



POLICY - PRE-ENROLMENT

Purpose	<p>Pre-enrolment covers all functions that are designed to attract and recruit a prospective student to study with Signet Institute of Australia and the interactions that they will have with the RTO prior to the commencement of the formal enrolment process.</p> <p>The purpose of this Policy & Procedure is to ensure consistency in the recruitment of students into courses offered by Signet Institute of Australia by providing guidance to staff to ensure the RTO recruits responsibly by ensuring students are appropriately qualified for the course for which they seek enrolment, including having the necessary English language proficiency, educational qualifications and work experience.</p> <p>It also ensures students are provided with sufficient information to enable them to make informed decisions about studying with their chosen registered provider in Australia.</p>
Definitions	<p>Student – the participant in the training and assessment activity.</p> <p>RTO Point of Contact – the person who responds to the initial enquiries from potential students. This could be the RTO Administrator, RTO Manager or Trainer & Assessor depending on staffing levels</p>
Requirement	<p>Registered providers must recruit responsibly by ensuring students are appropriately qualified for the course for which they seek enrolment, including having the necessary English language proficiency, educational qualifications and work experience.</p> <p>The RTO is to provide accurate and complete information to each learner to enable them to decide if the RTO and course is suitable for them, taking into account their existing skills and knowledge and any specific needs.</p> <p>Prior to enrolment or commencement of training or assessment activities the RTO must provide clear information to learners about the areas identified in the Standards for RTOs 2015 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.</p>
Reference Documentation	<p>Other reference documentation which relates to this P&P includes:</p>



Tools & Templates	This P&P is supported by the Tools & Templates identified at each stage in the process.
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Policy	<p>Signet Institute of Australia uses a systematic approach to recruit students that ensures each student will be provided with accurate and complete information to enable them to decide if the organisation and course is suitable for them, taking into account their existing skills and knowledge and any specific needs.</p> <p>This process determines whether students are appropriately qualified for the course for which they seek enrolment, including having the necessary English language proficiency, educational qualifications and work experience.</p>
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Procedure

Provide Information to Prospective Students	
<p>Students provided with information about studying with Signet Institute of Australia must at a minimum be provided with clear information about the areas identified in:</p> <ul style="list-style-type: none">• The Standard 5 of the Standards for RTOs 2015• The relevant standards of the National Code of Practice for Providers of Education and Training to Overseas Students 2018. <p>Information must be provided in a documented format prior to students accepting an offer or enrolling. This information can be in written or electronic and will include:</p> <ul style="list-style-type: none">• Signet Institute of Australia Student Handbook• Signet Institute of Australia Course Prospectus• Signet Institute of Australia Website <p>The students are to acknowledge that they have been provided with this information in the Application Form.</p> <p>No money, other than the Application Fee is to be accepted from an individual who is in the pre-enrolment stage of application process is to be paid until a formal offer is in place and the prospective student has been provided with details of fees to be paid.</p>	<p>Tools & Templates</p> <p>Signet Institute of Australia Website</p> <p>Signet Institute of Australia Student Handbook</p> <p>Signet Institute of Australia Course Prospectus</p> <p>Template – Overseas Student Application Form</p> <p>Template - Domestic Student Application Form</p> <p>Responsibility</p> <p>Admissions Officer</p>
Output: Course information provided to prospective students	



Responding to Enquiries and Providing Advice	
<p>Signet Institute of Australia employees and representatives must be responsive to requests for information from prospective students in a timely manner.</p> <p>This includes information about their eligibility and assistance is to be given in order to determine if the prospective student meets these requirements, or if strategies are available that would assist them achieve requirements.</p> <p>Persons representing Signet Institute of Australia must only provide information that they are authorised or qualified to do so. For all enquiries that fall outside of these parameters the individual should be referred to the appropriate source. It is particularly important not to provide information about migration matters, unless approved to do so.</p>	<p>Tools & Templates</p> <p>Responsibility Receptionists / Admissions Officer</p>
Output: Course information provided to potential students	



