Student Selection and Admission Policy and Procedure

1. Purpose

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

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

2. Responsibility

The Institute's Student Services 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 and applicants from culturally and linguistically diverse backgrounds) 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.

ACER CSPA: Australian Council for Educational Research Core Skills Profile for Adults. A set of secure online assessments matched to the latest Australian Core Skills Framework (ACSF) that assesses across the five performance levels of the ACSF in reading, numeracy and writing.

EOI: Expression of Interest. The application form a prospective student needs to complete and submit with the required supporting documents for the Institute to assess/consider their interest to study at the Institute.

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

Department of Home Affairs: The Australian Government Department that manages the student visa program that provides student visas to international students to allow them to study with an accredited provider.

ESOS Act: Education Services for Overseas Students 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.

COE: Confirmation of Enrolment. This is a proof of student enrolment and acceptance of the letter of offer and student agreement of the Institute. The Department of Home Affairs requires the COE for visa processing for international students. This is generated through PRISMS for international students and is 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.

Version: 7.3   **Responsibility:** Student Services Manager   **Last Reviewed:** August 2022

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National Provider No.: 22088 ABN: 68 127 999 160 CRICOS Code: 03002G

IELTS: International English Language Testing System. A comprehensive test of English language proficiency designed to assess the ability of a non-native speaker of English who intends 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.

LLN Test: Language, Literacy and Numeracy Test. An assessment that includes a range of tasks designed to identify the applicant's level in the core language, literacy and numeracy skills.

Institute: Royal Greenhill Institute of Technology (RGIT) Australia.

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

OET: Occupational English Test. An English language test for healthcare professionals.

PTR: Pre-Training Review. A review conducted prior to the enrolment into a course of study to ensure that the training and assessment provided by the Institute is able to meet the student's individual needs and their host workplace requirements (if applicable).

PRISMS: Provider Registration and International Students Management System. This site provides Australian education providers with the COE facilities required for compliance with the ESOS Act legislation.

Selection Process: The 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 enrol.

SMS: Student Management System. The Institute uses RTO Manager.

5. **Requirements**
   (1) Application procedures shall be student-focused, consistently applied and equitable.
   (2) All applications shall be treated fairly, with respect and sensitivity, and in accordance with the Institute's Privacy Policy.
   (3) Applications for admission shall be lodged according to the relevant guidelines provided to the applicants in the Student Prospectus.
   (4) 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.
   (5) The Institute reserves the right to request applicants' authorisation to obtain further information from relevant third parties, where necessary, regarding their application.
   (6) The applicant's personal information shall remain confidential, protected and will only be utilised as per the Institute's Privacy Policy and the Data Provision Requirements 2012.

6. Application method

(1) All enquiring students will receive the Institute's Student Prospectus, EOI and the relevant policies and procedures in line with relevant government regulations before enrolment.

(2) International students will be enrolled in the Institute's courses registered on CRICOS.

(3) Prospective international student applicants from overseas who are offshore at the time of submitting their EOI should submit the EOI no less than six (6) weeks prior to course commencement date to allow adequate time for the Institute to assess the EOI and for the student to lodge their student visa application with the Department of Home Affairs.

(4) Applicants must sign and date the EOI and attach all supporting documents including but not limited to:

    a. Certified academic transcripts;

    b. Evidence of English language level (e.g., IELTS, TOEFL);

    c. Certified educational or academic certificates (in both the original language and in English);

    d. Certified copy of passport/photo ID;

    e. PTR Form;

    f. Statement of Purpose or Application/Genuine Temporary Entrant (GTE) Questionnaire or up-to-date Resume/CV; and

    g. other relevant documents (in accordance with the individual course requirements).

Other documents that may be required include:

    a. English translations of all documents;

    b. Academic transcripts from previous educational institutions (if applying for advanced standing/credits); or

    c. 'Release' from the previous provider for the relevant study period (International students).

(5) The EOI can be submitted via email, in-person on-campus, through an authorised representative of the Institute or on the Institute's online portal.

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

7. Selection Process

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

(1) Academic entry requirements

Students must meet a minimum academic requirement to gain admission to the Institute's courses. The table below summarises the academic entry requirements. Applicants must refer to detailed information on individual courses for additional course-specific requirements, which are available in the Student Prospectus or on the Institute's website.

Level of Study	Academic Requirements
Certificate 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
Graduate Certificate	Satisfactory completion of the equivalent of Diploma or higher in relevant field of education or work
Graduate Diploma	Satisfactory completion of the equivalent of Diploma or higher in relevant field of education or work

(2) Minimum English language requirements

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

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

OR

b. IELTS score of 4.5 or equivalent with a General English (ELICOS) course (up to thirty (30) weeks) before the main VET course plus successful completion of the Institute's Language, Literacy and Numeracy (LLN) Test on completion of the General English (ELICOS) program. Results older than two (2) years are not acceptable.

