

Recruitment of an Overseas Student- Standard 2

Purpose

This policy and procedure is in place to ensure that accurate and current information is provided to students and agents prior to enrolling at Gen Institute. These policies help Gen Institute to recruit students in ethical and responsible manner and provide information that enables students to make learned decisions.

Scope

This procedure applies to all prospective students who intend to enrol at Gen Institute.

Policy

This policy/procedure supports 'Standard 2 – Recruitment of an Overseas Student' of the 'National Code of Practice for Registration Training Organisations & Providers of Education & Training to Overseas Students 2018' which states:

"Prior to accepting a student, or an intending student, for enrolment in a course, the registered provider must provide, in print or through referral to an electronic copy, current and accurate information regarding the following: (ESOS 2.1)

- a. The requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable
- b. The course content and duration, qualification offered if applicable, modes of study and assessment methods
- c. Campus locations and a general description of facilities, equipment, and learning and library resources available to students
- d. Details of any arrangements with another registered provider, person or business to provide the course or part of the course
- e. Indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies
- f. Information about the grounds by which the student's enrolment may be deferred, suspended or cancelled
- g. A description of the ESOS framework made available electronically by DEST, and
- h. 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.

The registered provider must have documented procedures in place, and implement these procedures to assess whether the student's qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought "

This policy also supports clause 3.5 of **Standard 3** where it accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or Authenticated VET transcripts issued by the Registrar.

CRICOS:	Commonwealth Register of Institutions and Courses for Overseas Students.
DOE:	Department of Education (Commonwealth).
DHA:	Department of Home Affairs
ESOS:	Education Services for Overseas Students Act 2000.
Overseas Student:	A person holding an Australian student visa, enrolled in a CRICOS registered course, at the Gen Institute on shore.
National Code:	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.
PRISMS:	Provider Registration and International Students Management System.
Course:	Program of Education or Training. Defined as Course in the ESOS Act.

Actions

It covers the stages of:

- Pre Enrolment Information.
- Entry Requirements for Overseas Students
- Entry Requirements for Domestic Students

Gen Institute embraces flexibility and equal opportunity encouraging, people to apply for the enrolment without any discrimination through a variety of means so that an optimal number of students can participate in education and training at the highest level

Prospective students are given two important documents Pre-enrolment Brochure and Student handbook. These documents give detailed knowledge on the following topics to prospective students:

- Information on the Course Credits
- Modes of the study through which the course is offered
- The grounds on which the Students' enrolments may be deferred, suspended or cancelled
- Indicative course related fees, including potential fee changes
- Accommodation options
- Student Support Services
- Australia's schooling obligations and options (including the fact that they may have to pay school fees) in case the students plan to bring school-aged dependents with them
- Assessment of the qualifications, experience and English Language Proficiency of the students in a documented format
- Gen Institute's requirements

- Student's obligations and rights
- Fee payable to Gen Institute
- Refund policy
- the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable
- the CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods
- course duration and holiday breaks
- the course qualification, award or other outcomes
- campus locations and facilities, equipment and learning resources available to students
- the details of any arrangements with another provider, person or business who will provide the course or part of the course
- the ESOS framework, including official Australian Government material or links to this material online

	Pre enrolment and orientation information checklist contains the following information			
1	Entry requirements into the course, including: ○ the minimum level of English language proficiency ○ educational qualifications ○ any requirements for previous work experience ○ available course credit.			
2	Course details, including ○ CRICOS course code, as well as the title and code of the training product ○ Course content ○ Modes of study ○ Assessment methods.			
3	Course duration and holiday breaks			
4	Differ, suspend, cancel and Refund Policy			
5	ESOS framework, including official Australian Government material or links to this material online			
6	Complaints and Appeals			
7	Campus locations and a general description of facilities. All locations where delivery of training and assessment will occur			
8	Individual course details such as Fee (tuition and non-tuition fees), duration and holiday breaks expected, including advice on the potential for changes to fees over the duration of a course			
9	Accommodation options and indicative costs of living in Australia			
10	Living in Melbourne			

11	LLN			
12	Requirements for satisfactory course progress (and attendance if monitored) for each study period			

For Overseas Students:

- Student Entry Requirements
- Selection
- Enrolment &
- Orientation

Student Entry Requirements

Prospective student should have English Language Proficiency to match one of the below mentioned conditions

