

## PRE ENROLMENT ENGAGEMENT OF STUDENTS

### STANDARD 2:- Student engagement before enrolment

<b>Scope</b>	This policy applies to Swann College students and all staff who deal with all matters concerning ---VET Swann College
<b>Policy</b>	<p>This Policy supports the ESOS National Code 2007 Standard 2 and 3.</p> <ol style="list-style-type: none"><li>1. Swann College provides students with information prior to commencement of services including any third party arrangements affecting the delivery of training and/or assessment.</li><li>2. Swann College recruits students in an ethical and responsible manner and provide information that enables students to make informed decisions about studying with the registered Provider in Australia. Swann College ensures students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.</li><li>3. Swann College will provide or make readily available information to the student that outlines the services Swann College will provide the student, along with the rights and obligations of the student and the Swann College. This information is contained in Swann College's student prospectus, marketing materials or Letter of Offer and Written Agreement.</li><li>4. Written agreements stated in Swann College Letter of Offer and Acceptance Agreement between Swann College and students set out the services to be provided, fees payable and information in relation to refunds of tuition fees.</li><li>5. Swann College is to have a written agreement with each student. Swann College does not accept tuition fees from international students before a Letter of Offer and Acceptance Agreement-International Student has been signed or otherwise accepted by that student (or the student's parent or legal guardian if the student is not yet 18 at the time of enrolment, however will be at the course)</li></ol> <p>Swann College enters into a written agreement with the student, signed or otherwise accepted by the respective student and in student prospectus with current and accurate information on following:-</p> <ul style="list-style-type: none"><li>• Identify the course(s) in which the student is to be enrolled and any conditions on his or her enrolment</li><li>• Provide all information on fees including other application fees which is payable by student.</li><li>• Provide the information on fee refund of tuition fees.</li><li>• Student must be advised by Swann College of his or her obligation to notify of a change of address while enrolled in the course.</li><li>• the course content and duration , qualification offered if applicable, modes of study assessment methods.</li><li>• Campus locations and general description of facilities, equipment and learning and library resources available to students.</li><li>• Details of any arrangements of any other registered provider , person or business to provide the course or part of the course</li><li>• Information about the grounds on which the student's enrolment may be deferred, suspended.</li><li>• Relevant information on living in Australia; including;</li></ul>

	<ul style="list-style-type: none"> <li>✓ Indicative cost of living</li> <li>✓ Accommodation options</li> </ul> <p>Swann College includes in written agreement the following information which is to be consistent with the requirements of ESOS Act , in relation to the refund fees in the case of student or provider default:</p> <ul style="list-style-type: none"> <li>• Fees amount may or may not be repaid to student including any tuition fees collected by education agents on behalf of Swann College.</li> <li>• Process for Claiming a Refund</li> <li>• A simple explanation in English what happens if the event of course not being delivered and;</li> <li>• A statement that “This agreement and the availability of complaints and appeal processes does not remove the right of the student to take action under Australia’s consumer protection laws”</li> </ul>
	<p>6. The Swann College recognises qualifications and Statements of Attainment issued by another Provider. Where a student enrolls in a qualification delivered and assessed by Swann College, then the College provider will recognise units of competency included on a Statement of Attainment/ Records of results issued to the applicant by another provider towards the qualification assuming the units meet the packaging rules of the qualification delivered by the College provider.</p> <p>7. Swann College recognises students’ prior learning. Recognition of Prior Learning (RPL) is a process through which applicants gain course credits based on experience gained through similar study (but not direct equivalent), work experience (in any form) or through informal or formal training or other life experiences.</p> <p>8. Swann College ensures that all procedures and policies for students enrolling into a course offered by Swann College are followed correctly. Swann College has a student record management system, VETtrak in place that provides data that meets the AVETMISS Standard. Please refer AVETMISS policy if may need more information in it.</p> <p>9. For international students, the Admissions staff is to notify the TPS Director via PRISMS of the following:</p> <ul style="list-style-type: none"> <li>✓ Provider Default within 10 business days of the default occurring and the outcome of the discharge of the College’s obligation within 10 days after the end of the College obligation period (the College’s obligation period is 10 days after the day of the default).</li> <li>✓ Student Default within 10 business days of the default occurring and the outcome of the discharge of the College’s obligation within 10 days after the end of the College obligation period</li> </ul>
<b>Procedure</b>	<p><b>Student Engagement before Enrolment for International Students</b></p> <p>Students that apply for Swann College Certificate III, Certificate IV and Diploma level courses are required to apply using a Swann College application form located on Swann College’s website, and Swann College brochures, or through an approved Swann College Education agent.</p>

All supporting documentation sent with applications will be certified copies. If not Certified, a request for certified documents will be inserted under special conditions in the student's offer letter. Acceptance, fee payment and issuing of an eCoE cannot occur until certified documents are provided or originals are sighted for international students. Students passport must be valid at the time of application.

Application forms together with associated documents (proof of English language Proficiency, academic documents) should be forwarded to the Admissions Department to determine whether or not the applicant meets the relevant entry requirement and whether or not an offer should be made.

The process followed should be ensure quality of opportunity for all applicants. There will be no discrimination against any applicant in relation to age, colour, religious belief, disability, ethnic origin, gender, marital status, nationality, race, sexual orientation or social class.

