



## Admissions Policy and Procedure

### Purpose

To ensure that the criteria and process for the admission of students into any course offered by Australian Workplace Skills Institute (AWS) is clearly specified and made available to students prior to and during an application process. The practices followed will be in compliance with the Standards for RTOs 2015 (SRTO 2015) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (ESOS National Code 2018).

### Scope

This policy applies to all prospective students and the AWS staff who are involved in assessing applications, issuing the Written Agreement and processing applications in PRISMS.

### Policy

The course information, entry requirements and the course application process will be clearly described in the AWS Student Prospectus on the AWS website. The admissions team will ensure that a rigorous assessment process is followed in line with the admissions criteria for all applications for courses.

AWS will only admit overseas students with the study entitlement in Australia.

Students who apply for Recognition of Prior Learning (RPL) or Credit Transfer from a previous qualification will be assessed according to the RPL/Credit Transfer Policy. In cases where RPL or Credit Transfer has been awarded after the issuance of the student visa, AWS will report the change on course duration in PRISMS.

AWS must retain records of all student Written Agreements and receipts of payments made under any Written Agreement for at least 2 years after the person ceases to be an AWS student

### Entry requirements

- **[Age Requirement]:** Students must be 18 years or over at the date of course commencement to be admitted.
- **[Knowledge Requirement]:** Students must have at least successfully completed year 12 studies or overseas equivalent. OR have completed any one (1) level lower qualifications under AQF – For example, if a student wishes to enroll Certificate IV courses, it is acceptable to for the student to have an AQF Certificate III qualification (LLN test is required if the applicant's qualification is not in relevant field), OR has relevant experience in relevant field (please refer to different courses' requirement).
- **[English Requirement]:** For international students, IELTS overall 5.5 or its equivalent (TOEFL/PTE/Cambridge English are acceptable), OR complete Australian ELICOS course at upper intermediate level, OR complete any one (1) level lower qualifications under AQF – For example, if a student wishes to enroll Certificate IV courses taught in English, OR pass the AWS English placement test at upper intermediate level (at least 60 points out of 100) unless your nationality is the US, UK, New Zealand, Canada or Ireland.



# AWS

AUSTRALIAN WORKPLACE  
SKILLS INSTITUTE

**AWS Institute Pty Ltd**

**T/A Australian Workplace Skills Institute**

**RTO No: 45701 CRICOS No.: 03924J**

**ACT Campus:** Level 1, 66 Townshend Street, Phillip, ACT 2606

**NSW Campus:** Level 6, 140 Elizabeth Street, Sydney NSW 2000

**Phone:** 02 9182 0984 **Email:** [info@aws.edu.au](mailto:info@aws.edu.au)

**ABN No:** [12 637 817 353](https://abn.gov.au/abn/12637817353) **Website:** [www.aws.edu.au](http://www.aws.edu.au)

## Written agreement for overseas students

Each overseas student who has successfully met the AWS entry requirements will be offered a place in the course that the student has applied for where the capacity of the course is available. A Written Agreement (WA) between AWS and the student will be issued. The WA sets out the services that AWS will provide and the student's obligations upon accepting the WA. The WA will:

- Be signed by the student prior to, or concurrently with, making the payment of the tuition fee
- Outline the course(s) in which the student is to be enrolled, the expected course start date and end date, the location(s) of the delivery of the course, any work-based training required as part of the course, the course qualification, award and other potential outcomes of the course
- Specify the prerequisites for entry to the course, including the academic and English language proficiency level
- Indicate the enrolment fee, tuition fee and material fees for the periods to which the fees relate, payment options, late payment charge, advice on the potential for changes to fees over the duration of a course, and AWS's cancellation and refund policies
- Include an outline of the AWS internal and external complaints and appeals processes
- Include any conditions imposed on the student's enrolment
- Provide details of any non-tuition fees that students may incur in the circumstances of late payment of tuition fees or any other circumstances where additional fees may apply.
- Provide information on student accommodation options and indicative costs of living in Australia
- Reflect the changes on course duration and fees on the basis of any awarded RPL or credit transfer.
- Set out the circumstance in which personal information about the student may be disclosed by AWS to the Australian Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988
- Provide a statement that states 'This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies'
- Advise the overseas student of their responsibility to notify AWS of a change of address while enrolled in their course(s), to provide emergency contact details and to inform the Institute within 7 days of changes to these
- Advise students that in the event of a course not being delivered by AWS, AWS will refund the tuition fees paid or under the Tuition Protection Service (TPS) will arrange a refund or transfer as per the TPS Framework.
- Include a statement that clearly advises the student to retain a copy of the WA and any receipts of payment of fees.

