student visa requirements policy & procedures* for further details of the online/distance requirements.

Standard 2 of the National Code 2018 must be adhered to at all times.

PROCEDURE

No changes are permitted to be made to any Handbooks, forms etc without written approval from the Compliance Officer and version control updated.

Any changes to course requirements / modes of study etc must have written approval from the Compliance Manager prior to implementation.

Students presenting for enrolment with FTI must first be provided with a copy of the International Student Handbook to read (hard copy or electronic).

Students must then sign the handbook declaration that they have read and understand the International Student Handbook before any formal process can begin (keep on file). Students must also be directed to the FTI website for further information.

FTI enrolment officers will review each application by using our *Enrolment Assessment Form*. Approval is to be sought on this form prior to issuing a Letter of Offer.

This process includes assessing each course application against the approved course entry requirements including Academic and English Language requirements.

Students can be given a Letter of Offer as soon as they have submitted a signed declaration and the enrolment application has been assessed and approved.

FTI staff will check all documented student qualifications (including English proficiency) for authenticity, being original copies of documentation or suitably certified original copies.

Students who do not meet entry requirements will not be enrolled or they may be issued with a 'conditional' COE.

If it is found a student does not meet the English Language requirements, a conditional COE will be issued based on the student completing an English test onshore/ subject to the student firstly studying English before the commencement of their VET course.

All student applications are to be checked and approved by the Compliance Manager.

Any changes to student enrolments /courses MUST be provided in writing to students and a signed and dated acceptance from the student is to be kept on their file.

Staff are to complete a declaration (back of Staff Handbook) and submit to the Compliance Manager after reading and understanding the *Staff Handbook of Policies and Procedures Applicable to CRICOS Students.*

Fees are not to be processed until the prospective student has signed and lodged a formal written agreement/contract. Students / agents must be contacted immediately if money is received without a signed agreement.

The Written agreement must be signed and dated before or at the same time as receipt of course money. The first receipt with details of the same will be attached to the Formalisation of Enrolment/Written Agreement Contract and kept on the student file. Staff should cross check these dates to ensure the correct process was followed.

If students pay by direct payment into our bank account or another means e.g. mail <u>prior to signing a formal written agreement</u>, we cannot use the course money and the officer must immediately contact the student or agent to inform the student that the payment cannot be processed (and the enrolment cannot progress) until the signed agreement is received.

An expiry date is to be included on the Letter of Offer.

Any staff concerns are to be directed to the Compliance Manager.

FTI staff will keep all relevant evidence on the student file.

Any electronic files (including student and staff files) relevant to our CRICOS registration will be backed up formally to ensure there is no file corruption.

NOTE: An electronic or faxed copy of the signed acceptance can be requested if students wish to transfer money early.

Students can sign a form or indicate their acceptance online. If students accept online they will be ALSO required to provide a hard copy acceptance form for verification as soon as practicable.

COURSE CREDIT POLICY & PROCEDURE

For the purposes of the National Code 2018, **course credit** is defined as follows:

'Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held, includes academic credit and recognition of prior learning.'

Students that already have a Statement of Attainment for a Unit of Competency may apply for Course Credit. Course credit may reduce the length of a student's course.

Students that believe they already have the skills and knowledge required to demonstrate competency can request Recognition of Prior Learning (RPL).

Federation Technology Institute (FTI) requires students to complete the *Application for Recognition of course credit/RPL form* for assessment by the relevant trainer. Evidence is required to substantiate previous knowledge/qualifications.

Federation Technology Institute (FTI) may require students to complete an assessment to demonstrate competency.

If FTI grants the student course credit/RPL which leads to a shortening of the student's course before the student visa is granted, the COE will indicate the actual net course duration for the course.

If course credit/RPL is granted after the student's visa is granted, any change of course duration will be reported to the Department of Education and Training (DET) and Department of Home Affairs (DHA) via PRISMS within 14 days after the event as specified, under Section 19 of the ESOS Act.

FTI recognises relevant AQF qualifications and / or Statements of Attainment issued by other RTOs, however, we reserve the right to verify the authenticity of such documents as required and to determine the currency of the units of competency indicated on the document/s.

FTI requires original or certified documents for assessment.

Students must sign or accept a record of course credit if granted.

FTI may charge an extra fee of $200 per unit of competency for Course Credit/RPL applications against an enrolling/enrolled course. Students will receive a quote for Course Credit/RPL prior to an assessment being made.

If the course credit /RPL granted **will not affect the duration** of the course/COE, FTI will keep record of the application on the student's file and does not need to take any other action.

Decisions will be made within 4 weeks of receipt of a complete application.

If course credit is granted after visa grant, any change in course duration is reported via Provider Registration and International Student Management System (PRISMS) as a course variation and a new COE issued.

As stated on the Course Credit / RPL application form, FTI will provide students with:

- a short description of acceptable documentation which students should supply to support their application for course credit
- the grounds on which course credit/RPL may be accepted or rejected
- the existence of fees and charges for application for course credit/RPL. Students should contact the college for an individual quote for an RPL assessment.
- How it will inform a student of the outcome of the application, including an explanation of how the decision was reached if the application was rejected.

PROCEDURE

- Students must read the course outline to ascertain if course credit/ RPL is applicable.
- Students should request a meeting with the course facilitator.
- If as a result of the meeting it is agreed RPL/course credit may be applicable, the student is to complete the '*Course Credit /Recognition of prior learning (RPL)' form*.
- Student must gather and collect evidence and attach to the form and lodge with administration. Evidence being original/certified certificates, evidence of experience by a recognised trainer or tradesperson, copies of assessments. Incomplete forms should not be accepted.

- Students must receive a quote for applying for Course Credit/RPL prior to an assessment being commenced.
- FTI will assess and record whether course credit and / or RPL are *or* are not granted in writing and keep on the student file for audit.
- The assessor must refer to the course structure and unit/subject offerings and determine IF course credit / RPL granted will affect the duration of the course for that student and note on the form.
- Academic/ Compliance Manager will approve or not approve the application and advise the student in writing of the outcome including reasons.
- Students must sign a formal acceptance if course credit/RPL is granted and this is to be kept on the students file.
- If course credit/RPL changes the student's COE duration, students are to be advised in writing to contact DHA with their new COE.
- Decisions will be made within 4 weeks of lodgement.
- If course credit/RPL is granted after the student's visa is granted, the change of course duration will be reported to COE via PRISMS within 14 days after the event as specified under Section 19 of the ESOS Act.

If the course credit granted **will not affect the duration** of the course, FTI will record the course credit in the student's file and does not need to take any other action

If the course credit granted **will affect the duration of the course**, FTI will record a change of course duration on PRISMS. FTI will utilise the Student Course Variation function, and indicate that the student has requested a change to the existing enrolment. FTI then chooses 'transfer student into same course' and changes the end date of the course. This will result in the creation of a new CoE (with the new correct/revised end date) and the cancellation of the original CoE.

Evidence of the procedure followed will be kept on the student's file along with the student's acceptance.

Records of Course Credit/RPL assessment and decisions MUST be kept for 2 years after the student ceases study.

Also refer:

Student Application for Enrolment

Student Enrolment Checklist

Course Credit/RPL Application Form