

1. Purpose

The purpose of this document is to establish the administrative procedures for enrolling new and continuing students.

2. Scope

This policy applies to the enrolment of all international students in courses offered by RGIT Australia as per Clauses 5.1 point 12 and 5.2 Informing and protecting students:. It describes the procedures associated with:

- enrolment and re-enrolments; and
- variation to student enrolments.

3. Responsibility

The Institute's Student Services Manager will be responsible for the implementation of the policy and to ensure that staff are aware of its application and procedures.

4. Definitions

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

Department of Home Affairs: The Department responsible for Australia's immigration and customs border policy.

Provider Registration and International Student Management System (PRISMS): A governmentadministered system used to process international student information.

Student Management System (SMS): A system used by RGIT Australia to manage student information.

Electronic Confirmation of Enrolment (eCOE): A student's confirmation of enrolment is issued by the Department of Home Affairs and required for the issuing of student visas for international students. The eCOEs are generated through PRISMS.

5. Methods

5.1. Enrolment and Re-Enrolment

Enrolment of new international students and re-enrolment of continuing international students will be conducted via thefollowing processes

Steps	Responsibility
1. Notify international students of the official enrolment(Orientation) date	Student Services
2. Attend enrolment location, as advised, to formally enrol	Student
3. Provide students with the Enrolment Form	Student Services
4. Complete, sign and submit the Enrolment Form	Student
5. Re-confirm that the student has meet the entry requirements for the course	Student Services
6. Confirm fee payments are up-to-date	Accounts

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7. Check the Enrolment Form to ensure all details have been completed correctly	Student Services
8. Activate student's enrolment in the SMS	Student Services
9. Issue the student with their student ID card, which includes their student ID number	Student Services
10. Issue timetable to students	Student Services and Academic Department
11. Make sure Credit Transfer or RPL is applied, if applicable	Student and Student Services
12. Update student commencement records in the SMS and PRISMS	Student Services
13. Maintain the Enrolment Form in the student's profile	Student Services
14. Generate report on who accepted an offer but did not enrol (inactive withdrawal) for follow-up	Marketing and Student Services (Systems Administrator)

5.2. Variation to Enrolment

A variation to enrolment applies where a student changes their course of study, or defers the commencement of their course of study, or withdraws from their course. Applications will be conducted via the following process:

	Steps	Responsibility	Notes
1.	Complete the relevant form – i.e. Change of Course Request Form, Application for Suspension of Studies, Deferral and/or Leave Form or Withdrawal and Refund Application Form	Student	Supplementary evidences to support the reason(s) need to be provided. Refer to the respective policy and procedure for details.
2.	Review application and inform the student of their outcome	Student Services	As applicable, confirm full time study requirements are still being met
3.	If approved, process variation to student's enrolment and update details in the SMS	Student Services	
4.	Advise the Department of Home Affairs of changes to the student's enrolment via PRISMS	Student Services	



6. Unique Student Identifier

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications. The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost. The USI will be is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from when the USI comes into effect on 1 January 2015.

The USI initiative will:

- Seamlessly link information about a student's VET achievements, regardless of where they studied.
- Enable students to easily access secure digital transcripts of their achievements.
- Give students access to, and more control over, their educational information.

Collecting the student's USI

Step 1 Collect the USI The process to collect a USI from a student who has created their own USI is as follows: Ask the student for their:

- 1. USI number
- 2. First name
- 3. Last name
- 4. Date of birth
- 5. Important: The details provided by the student MUST match the details shown on the form of ID used to create a USI.

Step 2 Verify the USI

Verify that this information is correct. This part is very important as the student may have made a mistake when they gave the USI to you or simply has the wrong USI number. You should also make sure the student is giving you the exact information they used when they created their USI. This may be different to previous details you have recorded.

To verify the information either:

- 1. Enter this information into the USI website Or
- 2. Enter this information into your USI integrated software.

Note: Both methods of verifying USIs indicated above can achieve the same result. Take a screen shot that this process has been completed and attach it to the USI Application form

Step 3 Report the USI Once you have verified the USI as valid, you will then use this USI when reporting to the National Data Collection.

Note: If the student's USI could not be verified, you will receive a 'USI invalid' and the first name, last name and date of birth will be a 'no match'. If the USI is valid the system checks the first name, last name and date of birth and presents with 'match' or 'no match. You will then need to check with the student that the information they provided is correct and an exact match to the details they used

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7. Revision History

Revision	Date	Description of modifications
1	September 2012	Original
2	June 2013	Minor editing
2.1	July 2013	Editing
2.2	January 2018	Minor editing
2.3	January 2019	Overall review and editing to format, layout and content and updated title to "Enrolment Policy and Procedure (International Students)"
2.4	June 2020	Updated footer
2.5	September 2020	Updated logo
3.0	August 2022	Added USI information

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