

## 1. Purpose

This procedure describes the application and selection process to ensure that:

- students capable of succeeding in their chosen course of study are selected,
- the selection process is conducted in an ethical, fair and equitable manner,
- appropriate access and equity principles are considered in selection criteria,
- the application and selection process is consistent and compliant with relevant standards and legislation.

## 2. Responsibility

The Institute's Student Administration Manager is responsible for the implementation of this policy and ensuring that relevant staff members are aware about this policy and procedure.

## 3. Scope

This procedure applies to the admission, selection and processing of applications received from prospective students (both international and domestic) who wish to study the courses offered by the Institute.

## 4. Definition:

**Admission:** the process by which a prospective student applies for a place in a course offered by the Institute is considered and either selected or rejected.

**Australian Qualifications Framework (AQF):** a nationally consistent set of qualifications for all post-secondary education and training in Australia.

**Department of Home Affairs (DHA):** DHA's Student Visa Program provides student visas to international students to allow them to study on campus onshore with an accredited provider.

**ESOS Act (2000):** Federal Government act that regulates the provision of education and training services to international students in Australia and which stipulates student VISA conditions.

**Confirmation of Enrolment (COE):** This is a proof of student enrolment and acceptance of the offer letter and student agreement of the Institute. The DHA requires the CoE for visa processing for international students. This is generated through PRISMS for international students and created internally for domestic students

**Domestic Student:** a student studying in Australia who is an Australian citizen or a New Zealand citizen or a holder of Australian permanent residency

**IELTS:** a comprehensive test of English language proficiency designed to assess the ability of non-native speakers of English who intend to study or train in the medium of English.

**Letter of Offer:** a formal invitation to a prospective student to commence study at the Institute in the course offered.

**International Student:** a student studying in Australia who is the holder of a student visa granted by the Australian Government.

**Pre Training Review (PTR):** a review conducted prior to the enrolment into your course of studies

to ensure that the training and assessment provided by Royal Gurkhas Institute of Technology (RGIT) Australia is able to meet the student's individual needs and their host workplace requirements (if applicable).

**PRISMS:** Acronym for Provider Registration and International Students Management System (PRISMS). This site provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) legislation.

**Selection Process:** process undertaken to assess the suitability of the applicants for a program according to specified selection criteria, and subsequent notification of applicant's eligibility to enroll.

**SMS:** Student Management System also called RTO Manager System at RGIT Australia

## 5. Requirement

- Application procedures shall be student-focused, consistently applied and equitable.
- All applications shall be treated fairly, with respect and sensitivity, and in accordance with the Institute's Privacy Policy.
- Applications for admission shall be lodged according to the relevant guidelines provided to the applicants in the Student Prospectus.
- The Institute shall reserve the right to request additional information from applicants which may be relevant to their application, including documentation of previous academic records, medical certificates, or other supporting documentation in case of Special Consideration applications on any of the established grounds for Special Consideration.
- The Institute reserves the right to request applicants' authorisation to obtain further information from relevant third parties, where necessary, regarding their application.
- Applicant's personal information shall remain confidential, protected and will only be utilized as per the Privacy Policy the Data Provision Requirements 2012.

## 6. Application method

- All enquiring students will receive Student Prospectus, Student Application and the relevant policies and procedures in line with relevant government regulations before enrolment. International students will be enrolled in CRICOS-registered courses.
- Prospective applicants from overseas should submit the Application Form no less than six weeks prior to course commencement date to allow adequate time to Institute to assess the application and to lodge student visa application with DHA.
- Applicants must sign and date the application form and attach all supporting documents including:
  - Certified academic transcripts,
  - Evidence of English language level (e.g. IELTS, TOEFL),
  - Certified educational or academic certificates (in both the original language and in English).

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- Certified copy of passport/photo ID,
- Pre Training Review Form,
- Other relevant documents (in accordance with the individual course requirement)

## Other documents that may be required include:

- English translations of all documents
- Academic transcripts from previous educational institutions (if applying for advanced standing/credits) o Letter of Release from another provider for the relevant study period.

