



**Opulence  
College**

# **Admission and Enrolment Policy and Procedure**

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## 1. PURPOSE

- 1.1. This document specifies the admission and enrolment policy and procedure of Opulence College (the College).
- 1.2. It sets out guidance for staff and learners with regards to the College's admission and enrolment practices for Vocational Education and Training (VET).
- 1.3. The Policy and Procedure acts to protect learners and provide them with the information required to make an informed decision on the course they apply for and enroll into. It ensures that a consistent process is followed to ensure each learner meets the entry requirements for their chosen course.
- 1.4. Ensuring that learners commence their studies in an appropriate course increases the supply of qualified and skilled graduates into various industries and the community.
- 1.5. To maintain the integrity of the Australian VET sector, the College has a robust admission and enrolment process that meets the following admission standards:
  - a) transparent, clear and equitable as per the Access and Equity Policy.
  - b) accessible and publicly available for prospective and current learners and staff.
  - c) allows learners with relevant prior learning (RPL) to be considered for credit transfer (CT) and/or RPL as per the CT and RPL Policy and Procedure.
  - d) aligns with the College's course entry requirements as defined in the associated Training & Assessment Strategy (TAS).
  - e) is revised regularly in conjunction with course review process.
  - f) ensures learners' prior knowledge and skills translate to academic success.

## 2. SCOPE

- 2.1. This document applies to all staff, prospective learners, and learners at the College. It also applies to any people contracted by the College to undertake admission and enrolment related activities.

## 3. DEFINITIONS

- 3.1. *Credit transfer (CT)* is a system whereby successfully completed units of study and/or units of competencies contributing towards a qualification can be transferred from one course to another.
- 3.2. *Recognition of prior learning (RPL)* is a process for giving candidates credit for skills, knowledge and experience gained through working and learning. It can be gained at any stage of their lives, through formal and informal learning, in Australia or overseas, through work or other activities such as volunteering.
- 3.3. *Applicant* refers to a prospective learner that has submitted an application to enroll in a course.
- 3.4. *Prospective Learner* refers to a learner that is yet to complete all enrolment steps to become fully enrolled in their chosen course.

- 3.5. *Learner* refers to a prospective learner that has accepted an offer to study at the College and has completed the entire enrolment process.
- 3.6. *Delegated College Representative* refers to a College team member that has been allocated a specific task to complete as part of their duties.

#### 4. POLICY STATEMENT

- 4.1. Admission and enrolment to the College for international prospective learners is determined based on the entry requirements of the course of study, including previous academic achievements and work experience.
- 4.2. All international prospective learners must meet the entry requirements for their respective course. In this way, the College ensures that applicants for a course have an adequate basis of knowledge and skills to successfully undertake and complete that course.
- 4.3. The College will use and complete an enrolment checklist to ensure that all prospective learners meet the entry requirements for their respective course.
- 4.4. The entry requirements for each course are detailed in the corresponding Training and Assessment Strategies and on each course information page on the College website and other marketing collateral.
- 4.5. All students must have completed their high school and/or tertiary education in the English language, they do not therefore require an entry LLN assessment.
- 4.6. Students, however, will need to attend an enrolment interview and/or complete an entry LLN assessment if they do not have evidence of onshore completion of an Australian degree or education.
- 4.7. The College ensures that entry requirements do not present unreasonable barriers to access as per the Access and Equity Policy.
- 4.8. All prospective learners are provided with the opportunity to apply for credit transfer (CT) or recognition of prior learning (RPL) at the time of enrolment.
- 4.9. Prior academic records and credentials supplied by any prospective learners at the time of enrolment for the purposes of credit transfer (CT) or recognition of prior learning (RPL) will be verified and assessed in accordance with the CT and RPL Policy and Procedure.
- 4.10. The College must:
  - a) not knowingly enroll a learner wishing to transfer from another provider before the learner has completed six months of his or her principal course at that provider, except in circumstances outlined in Standard 7 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*. The six months is calculated as the six months from the date the learner commences their principal course at the other provider.
  - b) not actively recruit any applicant where this clearly conflicts with its obligations under Standard 7 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.
  - c) provide applicants and learners with information that will enable them to make

informed decisions about their studies in Australia.