- IELTS band score of 5.5 (academic test version or equivalent Overseas recognised exam result) in line with DHA regulations.
- Satisfactory completion of ELICOS
- Completion of Secondary studies in your home country equivalent to Australian Year 12 qualification
- Completion of Senior Secondary Certificate of Education in Australia with satisfactory pass in “English” or a recognised foundation course in Australia or other countries with a pass in all subjects
- Prospective students seeking enrolment at Gen Institute will have to complete a placement test that provides Gen Institute insight into student’s capability and helps it make a decision on whether the student possess sufficient LLN skills to pursue the qualification they are looking to be enrolled in. The placement test also provides the trainers indications on what the student is lacking in and if additional support needs to be provided to the student during training.

NOTE:

- Mature age students will also be considered without minimum education requirement but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements.
- All documents that are presented when applying for the enrolment at the institute should be translated into English.

ACADEMIC REQUIREMENT

1. For assessment of overseas qualifications for VCE Equivalent for Year 11 please click-
[assessment of overseas qualifications for VCE Equivalent for Year 11](#)
2. For assessment of overseas qualifications for VCE Equivalent for Year 12 please click
[assessment of overseas qualifications for VCE Equivalent for Year 12](#)

Selection

Prospective student selection process is conducted in an ethical and responsible manner. Entry requirements are in accordance with equal opportunity regulations in Australia. We encourage people to apply for the enrolment through a variety of means, with an option to identify any special requirements the applicant may have. The selection process is conducted to ensure that the students meet the entry requirements such as the prerequisite qualifications and vocational experience that are essential for the qualification that the student may be aspiring to enrol in. The proof that the student possesses the required prerequisites is placed in the student file to ensure that the students satisfy the preferred entry pathway into the qualification.

Selection for the course enrolment is mostly done by an appointed agent through an interview process to ensure that all the students meet the minimum requirements as outlined in Entry Requirements above, and the Selection, Enrolment and Orientation Policy.

During the interview, the applicants are provided with the following information:

- Course details (contact hours per week etc.,
- Teaching and assessment methods
- Fee Structures
- Gen Institute 's requirements
- Campus locations and a general description of facilities
- The grounds on which the student's enrolment may be deferred, suspended or cancelled
- Recognition of other AQF qualifications, Recognition of Prior Learning & Credit Transfer (RPL) information
- Student welfare and counselling services at Gen Institute
- Legislative and regulatory education guidelines and requirements
- Pre-departure briefing regarding the familiarization of Australian culture and the City of Melbourne

Enrolment

The enrolment guidelines are in accordance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, ensuring that all information is recorded on the Provider Registration and International Students Management System (PRISMS) for every overseas student enrolled. Gen Institute will notify Department of Home Affairs/DHA within 14 days of the details of each accepted student via PRISMS. All overseas students at Gen Institute can only be enrolled in fulltime courses. Overseas students currently studying on a student VISA are only eligible to enrol in full-time course offered at Gen Institute .

Orientation

All successful applicants receive an orientation program on the first day of the course to familiarize them with the institute's services, facilities and procedures. They receive a Student Manual and Orientation Guide that introduce them the services they can receive at Gen Institute and provide them with general information about life in Australia. All Students receive complete orientation of the Institute's facilities and services upon their arrival. A one to one interview is a part of the orientation to identify the LLN skills of each student. If students need any LLN assistance, they need to consult the SSO (Student Support Officer).

For Domestic Students:

- Student Entry Requirements
- Selection
- Enrolment &
- Orientation

Student Entry Requirements

Domestic Students are required to apply for the courses through 3.1 Domestic Application and LOF form, it provides the following information

- Name of the course the student wishes to enrol into
- Residency status
- Information on government funding
- Need Analysis
- Students are required to submit necessary documents along with the student application form once submitted, Gen Institute assesses the application
- Students will need to meet the following entry requirements dependant on the chosen course
 - Successful completion of Year 10 study for Certificate III & IV Level Courses
 - Successful completion of Year 11 study for Diploma Level Courses
 - Successful completion of Year 12 study for Advance Diploma Level Courses
 - Completion of Gen Institute 's Language Literacy and Numeracy Test (LLN) at the appropriate AQF Level dependant on the students chosen course
 - Applicant must be 18 years of age or above
 - Training Package entry requirements

Prospective students seeking for enrolment at Gen Institute will have to complete a placement test that provides Gen Institute insight into student's capability and helps it make a decision on whether the student possess sufficient LLN skills to pursue the qualification they are looking to be enrolled in. The placement test also provides the trainers indications on what the student is lacking in and if additional support needs to be provided to the student during training.