OR

c. Evidence that they have studied in English for at least five (5) years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America.

OR

d. Evidence that within two (2) 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 AQF.

Version: 7.3   **Responsibility:** Student Services Manager   **Last Reviewed:** August 2022

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OR

e. Applicants originating from student visa assessment levels 1 and 2 (countries) without the required IELTS score must undertake an English Placement Test conducted at the Institute'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) course. For further information on student visa assessment levels visit Department of Home Affairs' website at www.homeaffairs.gov.au

Please note: The Institute will also accept equivalent test results from the following specified English language tests:
   a. Test of English as a Foreign Language (TOEFL) iBT;
   b. Test of English as a Foreign Language (TOEFL) PBT;
   c. Pearson Test of English (PTE) Academic; and
   d. Cambridge English: Advanced (CAE).

(3)   Entry requirements for the HLT54115 Diploma of Nursing Program

   a. International Students
   I.   Aged 18 years or above at the time of enrolment;
   II.   Successful completion of equivalent of Australian Year 12 level of study OR Completion of a relevant Australian Certificate III or IV qualification e.g. Aged Care, Health Services Assistance;
   III. Meet the English language requirement (as mentioned below);
   IV.   Undertake the ACER CSPA test with an outcome of at least a working level 4/exit level; and
   V.   If an ACER CSPA test or equivalent is successfully completed, attend an interview with the Nursing Coordinator and/or nursing trainer (on arrival in Australia, where arriving from overseas).

   b. Domestic Students
   I.   Aged 18 years or above at the time of enrolment;
   II.   Holds a VCE Year 12 Certificate, Senior VCAL Certificate or other post- secondary school certificate at Certificate III Level or higher or Completion of Certificate III or IV qualification preferably in the Health/Community Care services;
   III. Meet the English language requirement (as mentioned below);
   IV.   Undertake the ACER CSPA test with an outcome of at least working level 4/exit level 3; and
   V.   If an ACER CSPA test is successful, attend an interview with the Nursing Course Coordinator and/or nursing trainer.

(4) English language requirements for the HLT54115 Diploma of Nursing program
From 1 July 2018 all students that would be required by the Nursing and Midwifery Board of Australia (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:

a. Has attended and satisfactorily completed at least six (6) 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 (2) 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.]

<div align="center">OR</div>

b. At the time of applying for NMBA registration as a program graduate, the applicant will be able to demonstrate having completed six (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.

<div align="center">OR</div>

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

      NOTE:
      Only accepting test results:
      i. from one test sitting, or
      ii. 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 twosittings, and
         • no score in any component of the test is below 6.5
         <div align="center">OR</div>

   II. The OET with a minimum score of B in each of the four components (listening, reading, writing and speaking.

      NOTE:
      Only accepting test results:

i. from one test sitting, or
ii. 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

III. 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
i. from one test sitting, or
ii. 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

IV. The TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test:
i. 24 for listening,
ii. 24 for reading,
iii. 27 for writing, and
iv. 23 for speaking.

NOTE
Only accepting test results:
i. from one test sitting, or
ii. 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
  - 19 for reading
  - 24 for writing, and
  - 20 for speaking

OR

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

(5)   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 the Institute. Applicants under 18 years of age at the time of enrolment need to provide evidence of parental or guardian consent. For International students, student visa applicants under the age of 18 will be accepted where they demonstrate that they will be accompanied by a parent, legal custodian or a suitable relevant who is aged 21 or over; this arrangement requires approval from the Department of Home Affairs.

(6)   Course specific PTR form

Applicants intending to undertake VET courses at the Institute are required to complete a PTR relevant to the course they are planning to undertake which aims to identify their training needs through questions on previous education or training, relevance of the courses to learner, relevant experience. The PTR can be downloaded from the Institute's website: www.rgit.edu.au and or will be provided once the EOI is submitted by the applicant. Applicants are required to complete it prior to the enrolment into the intended course of study.

(7)   LLN test

Applicants intending to undertake VET courses at the Institute are required to complete an LLN test prior to the enrolment into the intended course of study.