Application can be made by email, fax or in person or through an authorized representative.

Upon receipt of the application, a student file is created and relevant details recorded using a Student Application Checklist.

## 7. Selection Process

Based on the selection and entry requirements for the course, the Student Administration Manager or an authorised Admissions Officer must review and assess the application and determine whether a Letter of Offer should be made. To be accepted, the applicant must meet the following:

### (i) Academic Entry Requirements

Students must meet a minimum academic requirement to get admission to RGIT Australia courses. The table below summarizes the academic entry requirements. Applicants must refer to detailed information on individual courses for addition course-specific requirements.

Level of Study	Academic Requirements
Certificate II & III	Satisfactory completion of the equivalent of Australian Year 11 or higher
Certificate IV	Satisfactory completion of the equivalent of Australian Year 11 or Certificate III or higher
Diploma	Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher
Advanced Diploma	Satisfactory completion of the equivalent of Australian Year 12 or Diploma or higher

### (ii) Minimum English language requirements

International students, applying either off-shore or on-shore will require:

- A minimum IELTS (General) test score of 5.5 or equivalent for direct entry into a VET course, or

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- IELTS score of 4.5 or equivalent with a General English (ELICOS) course (up to 30 weeks) before the main VET course plus successful completion of RGIT Australia's Language and Numeracy Test on completion of General English (ELICOS) program. Results older than two years are not acceptable.

OR

- ii) 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

- iii) Evidence that within two years of their application date they have successfully completed a foundation course or a senior secondary certificate of education or a substantial part of a Certificate IV or higher level qualification in Australia from the Australian Qualifications Framework.

OR

- iv) Applicants originating from student visa assessment levels 1 and 2 (countries) without the required IELTS score must undertake an English Placement Test conducted at RGIT Australia's 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 General English (ELICOS). For further information on student visa assessment levels visit Department of Home Affairs' website at [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

**Please note:** RGIT Australia will also accept equivalent test results from the following specified English language tests:

- Test of English as a Foreign Language (TOEFL) iBT
- Test of English as a Foreign Language (TOEFL) PBT
- Pearson Test of English (PTE) Academic
- Cambridge English: Advanced (CAE)

## (iii) Entry requirements for HLT54115 Diploma of Nursing Program

### A. International Students

1. Aged 18 years or above at the time of enrolment
2. Successful completion of equivalent of Australian Year 12 level of study OR
3. Completion of a relevant Australian Certificate III or IV qualification eg. Aged Care, Health Services Assistance
4. Meet the English language requirement (as mentioned below).
5. Undertake ACER Language & Literacy test with at least a working level 4/ exit level 3.
6. If an ACER test or equivalent is successfully completed, attend an interview with the Nursing Course Coordinator or and nursing trainer (on arrival in Australia)

### B. Domestic Students

1. Aged 18 years or above at the time of enrolment.
2. Australian citizens/permanent residents.

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3. Holds a VCE Year 12 Certificate, Senior VCAL Certificate or other post-secondary school certificate at Certificate III Level or higher; or
4. Completion or Certificate III or IV qualification preferably in the Health/Community Care services
5. Meet the English language requirement (as mentioned below).
6. Undertake ACER Language, Literary and Numeracy test with at least working level 4/ exit level 3.
7. If an ACER test is successfully, attend an interview with the Nursing Course Coordinator

## **C. English Language Requirements for both domestic students and international students**

From 1 July 2018 all students that would be required by the NMBA to provide a formal English language skills test when applying for registration, must provide a formal English language test result demonstrating achievement of the NMBA specified level of English language skills, prior to commencing the program as below:

- Has attended and satisfactorily completed at least six years of primary and secondary education taught and assessed in English either in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America, including at least two years between years 7 and 12.

