



**Opulence
College**

Prospective Learner Academic Suitability Assessment Policy and Procedure

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1. PURPOSE

- 1.1. This document specifies Opulence College's prospective student suitability assessment policy and procedure.
- 1.2. It sets out guidance to staff to assist them to determine if a prospective student holds the pre-existing skills and knowledge needed to successfully complete their chosen course and to ensure overseas students have sufficient English language proficiency, educational qualifications and/or work experience to enrol in the course.

2. SCOPE

- 2.1. This document applies to all staff and learners in the College.
- 2.2. The College Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

3. DEFINITIONS

- 3.1. *Academic suitability* means meeting the mandatory entry requirements of the course as described in the relevant Training Product, and any language, literacy, numeracy, and digital capabilities required to progress and complete the course.

4. POLICY STATEMENT

- 4.1. The College is committed to ensuring each prospective student is enrolled in their chosen course only when they can demonstrate they have the academic suitability to progress and complete the course.
- 4.2. Admission and enrolment to the College for international students is determined on the basis of the respective published entry requirements of the qualification, including previous academic achievements, previous work experience and any language, literacy, numeracy and digital capabilities required to progress and complete the course.
- 4.3. All prospective students seeking to enrol in a course of study, regardless of their background or circumstances, will be assessed for entry against the same published entry requirements and through the same process. All students must meet the entry requirements for the respective course.

5. REQUIREMENTS

- 5.1. The requirements under the National code and the Standards for RTOs are
 - a) National Code Standard 2.2, "the registered provider must have and implement a documented policy and process for assessing whether the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.
 - b) National Code Standard 2.2, "the registered provider must have and implement a documented policy and process for assessing whether the overseas student's English

language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.

- c) National Code Standard 2.2, “the registered provider must have and implement a documented policy and process for assessing whether the overseas student’s English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.
- 5.2. The entry requirements for each course are detailed in the corresponding training and assessment strategies and on each course’s information sheet on the College website and other marketing collateral.
- 5.3. The College ensures that entry requirements do not present unreasonable barriers to access.
- 5.4. All prospective learners seeking to enroll in a course of study, regardless of their background or circumstances, will be assessed for entry against the same published entry requirements and through the same process.

6. PROCEDURE

- 6.1. After submitting an application for enrolment, the information provided by the prospective learner will be reviewed by the College’s administration and enrolment team.
- 6.2. If a prospective learner is *unable* to demonstrate they have the academic suitability for the course they wish to enroll in, the College will inform the prospective learner of the outcome and provide advice or a referral to a suitable alternative depending on the reasons for the refusal. The record of all correspondence with the prospective learner will be maintained.
- 6.3. If a prospective learner *can* demonstrate they have the academic suitability for the course they wish to enroll in, the College will progress the application to the next step of the enrolment process. Any special training or assessment needs identified during this process will then be recorded on the learner’s file and appropriate arrangements made so they can be implemented. The record of all correspondence with the prospective learner will be maintained.

7. ADDITIONAL STUDENT SUPPORT

- 7.1. During the enrolment application process, all prospective Learners are asked to identify their existing skills and competencies and any pre-existing learning difficulties, disabilities or other conditions that may inhibit their learning or ability to undertake their chosen course.
- 7.2. The College may also identify any additional support required for students by requiring students to complete an Australian Core Skills Framework (ACSF) test (<https://www.dese.gov.au/skills-information-training-providers/australian-core-skills-framework>) or a self-assessment (<https://www.languagelevel.com/english/>) as part of the enrolment process.

- 7.3. 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.
- 7.4. At this stage, the College Manager will review the information provided by the prospective Learner, and if required, request additional information. This includes the learner being requested to complete and submit a Reasonable Adjustment Request Form available at <http://www.opc.edu.au/forms>.
- 7.5. After all the required information has been collected, the College Manager will make a decision 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 party, with any costs agreed with and incurred by the prospective learner.
- 7.6. 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.
- 7.7. Implemented support strategies will be reviewed at the end of each term to ensure the Learner is being supported in an appropriate manner so that they can progress and complete the course successfully.
- 7.8. 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 cancelled in this situation.
- 7.9. For more information on reasonable adjustment, learners can refer to the Reasonable Adjustment Policy and Procedure at www.opc.edu.au/policies/.

8. RESPONSIBILITIES

- 8.1. 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	Director	College Manager	Compliance Officer	Student Support Officer	Trainers & Assessors
R			X			
A	X	X				
S					X	
C				X		
I						X

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