The important documents like Pre-enrolment brochure, Student handbook and Pre-departure guide to all the prospective students. These documents have the detailed information on the following things of and by Gen Institute

- Information on the Course Credits
- Modes of the study through which the course is offered
- The grounds on which the Students' enrolments may be deferred, suspended or cancelled
- ESOS framework to the students prior to enrolment
- Indicative course related fees, including potential fee changes
- Accommodation options
- Student Support Services
- Assessing students' qualifications, experience and English Language Proficiency of the students in a documented format are in place
- Gen Institute 's requirements
- Student's obligations and rights
- Fee structure
- Refund policy
- Student' obligations and rights includes
 - In relation to the repayment of any debt to be incurred under the VET FEE-HELP scheme arising from the provision of services
 - Requirements like, learner to meet to enter and successfully complete their chosen training product
 - Any materials that the learner must provide and
 - Information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of the services

Learner's Response	Strategy for Trainer
To get a job	Focus on employability skills on a unit by unit basis and how these apply to the industry Conduct job focused workshops and seminars Help in building resumes and conducting mock interviews
To develop my existing business	Endeavour to grasp the students' knowledge and experience in their related field Expose students to useful or alternative resources in the field

To start my own business	Insight on the business the student would like to start Provide useful government agency contacts
To try for a different career	To find out why the student chooses this particular career or course and understand their needs and motivation Explain job opportunities and employability skills for this career or course
To get a better job or promotion	Assess current skills and knowledge and focus on where professional growth can be improved Map out career pathway for student
It was a requirement for my job	Find out what position the student currently holds in their field and focus on the specific requirements for the position e.g. OHS
I wanted extra skills for my job	Determine the additional skills that the student would like to focus on Incorporate and emphasize on these skills through additional activities
To get into another course of study	Determine the future course and pin point the pathway and the skills required to reach their goal

Learner's Response	Strategy for Trainer
Activist – 'hands on' learning and prefer to learn through trial and error	Trainer to focus on giving more practical work to the student
Reflector – 'tell me' learning and prefer to be thoroughly briefed before proceeding	Trainer to focus more on theory by explaining using additional resources to build on students understanding of the topic
Theorist – 'convince me' learning who wants reassurance that a project makes sense	Trainer to spend more time focusing on the purpose and reasoning behind the units/ course
Pragmatist – 'show me' learning who wants a demonstration to aid learning	Trainer to use demonstrations, role plays and simulations to aid learning

Selection

Gen Institute selection process is conducted in an ethical and responsible manner. Entry requirements are in accordance with equal opportunity regulations in Australia. Selection and enrolment at Gen Institute is carried out in an ethical and responsible manner and we encourage people to apply for enrolment without discrimination through a variety of means, with the opportunity to identify any special requirements the applicant may have. The selection process is conducted to ensure the students meet the entry requirements such as the prerequisite qualifications and vocational experience that are essential for the qualification that the student may be aspiring to enrol in. The proof that the student possesses the required prerequisites is placed in the student file to ensure that the students satisfy the preferred entry pathway into the qualification.

Implementation

This procedure will be implemented using the Needs Analysis

Needs Analysis is conducted prior to the enrolment of the local students. This is conducted through 3.1

Domestic Application Form. This includes

- Main reason for undertaking the course
- What the student hopes to accomplish by undertaking the course
- Identify the best way the student likes to learn

Prospective local students will meet an Gen Institute representative and will be asked to complete three separate documents:

- 3.1 Domestic Application Form
- Offer Letter and acceptance agreement
- Pre-training review checklist

RESPONSIBILITIES

The positions responsible for ensuring the policy and procedure

- CEO
- Operations Manager

Compliance, monitoring and review

The Operations Manager(OM) shall ensure the following occurs:

Records management

My.gen, Gen Institute record keeping system

Related legislation and documents

- ESOS-Act-2000
- The-National-Code-2018
- Standard 2 of the National Code
- Standard 3 of the National Code
- Standard 5 of the National Code

Forms

- 2.1 Gen Institute's Pre-Enrolment Information Brochure
- Student's handbook and Pre-Departure guide
- www.gen.edu.au