- d) have documented procedures for assessing applicants' English proficiency and qualifications and they must implement these procedures.
  - e) inform applicants and learners of the modes of study through which the course may be offered.
  - f) list the grounds on which the learner's enrolments may be deferred, suspended or cancelled.
  - g) give applicants a description of the ESOS framework prior to enrolment.
  - h) supply information about indicative course related fees, including the potential for fees to change.
  - i) supply relevant information on accommodation options.
- 4.11. Where prospective learners plan to bring school-aged dependent(s) with them, the College will inform them of Australia's schooling obligations and options, including the fact that they may have to pay school fees.
- 4.12. The College reserves the right to refuse, cancel (rescind) an offer or cancel the enrolment of an applicant where:
- a) an offer is made based on incomplete, inaccurate, fraudulent or misleading information supplied by the applicant, agent, delegated authority or certifying authority,
  - b) the total number of approved capacities for the course have been reached,
  - c) for international applicants, the College deems that the applicant does not meet the Genuine Temporary Entrant (GTE) requirements set by the Department of Home Affairs,
  - d) an offer is made in error, OR
  - e) evidence from the student's previous enrolment precludes an offer being made.

## **5. ADMISSION PROCEDURE – INTERNATIONAL APPLICANTS**

- 5.1. After determining their personal interest and satisfying the course entry requirements, a prospective learner can complete the College student application form. This form can be accessed on the College website ([opc.edu.au/forms](http://opc.edu.au/forms)) or through an education agent. Alternatively, a prospective learner can request the form to be sent to them via email or post.
- 5.2. After submitting the student application form, a prospective learner will be provided in print or an electronic copy the current and accurate information regarding the following:
- a) The requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications and/or work experience and whether credit transfer and recognition of prior learning may be applicable.
  - b) The course content and duration, qualification offered, modes of study and assessment methods.
  - c) Campus location(s) and a general description of facilities, equipment, and learning and library resources available to learners.

- d) Details of any arrangements with another registered provider, person or business to provide the course or part of the course (if applicable).
  - e) Indicative total tuition fees and other course-related fees including advice on the potential for fees to change during the learner's course and associated refund policies.
  - f) Information about the grounds on which the learner's enrolment may be deferred, suspended, or cancelled.
  - g) A description of the ESOS framework made available electronically by the Department of Education and Training.
  - h) Relevant information on living in Australia, including:
    - Indicative costs of living
    - Accommodation options
  - i) A summary of the College's obligations to the learner.
  - j) A summary of the learner's obligations.
  - k) A summary of the learner's rights, including details of the College's complaints and appeals process.
- 5.3. Prospective Learners who have enrolled with or have a valid Confirmation of Enrolment (CoE) from another provider must not be enrolled until they have completed the first six months of their principal course or have been granted a letter of release in PRISMS from the provider of the principal course. The methods for checking if a learner is enrolled or has a CoE from another provider include:
- a) Asking the Learner to provide information on his/her enrolment status with the provider of the principal course;
  - b) Checking the student visa status on VEVO or with the Department of Home Affairs (DHA);
  - c) Receiving an alert on PRISMS when the College tries to create and issue a CoE.
- The above methods should be applied to each prospective learner attempting to enroll onshore. If there is any doubt about the learner's status, then the learner's application will be rejected and no Letter of Offer or CoE will be issued.
- 5.4. Once submitted, the application is received by the Student Support Officer or delegated College representative.
- 5.5. At this stage, the application is checked for completion and assessed by the Student Support Officer or delegated College representative to ensure that all required information has been provided and meets the entry requirements. If necessary, a prospective learner may be asked to supply additional documentation to demonstrate that they satisfy the course entry requirements. The prospective learner may also be requested to attend an interview via phone or in person if deemed necessary to ensure their academic suitability for the course. The interview will be recorded as part of the admission process.
- 5.6. For offshore applicants, the Student Support Officer or delegated College representative

will review the application to assess if the applicant meets the Australian Government's Genuine Temporary Entrant (GTE) criteria and has access to sufficient funds to support themselves and any dependents for the entire period of their enrolment.