[NB: At the time of applying for NMBA registration as a program graduate: the applicant will have completed an NMBA approved Enrolled Nurse program and will therefore have a qualification that has been taught and assessed solely in English.]

OR

- At the time of applying for NMBA registration as a program graduate, the applicant will be able to demonstrate having completed 6 years (full time equivalent) of studies taught and assessed in English – that includes a combination of secondary, vocational or tertiary studies (or tertiary education alone) and evidence of a minimum of one year fulltime equivalent pre-registration program of study approved by the recognised nursing and/or midwifery regulatory body in either Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America.

OR

- Has formal English language test score results showing:
  - a. the IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking)

NOTE:

Only accepting test results:

- from one test sitting, or
- a maximum of two test sittings in a six-month period only if:
  - achieved a minimum overall score of 7 in each sitting, and
  - achieved a minimum score of 7 in each component across the two sittings, and
  - no score in any component of the test is below 6.5.

OR

- b. the OET with a minimum score of B in each of the four components (listening,

reading, writing and speaking.

NOTE:

Only accepting test results:

- from one test sitting, or
- a maximum of two test sittings in a six-month period only if:
  - was tested in all four components in each sitting, and
  - achieved a minimum score of B in each component across the two sittings, and
  - no score in any component of the test is below C.

OR

- c. the PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).

NOTE:

Only accepting test results

- from one test sitting, or
- a maximum of two test sittings in a six-month period only if:
  - a minimum overall score of 65 is achieved in each sitting, and
  - you achieve a minimum score of 65 in each of the communicative skills across the two sittings, and
  - no score in any of the communicative skills is below 58

OR

- d. the TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test:
  - 24 for listening,
  - 24 for reading,
  - 27 for writing, and
  - 23 for speaking.

NOTE

Only accepting test results:

- from one test sitting, or
- a maximum of two test sittings in a six-month period only if:
  - a minimum total score of 94 is achieved in each sitting, and you achieve a minimum score of 24 for listening, 24 for reading, 27 for writing and 23 for speaking across the two sittings, and
  - no score in any of the sections is below:
    - 20 for listening

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- 19 for reading
- 24 for writing, and
- 20 for speaking

OR

Other English language test approved by the NMBA as published on the Board's website with the required minimum scores.

## (iv) Age requirement

All international students must be at least 18 years of age or above at the time of the course commencement to study at RGIT Australia.

(The Academic Entry Requirements and English language requirements will be assessed using the Institute's entry requirements for the overseas students which are published in the marketing collaterals and the Institute's website.)

## (v) Other Requirements

Other requirements may be course specific and is provided to the students through RGIT Australia websites and marketing collaterals:

- a. Requirements prior to the start of Work-Based Training (WBT) components for Early Childhood Education and Care and Community Services include:
  - A satisfactory and valid National Police clearance / Australian Federal Police Clearance Certificate
  - A satisfactory and valid Working with Children Check
- b. Requirements prior to start of Professional Experience Placement (PEP for Diploma of Nursing)
  - A satisfactory and valid National Police clearance / Australian Federal Police Clearance Certificate (AFP) issued 3 months prior to PEP.
  - A satisfactory and valid Working with Children Check.
  - Immunisation records (recommended to have immunisation records from home country for international students).
  - Hold a current first aid certificate.
- c. Other requirements for Diploma of Nursing
  - Computer skills (ability to conduct research online and undertake some online studies to meet unit requirements).
  - Fitness Requirements for Professional Experience Placement (PEP)

The applicants may be interviewed to ensure they meet minimum entry requirements and PTR will be conducted to assess their learning needs. Applicants shall be provided with information on the following prior to the enrolment:

- course details (contact hours per week, recommended text books, etc.)
- fee structures

- Institute requirements
- recognition of other AQF qualifications, Recognition of Prior Learning & Credit Transfer information
- Legislative and regulatory education guidelines and requirements.

The Admission Officer must use the Student Application Checklist to ensure that all required documents are received at the time of application assessment.