(8)   Other requirements

Other requirements may be course specific and is provided to the students through the Institute's websites and marketing collaterals:

   a.   Requirement prior to the start of Work-Based Training (WBT) components for the CHC30121 Certificate III in Early Childhood Education and CHC50121 Diploma of Early Childhood Education and Care includes:
      I.   A satisfactory and valid Working with Children Check.

   b.   Requirements prior to the start of WBT components for the CHC52015 Diploma of Community Services includes:
      II.   A satisfactory and valid National Police clearance / Australian Federal Police Clearance Certificate; and
      III.   A satisfactory and valid Working with Children Check.

   c.   Requirements prior to start of Professional Experience Placement (PEP) for the HLT54115 Diploma of Nursing includes:
      I.   A satisfactory and valid National Police clearance / Australian Federal Police Clearance Certificate (AFP) issued 3 months prior to PEP;
      II.   A satisfactory and valid Working With Children Check; and
      III.   Immunisation records (recommended to have immunisation records from home country for international students); and
      IV.   Hold a current first aid certificate.

d. Other requirements for the HLT54115 Diploma of Nursing includes:
    I. Computer skills (ability to conduct research online and undertake some online studies to meet unit requirements); and
    II. Fitness Requirements for PEP.

e. 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:
    I. course details (contact hours per week, recommended text books, etc.);
    II. fee structures;
    III. Institute requirements'
    IV. recognition of other AQF qualifications, Recognition of Prior Learning and Credit Transfer information; and
    V. 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 SMS, RTO Manager, and all documents must be filed.

8. Issuing the Letter of Offer

The Institute will issue a Letter of Offer and Student Agreement to successful applicants who meet the entry requirements and are deemed suitable for the nominated course(s). The Letter of Offer and Student Agreement includes all detailed instructions and conditions for accepting the student agreement. The Student Services Manager, or an authorised Admissions Officer, must sign the Letter of Offer and Student Agreement to be sent to the applicants.

   (1) Applicants who do not meet the entry requirements will be notified in writing. Where applicable, unsuccessful applicants may be offered alternative study options.
   (2) The Letter of Offer and Student Agreement will be sent via email to the students and/or their nominated agent representative (where applicable).
   (3) A copy of the Letter of Offer and Student Agreement will be kept in the student's 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, accompanied by payment of tuition fees, as outlined in the Letter of Offer. International students will also be required to provide a copy of their Overseas Student Health Cover (OSHC),

10. Cancellation of the letter of offer

The Institute reserves the right to withdraw the offer of admission and cancel the enrolment(s) 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

   (1) The Institute shall send the COE once the signed Student Agreement along with the confirmation of the payment of the fees is received.
   (2) The Accounts Department will confirm receipt of tuition fees and approve issuance of a COE.
   (3) The COE must be prepared and generated as per the PRISMS User Guide for international students.
   (4) For domestic students, the COE will be issued internally.
   (5) 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.
   (6) The COE is then sent to the student, or the authorised representative, via email.
   (7) A copy of the COE is maintained in the student file and the SMS is updated accordingly.
   (8) For International students, the COE will be used by the student to apply for a student visa (where applicable).
   (9) For students commencing their course and/or studying their course online, they will be provided with their virtual orientation session presentation details.

12. Deferral

   (1) 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 (1) year. Deferment must occur prior to enrolment. Students who defer cannot enrol.
   (2) Applicants shall be advised in the Student Prospectus and on the Institute's website, of their right to defer and the process for deferral.

(3) Applicants wishing to defer must follow the Deferment, Suspension, Withdrawal and Cancellation Policy and Procedure available on the institute's website or by contacting Student Services.

(4) Confirmation of a deferral is sent in writing to applicants (i.e. email).

(5) Deferred applicants shall be requested 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 (6) months of their principal course of study with their previous registered provider at the time of enrolment. The Institute will not knowingly enrol 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 have not completed six (6) months of their principal course of study, will only be considered when:

(1) The original registered provider has ceased to be registered, or the course in which the student is enrolled has ceased to be registered.

(2) The original registered provider has indicated on PRISMS that it has 'released' the student.

(3) 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.

(4) 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

(1) International students transferring from another registered provider will follow the same application and selection procedure as prospective offshore international students.

(2) If the applicant accepts an offer and does not enrol, the Department of Home Affairs shall be notified and the COE cancelled.

15. Review History

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 ANMAC for Diploma of Nursing or both domestic and international students - Renamed the policy from "Student Application and Selection Policy and Procedure" to "Student Selection and Admission Policy" and made other minor edits
7.0	January 2019	Replaced "Application" form with "EOI", removed the "Associated Documents" section, inserted clauses about the course specific PTR form and LLN test, replaced "DHA" with the "Department of Home Affairs" and overall review and update
7.1	June 2020	Updated the footer
7.2	October 2020	- Added LLN to Definitions - Updated Academic entry requirements - Separated subsection 7.(8)a. and added Community Services as 7.(8)b. - Further clarified Age requirements - Edited contents to consider online students - Minor content edits - Logo updated
7.3	August 2022	Added information in Scope of policy Updated the training package codes