- 5.7. If the prospective learner cannot produce evidence of a satisfactory level of English proficiency which meets the equivalency of the IELTS overall band score entry requirements and there are doubts about the prospective learner's English language skills, the applicant will be advised to enroll in an English (ESL or ELICOS) course for an appropriate duration with a preferred English Language Centre until the learner achieves the English Proficiency requirements of the course.
- 5.8. If the prospective learner is deemed not to be a genuine temporary entrant or unable to provide evidence of having sufficient funds to support their intended total period of stay in Australia, the learner's application will be rejected, and no Letter of Offer will be issued.
- 5.9. If the prospective learner is deemed to be a genuine temporary entrant and has the funds to support their intended total period of stay in Australia but does not meet the course entry requirements or demonstrate their academic suitability for the course, the College will contact the prospective learner to discuss the option of enrolling in an enabling course (such as a prerequisite course) or a more suitable, lower AQF level course if applicable. The normal application assessment procedure would again be applied.
- 5.10. If the prospective learner is deemed to be a genuine temporary entrant and has the funds to support their intended total period of stay in Australia and has met the course entry requirements or demonstrated their academic suitability for the course, the College will send the prospective learner a Letter of Offer and Written Agreement, which includes information about the terms and conditions of their enrolment and the scheduled orientation date.
- 5.11. If the prospective learner is satisfied with the contents, they are required to sign the Letter of Offer and Written Agreement indicating their understanding and acceptance of the terms and conditions of their enrolment. They should then return a copy to the College via email or post along with evidence of their Overseas Students Health Cover (OSHC). If the Learner does not have a valid OSHC for the period of their enrolment, the College will assist the learner in getting the appropriate OSHC coverage with additional cost. At this time, the prospective learner will need to make the first payment for the course tuition fees including other applicable charges as outlined in the Letter of Offer to secure their place.
- 5.12. At this stage of the process, the prospective learner becomes an enrolled learner (or simply 'learner').
- 5.13. The College Manager or delegated College staff member will generate a Confirmation of Enrolment (CoE) via the Provider Registration and International Student Management System (PRISMS). The CoE must be generated in accordance with the requirements of the PRISMS User Guide. There must be a CoE issued for each qualification that the learner is

going to be enrolled in as outlined in the Letter of Offer. The CoE will then be sent to the learner.

- 5.14. An orientation reminder/welcome email is sent to the Learner confirming the date, time, and location.
- 5.15. For offshore learners, they must then apply for a student visa and make travel arrangements to arrive in Australia in time to attend their orientation and commence their course.
- 5.16. At orientation, the College checks to ensure that all required fees have been paid by the learner, their contact details are accurate, issues them their timetable, and guides them through key policies and procedures, including academic progress, attendance, assessment, and grievances.

## **6. ADDITIONAL STUDENT SUPPORT**

- 6.1. During the enrolment application process, all prospective learners are asked to identify any pre-existing learning difficulties, disabilities or other conditions that may inhibit their learning or ability to undertake their chosen course.
- 6.2. When the application is checked initially by the Student Support Officer or delegated College representative, if a prospective learner has identified any pre-existing learning difficulties, disabilities or other conditions that may inhibit their learning or ability to undertake their chosen course, they notify the College Manager, who is responsible for reviewing all additional student support needs including appropriate reasonable adjustment as per the Assessment Policy and Procedure, Reasonable Adjustment Policy and Procedure, and the Prospective Learner Academic Suitability Assessment Policy and Procedure.
- 6.3. At this stage, the College Manager will review the information provided by the prospective learner, and if required, request additional information.
- 6.4. Once the required information has been collected, the College Manager will decide on the College's ability to provide the required support to the prospective learner. If external advice or support is required, the College Manager will make arrangements to engage a suitable external third party with any costs agreed with and incurred by the prospective learner.
- 6.5. If it is deemed that the College can provide the required support to the prospective learner, then the application will continue to be processed as normal. After successful enrolment and prior to course commencement, the agreed support strategies will be implemented. All affected staff will then be informed.
- 6.6. Implemented support strategies will be reviewed at the end of each term to ensure the learner is being supported in an appropriate manner to ensure the student's ability to progress and complete their course.
- 6.7. If it is deemed that the College cannot provide the required support to the prospective learner, then the College will work with the prospective learner to identify another



provider that has the necessary support available. The prospective learner's application will be rejected in this situation. More information is available in the Reasonable Adjustment Policy and Procedure at [opc.edu.au/policies](http://opc.edu.au/policies).