English Language Requirements for Overseas Students

Overseas students applying to study at Signet Institute of Australia will require:

- Either a minimum IELTS (General) test score of 5.5 or equivalent for direct entry into a VET course, or IELTS score of 4.5 or equivalent with an ELICOS course (up to 30 weeks) to be taken (with other providers as Signet Institute of Australia doesn't offer ELICOS courses) before the main VET course plus successful completion of Signet Institute of Australia's Language and Numeracy Test on completion of ELICOS program.
- Results older than two years are not acceptable.
OR
- Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States
OR
- Evidence that, within two years of their application date, they have successfully completed in Australia a foundation course or a senior secondary certificate of education or a substantial part of a Certificate IV or higher-level qualification, from the Australian Qualifications Framework.
OR

Applicants originating from student's visa assessment levels 1 and 2 (countries) without the required IELTS score must undertake an English Placement Test conducted at Signet Institute of Australia campus as part of the enrolment process.

If there are concerns about the applicants' English language proficiency, they will be required to undertake a suitable ELICOS or EAL program at extra cost to the student (with other providers as Signet Institute of Australia does not offer ELICOS courses).

For further information on student visa assessment levels, refer to the Department of Home Affairs (DHA) website (<http://www.homeaffairs.gov.au>)

Please note:

Signet Institute of Australia will also accept equivalent test results from the following specified English language tests – IELTS, TOEFL, iBT, PTE Academic, Cambridge English: Advanced (CAE) and TOEFL PBT.

Tools & Templates

Responsibility
Admissions Officer

English Language Test Evidence Table:			
English language test providers			
International English Language Testing System	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
*Test of English as a Foreign Language (TOEFL) paper based	5.5	5	4.5
TOEFL internet-based test	527	500	450
Pearson Test of English Academic	46	35	32
Output: English Language Requirements for Overseas Students are identified	42	36	30

Interactions with Overseas Students Transferring Between Providers	
<p>Signet Institute of Australia is likely to receive enquiries from students who are already in Australia and have some form of study related visa. These contacts generally are made from an onshore position (personal visit, local phone call, or via an Agent).</p> <p>All enquiries for study with Signet Institute of Australia should be referred to the Admissions Officer who needs to obtain information to ascertain if the person has an existing student visa and if so what class. This can occur via VEVO.</p> <p>The Admissions Officer is to assess the information provided and if the student meets eligibility for study with Signet Institute of Australia, paperwork should be completed as for all students and a conditional offer made subject to all required conditions being met:</p> <ul style="list-style-type: none"> • current and continuing visa, • has completed 6 months of principal course of study in Australia, • letter of release from principal course provider. <p>The process will then proceed as for all students enrolling with Signet Institute of Australia.</p>	<p>Tools & Templates</p> <p>P&P- Overseas Student Transfer</p> <p>Responsibility</p> <p>Admissions Officer</p>
Output: Transfer of student	

Interactions with Younger Prospective Students		
Signet Institute of Australia does not offer study places for overseas or domestic students under the age of 18 years. All under- aged applicants who submit an application are to be advised accordingly.	Tools & Templates	
	Responsibility Admissions Officer	
Output: Admission refused to under 18 students		

Student Visas Requirements – Overseas Students		
<p>Signet Institute of Australia can only enrol a student if they either hold or intend to apply for a valid visa that allows them to undertake study in Australia.</p> <p>It is appropriate for Signet Institute of Australia to engage with students who contact them directly to discuss study options and they must be advised of the requirements to hold the appropriate visa. Signet Institute of Australia must not provide immigration advise to students other than to refer them to the DHA website and to the services of an approved Agent who can assist them.</p>	Tools & Templates	
	Responsibility Admissions Officer	
Output: Student study rights noted		

Key Performance Indicator
Students are provided with sufficient information to enable them to make informed decisions about studying with Signet Institute of Australia.