All application details must be entered into the Institute's Student Management System (SMS) and all documents must be filed.

## 8. Issuing the Letter of Offer

RGIT Australia will issue Letter of Offer to successful applicants. The offer letter includes all detailed instructions and conditions for accepting the student agreement (student agreement is incorporated in the offer letter itself). The Student Administration Manager, or an authorised Admissions Officer, must sign the Letter of Offer and/or the Student Agreement to be sent to the applicants.

- Applicants who do not meet the entry requirements will be notified in writing. Where applicable, unsuccessful applicants shall be offered alternative study options.
- The Letter of Offer and Student Agreement letter are sent via email to the students or their nominated representative.
- A copy of the Letter of Offer and Student Agreement are kept in the student file/profile.

## 9. Acceptance of the Letter of Offer

Applicants must accept a Letter of Offer by the due date and by returning the signed Student Agreement form, accompanied by payment of tuition fees and Overseas Student Health Cover (OSHC), as outlined in the Letter of Offer.

## 10. Cancellation of the letter of offer

RGIT Australia reserves the right to withdraw and offer of admission and cancel the enrolment of any student where/when the Institute identifies such an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or an applicant's representative

## 11. Issuing the COE Letter

- The Institute shall send CoE letter once the signed Student Agreement along with the confirmation of the payment of the fees is received.
- The Accounts Department will confirm receipt of tuition fees and approve issuance of a CoE.
- The CoE must be prepared and generated as per the PRISMS User Guide for international students.
- For domestic students CoE will be issued internally.

- Prior to the issuance of the CoE, the student application file is checked to ensure all requirements are met. This is usually done using the Student Application Checklist.
- The CoE is then sent to the student, or the authorised representative, via email.
- A copy of the CoE is filed in the student file and the SMS is updated.
- The CoE will be used by the student to apply for a student visa (where applicable).

## 12. Deferral

- Prospective international students who have been offered a place in any course at the Institute have the right to defer the commencement of their studies for up to one year. Deferment must occur prior to enrolment. Students who defer cannot enroll.
- Applicants shall be advised in the Student Prospectus and on the Institute's website, of their right to defer and the process for deferral.
- Applicants wishing to defer must follow the Deferral Policy available on the institute's website or by contacting Student Services.
- Confirmation of a deferral is sent in writing to applicants.
- Deferred applicants shall be requested by mail to confirm their intention to take up their place prior to enrolment. Applicants who do not confirm their place, as instructed in this letter, will lose it.

## 13. Application by Transferring International Students

Prospective international students who are currently enrolled with another registered provider can apply for entry to a course at the Institute. However, they must have completed six months of their principal course of study with their previous registered provider at the time of enrolment. The Institute will not knowingly enroll a student who has not completed this requirement. This provision is in accordance with *ESOS Act 2000* and the National Code.

International students who seek to transfer from another registered provider but who not completed six months of their principal course of study, will only be considered when:

- The original registered provider has ceased to be registered, or the course in which the student is enrolled has ceased to be registered
- The original registered provider has indicated on PRISMS that it has released the student
- The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

## 14. Application Process for Transferring International Students

- International students transferring from another registered provider will follow the

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same application and selection procedure as prospective offshore international students.

- If the applicant accepts an offer and does not enrol, DHA shall be notified and the CoE cancelled.

## 15. Associated Documents

- Student Application Form
- Student Offer and Agreement Form
- Student Application Checklist
- Confirmation of Enrolment document

## 16. Review History

This policy will be reviewed yearly from date of authorisation.

Revision	Date	Description of modifications
1	September 2012	Original
2	June 2013	Overall editing and update
3	July 2013	Review
4	January 2018	Revision
5	March 2018	Header/Footer Update
6	July 2018	- Incorporated additional entry requirements of ANMC for Diploma of Nursing or both domestic and international students - Renamed the policy as Student Selection and Admission Policy and Other minor edits