## **7. UNIQUE STUDENT IDENTIFIER (USI)**

- 7.1. For all enrolments, the College will collect and report USI numbers, as is the requirement under Commonwealth legislation.
- 7.2. The College can only issue a VET qualification or VET statement of attainment to a student who:
  - a) Has a USI; or
  - b) Has been granted an exemption from the requirement to have a USI.
- 7.3. As such, before the College can issue a qualification or statement of attainment to a learner, it must either:
  - a) collect and verify the learner's existing USI, or
  - b) create a USI on behalf of a learner with their permission.
- 7.4. To perform either of these actions, the applicant must provide permission for the College to apply for the USI on their behalf as declared in the enrolment application form. The Student Support Officer or delegated College staff member will access the USI Registry System at the time of the learner's enrolment.
- 7.5. The Student Support Officer or delegated College staff member will ensure the learner's file is updated to include the learner's USI. The learner's information will be handled in accordance with the requirements under Commonwealth legislation.
- 7.6. Learners who wish to apply for an exemption of having a USI can apply at [usi.gov.au/students/individual-exemptions](http://usi.gov.au/students/individual-exemptions).
- 7.7. If a learner is granted an exemption from having a USI:
  - a) The learner will not be able to obtain an authenticated VET transcript or an extract of a VET transcript through his/her USI account which provides consolidated information about any VET courses, modules or units of competency undertaken since 1 January 2015.
  - b) The learner's transcript will not include information on any VET study he/she did while he/she had the exemption. If he/she decides to get a USI in the future, he/she won't be able to provide his/her transcript to his/her RTO which may assist with enrolments and credit transfers.

## **8. METHODS FOR DETERMINING AUTHENTICITY OF ACADEMIC QUALIFICATIONS**

- 8.1. Academic qualifications submitted by a prospective learner can be authenticated by:
  - a) Original documents (i.e. award and transcript of results); or
  - b) Copies of the original documents (i.e. award and transcript of results) that have been notarised by a Justice of the Peace or equivalent authority.

- 8.2. Should the Student Support Officer or delegated College representative suspect that an academic document presented has been altered or fraudulently created, contact is made with the conferring institution to validate its authenticity.
- 8.3. If it is concluded that the academic document presented was fraudulently created or obtained, or if authenticity could not be established, the application will be rejected.
- 8.4. For overseas qualifications, applications for equivalency will be assessed using qualifications recognition tools such as Country Education Profiles (CEPs). However, it is entirely at the discretion of the College to make judgements about the equivalence of qualifications and other eligibility criteria for the purposes of assessing applications.
- 8.5. Academic records, credentials or other supporting documents written in foreign languages must be translated in English at either an approved translation services in a foreign country or a translation services center approved by the National Accreditation Authority for Translators or Interpreters (NAATI) in Australia.

## **9. METHODS FOR DETERMINING AUTHENTICITY OF CLAIMS IN A CV/RÉSUMÉ RELATING TO CLAIMED WORK EXPERIENCE**

- 9.1. All claimed work experience that is offered as evidence of eligibility for entrance to a specific VET course of study must be relevant to that VET course of study, be within the last five years of the date of application and be supported by a letter of support or statement of reference from the employer. Past employers may be contacted to verify work experience on a case-by-case basis.

## **10. METHODS FOR DETERMINING ENGLISH LANGUAGE PROFICIENCY**

- 10.1. English language proficiency test (IELTS, TOEFL, Pearson etc) and ESL/ELICOS course must be completed within two years prior to the course commencement date.
- 10.2. The English language test results will be verified using the relevant verifying tools provided by approved bodies such as IELTS Test Report Form (TRF) Verification Service.

## **11. RESPONSIBILITIES**

- 11.1. Opulence College implements a RASCI Responsibility Matrix to assign and display responsibilities of individuals to carry out a process within the organisation.

R - Responsible – the person who is responsible for carrying out the entrusted task, monitoring compliance and maintaining records.

A - Accountable (also Approver) – the person who is responsible for the whole task and who is responsible for what has been done.

S - Support – the person who provides support during the implementation of the process.

C - Consulted – the person who can provide valuable advice or consultation for the process.

I - Informed – the person who should be informed about the process.

	CEO	College Manager	Compliance Officer	Student Support Officer	Trainers & Assessors
R				X	
A	X				
S		X			
C			X		
I					X

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Revision History			
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30/05/2019	1.0	Original	
13/08/2021	1.1	Minor document style and content edits	
13/08/2021	1.2	Addition of USI exemption clause	
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17/11/2021	1.4	Minor content edits	