## Procedure

### Steps of Assessing an Application

- 1) On receipt of an application, the Admissions Department will ensure the application documents are complete for assessment. This would include:
  - An application form with all the required fields completed
  - Certified copies of the academic qualifications and transcript (in English)
  - Verified copies of English results (where appropriate)/AWS English placement test result, other qualification documents taught in English
  - A certified copy of the passport (main page and visa page where appropriate).
- 2) Each application is to be assessed to ensure that the applicant's qualifications and English language proficiency meet the requirements of the course being applied for. The requirements are described in this Procedure. The Admissions Manager completes an admissions checklist to ensure the requirements are met.
- 3) The Admissions Department checks the student visa status on VEVO.
- 4) Applicants that meet the entry requirements will be offered a place in the course being applied for. An Offer Letter and Written Agreement will be issued by AWS and sent to the applicant and/or their education agent.
- 5) Along with Offer Letter and Written Agreement, a link of current student prospectus is also emailed to the student/education agent so that intended student has correct and up-to-date information of the course/s in accordance with Standard 2 of National Code 2018.
- 6) The Marketing Manager issues a CoE as the CoE Officer on PRISMS. When a concurrent CoE is identified on PRISMS where a release letter is required from the student's principal course provider, the Marketing Manager will advise the Admissions Department to contact the student and their education agent seeking for the release from other provider before an AWS CoE can be issued.
- 7) Upon the receipt of the release information on PRISMS, the Marketing Manager will issue the CoE.

### Assessing Language Proficiency

- **English proficiency requirement**
  - 1) All the courses listed above require the English proficiency of an IELTS overall score of 5.5 or equivalent).
  - 2) In circumstance where an applicant is unable to provide a valid English result or an academic qualification, the applicant will be required to take the AWS English



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placement test. Offshore applicants must take the offshore English placement test under the supervision of their education agent. Onshore applicants must take the test on the AWS campus under the supervision of the AWS administration staff. The placement test will be assessed by the Academic Manager. AWS reserves the right to re-test any student for English language proficiency during orientation. Results from such a test may be used to determine course entry.

The table below sets the English admission criteria that applicants must meet.

| TEST   | SCORE  |
|--|--|
| IELTS (Academic)   | Overall 5.5  |
| TOEFL (Paper based) PBT  | 460  |
| TOEFL (Internet based) IBT   | 48   |
| PTEA   | 46   |
| CAE (from 2015)  | 162  |
| ISPLR  | 2+   |
| EAP (NEAS/English Australia endorsed ELICOS provider)  | EAP Upper Intermediate   |
| GE (NEAS/English Australia endorsed ELICOS provider)   | Upper Intermediate   |
| <b>The following <u>Australian</u> academic qualifications can be accepted as meeting the English language requirements if the applicant does not have a valid English test results.</b> |  |
| Senior Secondary School (Year 12)  | Successful completion of Year 12 with the EAL/ESL score no less than 20 in units 3/4 |
| Australian University Foundation Program   | Successful completion of one term with Pass in the English subject                   |



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|   |   |
|---|---|
| Certificate 3, Certificate 4 or Diploma course or higher<br><br>(Certificate 2 is acceptable for students applying for BSB30115 Certificate III in Business)  | Successful completion of one term   |
| <b>The following <u>Overseas</u> academic qualifications can be accepted as meeting the English language requirements if the applicant does not have a valid English test results. (Only apply for students graduated from UK, USA, Canada, New Zealand or Republic of Ireland)</b> |   |
| Senior Secondary School (Year 12) obtained from UK, USA, Canada, New Zealand or Republic of Ireland   | Successful completion of Year 12 High School that taught in English in specific countries.                            |
| University graduation certificates from UK, USA, Canada, New Zealand or Republic of Ireland   | Successful completion of Higher Education institutes in specific countries (with at least 2 years duration of study). |
| Vocational Education qualifications with at least 2 years study from UK, USA, Canada, New Zealand or Republic of Ireland  | Successful completion of 2 years study in Vocational qualifications in specific countries.                            |

### Assessing Recognition of Prior Learning (RPL)/Credit Transfer

If an applicant is applying for RPL (for domestic applications only), the applicant is required to make an appointment with the Head of Department (HoD) to discuss their eligibility and the process. The HoD will notify the admissions team, with the RPL outcome for the course and then a revised offer is to be made, if required.

If an applicant is applying for a credit transfer (for domestic and overseas applications), the applicant is required to complete the Credit Transfer Form detailing all the units they have successfully completed. The applicant must also provide the certified copies of their qualifications and academic transcripts. Applications for RPL and Credit Transfer are governed by the RPL/Credit Transfer Policy and Procedure.

In the case of accepted RPL or Credit Transfer, AWS will inform the student in writing of the outcome of the application and advise the student of reduced course duration and issue a revised CoE.