### **Entry Criteria**

1. All applicants applying for admission to any of Swann College's courses must meet following criteria:-

#### **1.2 Age**

All students must be 18 years of age or above

#### **1.3 English language proficiency for overseas students**




The applicant whose English is not the first language the must demonstrate that they have adequate level of English proficiency. They can demonstrate in any of these following:

- Provide IELTS, TOEFL iBT, PTE Academic or Cambridge English, Advanced (CAE) or test score equivalencies
- Provide evidence certificate of successful completion studies in Australia.
- Swann College

English Language Test Provider	Minimum Test Score (equivalent to IELTS 5.5)	Minimum Test Score (equivalent to IELTS 5.0)
<b>IELTS</b>	6.0	5.0
<b>TOEFL iBT</b>	64	35
<b>PTE</b>	50	36
<b>CAE</b>	169	154
<b>OET</b>	B for each test component	

#### 1.4 Academic criteria for overseas students

----for each qualification minimum of academic criteria must be satisfied----

Country	Course 1	Course 2
EXAMPLE OF COUNTRY IN LIST 	EXAMPLE OF ITS MINIMUM ADMISSION REQUIREMENT 	EXAMPLE OF ITS MINIMUM ADMISSION REQUIREMENT 
Argentina	Bachillerato /Tecnico Medio	Bachillerato /Tecnico Medio
Bangladesh	Grade XI	Higher Secondary Certificate
Philippines	High School Diploma	High School Diploma + 2 year of University
Korea	Upper Secondary School Certificate Grade 2 (Year 11)	Upper Secondary School Certificate Grade 3 (Year 12)
Vietnam	Senior Secondary Vocational Diploma of General English (Bang Tu Tai)	Senior Secondary Vocational Diploma of General English (Bang Tu Tai)
India	Standard XI	Standard XI or Diploma
Sri Lanka	Sri Lanka General Certificate of Education A Level	Sri Lanka General Certificate of Education A Level
Poland	Matura (High School Leaving Certificate) Matriculation Certificate of General Secondary School (Swiadectwo Doirzalosci Ogolnoksztalcacego) Matura Certificate	Matura (High School Leaving Certificate) Matriculation Certificate of General Secondary School (Swiadectwo Doirzalosci Ogolnoksztalcacego) Matura Certificate

#### 1.5 Academic criteria for domestic students

----for each qualification minimum of academic criteria must be satisfied----

#### 1.6 Admission with RPL and Credit transfer

	<ul style="list-style-type: none"> <li>• Students can apply for RPL or Credit transfer for the units outlined in course structure of the qualification they wish to gain.</li> <li>• Decisions to admit RPL students with specific credit will be made at point of entry and shall follow RPL and Credit transfer policy.</li> </ul> <p><b>1.7 Transfer from one program to another within the college</b></p> <p>The procedure for RPL or credit transfer may be used to permit a student who has successfully completed all or part of one course of study to transfer to another related program of study.</p> <p><b>2 Enquiry , Application and Enrolment Process</b></p> <ul style="list-style-type: none"> <li>❖ Student/applicant can access the enrolment form on the website</li> <li>❖ They can access policies &amp; course pre-enrolment information that will enable to them to make informed decisions about their studies in Australia.</li> <li>❖ The website provides information to students/applicants on courses and its mode of study to determine the suitability of a course.</li> <li>❖ Prospective students' are advised that Swann College's fees is available online</li> <li>❖ At the time of application , the student can be under 18 but Should be 18 at the course commencement date</li> <li>❖ Swann College advises students/applicants that prior to signing enrolment form, all policies should be read and understood.</li> <li>❖ Student completes and signs application form and attaching all relevant documents and pays enrolment fee.</li> <li>❖ Overseas student must provide proof of English language proficiency.</li> <li>❖ Successful applicant will receive an letter of offer stating payment schedule.</li> <li>❖ Upon accepting offer letter, student required to make payment of fees.</li> <li>❖ Student is required to attend orientation which is compulsory.</li> <li>❖ Students will be given short tour of Swann College premises and shown their classrooms.</li> <li>❖ Student may gain the course credit if they are transferring from another provider &amp; has attained competency in units in the qualification they are studying.</li> </ul>
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<b>Policy ID</b>	C-POL- 02C
<b>Policy Delegated Authority</b>	RTO Manager
<b>Approved by and Responsibility Authority</b>	CEO Swann College
<b>Approved Date:</b>	30.06.2023
<b>Review Date:</b>	30.06.2025
<b>Definitions</b>	
Application	An expression of interest by prospective student on an enrolment form to obtain admission to study at Swann College
Enrolment	The process whereby student is formally registered in one or more courses. It includes the course fees, regulations of Swann College
Full Time Student	A student enrolled in the course to study minimum of 20 hours per week of the normal full time study load for a term for CRICOS and ESOS purposes.
RPL	Recognition of prior learning (RPL) is process for giving credit for skills , knowledge and experience gained through working and learning. It can be gained by formal or informal learning in Australia or overseas through work or other activities.
Credit Transfer	A process that provides a student with agreed and consistent credit outcomes for units of a qualification based on identified equivalence in content and learning outcomes.
iBT	Internet Based Training
VEVO	Visa Entitlement Verification Online