## Admission Student Files

Within 10 business days of receiving the signed agreement from an overseas student, the admissions team will enter the following enrolment details into PRISMS:

- Student's full name
- Gender
- Date of birth
- Country of birth
- Nationality
- Passport number
- Student's Australian contact details
- Student's overseas contact details
- Education agent details
- Start and end date of the course
- Course name, course code and the location of delivery
- Amount of tuition and non-tuition fees received by AWS
- Total amount of tuition fees in accordance with the written agreement
- OSHC details (if arranged by AWS)
- Onshore or offshore applicant
- If the student has undertaken an English language test, the name of the test and the results the applicant received
- Australian visa number (where appropriate)
- Any conditions for the course commencement

Once entered into PRISMS, a copy of the Confirmation of Enrolment (CoE) is sent to the student and their education agent.

## Enrolment variations

### Pre-commencement deferral, withdrawal and change of course

When a student applies for a deferral, withdrawal or change of course after they receive the CoE and before the course commencement, the student must:

- 1) Complete the Student Deferral/Suspension/Cancellation/Leave Request Form. If it is a change of course application, then the International Student Application Form must also be completed for the new course being applied for.
- 2) The application will be assessed by the Admissions Department according to the admissions criteria. The outcome will be communicated to the student and education agent.
- 3) When the student meets the admissions criteria, a revised Letter of Offer and Written Agreement will be sent to the student and their education agent.



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- 4) Upon the receipt of the student signed Written Agreement, the change of course will be reported on PRISMS and the new CoE will be issued to the student and their education agent.
- 5) Deferral and withdrawal applications will be assessed by the Admissions Manager and the Marketing Manager in accordance with the Deferring, Suspending or Cancelling the Overseas Students' Enrolment Policy and Procedure.

### **Post-commencement withdrawal, deferral and change of course**

- 1) All student-initiated applications for deferral/cancellation/suspension must be in writing using the Student Deferral/Suspension/Cancellation/Leave Request Form. Supporting documents must be submitted with the application as appropriate.
- 2) The completed form must be submitted to [info@aws.edu.au](mailto:info@aws.edu.au) or to the Student Services Officers.
- 3) The Admissions Manager will assess the application according to the Deferring, Suspending or Cancelling the Overseas Students' Enrolment Policy and Procedure.
- 4) The outcome of the Admissions Manager's assessment will then be submitted to the Marketing Manager for the enrolment variation on PRISMS.
- 5) The enrolment variation will be communicated to the student via email with the attachment of a new CoE/canceled CoE.
- 6) The AWS Admissions Department will document the whole process of the enrolment variation in the individual student files.
- 7) If the application is rejected, the student will be communicated via email of the outcome and be advised that they have the rights and access to appeal in accordance with the Complaints and Appeals Policy and Procedure.
- 8) The process of AWS initiated student enrolment cancellation will be processed according to the Deferring, Suspending or Cancelling the Overseas Students' Enrolment Policy and Procedure. The cancellation will be reported on PRISMS in compliance with the ESOS Act Section 19.

### **Definitions**

|                   |  |
|-------------------|--|
| AWS:              | Sydney International Institute Pty Ltd trading as Australian Workplace Skills Institute      |
| CRICOS:           | Commonwealth Register of Institutions and Courses for Overseas Students                      |
| DHA:              | Department of Home Affairs   |
| ESOS Act:         | Education Services for Overseas Students Act 2000  |
| Overseas Student: | A person holding an Australian Student Visa, enrolled in a CRICOS registered, onshore course |



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|                     |  |
|---------------------|--|
| ESOS National Code: | National Code of Practice for Providers of Education and Training to Overseas Students 2018  |
| Course:             | Program of Education or Training defined as a course in the ESOS Act   |
| SRTO:               | Standards for Registered Training Organisations 2015   |
| NVETR Act:          | National Vocational Education and Training Regulator Act 2011  |
| ASQA:               | Australian Skills Quality Authority  |
| RPL:                | Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning to determine the credit outcomes of an individual application for credit. |
| Credit Transfer:    | Count previous education or training in a similar field or topic towards part of a degree or other qualification.  |
| TPS:                | The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study.     |
| Written Agreement:  | Sets out the services AWS will provide and the student's obligations in the form of a signed binding document.   |
| CoE:                | Confirmation of Enrolment  |
| PRISMS:             | Provider Registration and International Student Management System  |
| Certified:          | Officially recognised  |
| Verified:           | Demonstrate that something is true and accurate  |



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## Document Control

|  |                       |
|--|-----------------------|
| Policy Owner:                          | AWS Institute Pty Ltd |
| Endorsed By:                           | PEO                   |
| Person Responsible for Implementation: | Admissions Manager    |
| Endorsement Date:                      | January 2022          |
| Version:                               | 1.0                   |

