



Admission 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 is clearly specified and made available to students prior and during an application process. The practices followed will be in compliance with Standards for RTOs 2015 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)

Scope

This policy applies to all prospective students and the college staff who are involved in assessing applications, issuing the written agreement and processing applications in PRISMS.

Definitions

College	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
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 the college 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

Student Management System	Axcelerate
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Policy

The college will ensure that:

- All prospective students are adequately informed about the services, rights and obligations, and the college's responsibilities through the provision of pre-enrolment information. Pre-enrolment information has been developed in consistent with the requirements outlined in RTO Standards Clause 5.2 and National Code Standard 2.1.
- A process is in place in assessing whether prospective students meet all entry requirements prior to being offered a place in the course. This includes English language proficiency, educational qualifications or work experience.
- Pre-enrolment interview is conducted, and a determination is made whether the course is suitable for prospective students based the completed pre-enrolment interview and documentation provided.
- When a prospective student is considered to be suitable for the course, Letter of Offer and Agreement is provided to prospective students for signature to indicate their acceptance. Letter of Offer and Agreement must be signed by prospective students concurrently or prior to accepting payment of fees (inclusive of tuition and non-tuition). The Letter of Offer and Agreement has been developed in consistent with the requirements outlined in Standard 3 of the National Code 2018.
- All prospective students are provided with the opportunity to apply for credit transfer and/or RPL.
- All prospective students are provided with all relevant fee information including fees that must be paid, payment terms and conditions and rights to obtain a refund.
- The college cannot accept students seeking a concurrent enrolment within a student's first six months of the primary enrolment.
- In cases of concurrent courses where students have completed more than six months of their primary course, the student will be unduly informed of their responsibilities and will be asked to sign a declaration indicating their agreement. The responsibilities include adhering to the requirements of all courses that the student is enrolled, including maintaining satisfactory course progress and attendance where applicable. The college does not encourage the student to enrol in a concurrent course. However, the college acknowledges that overseas students as consumers and supports them in exercising their choices in concurrent study arrangement.

Procedure

Admission	Responsible Person
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AWS

AUSTRALIAN WORKPLACE
SKILLS INSTITUTE

AWS Institute Pty Ltd

T/A Australian Workplace Skills Institute

RTO No: 45701 **CRICOS No.:** 03924J **ABN No:** [12 637 817 353](https://abn.gov.au/abn/12637817353)

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

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

Phone: 02 9182 0984 (NSW) / 02 6109 7671 (ACT)

Email: info@aws.edu.au **Website:** www.aws.edu.au

<p>1. Provide a prospective student with the following:</p> <ul style="list-style-type: none"> • pre-enrolment information (e.g Student Handbook, website, student prospectus for international students only) to enable them to make a sound decision; and • enrolment form to apply for a course. 	Admission Team
<p>2. On receipt of an application, ensure the application documents are complete for assessment. This includes:</p> <ul style="list-style-type: none"> • All required fields are completed • Certified copies of the academic qualifications and transcript (in English) • Verified copies of English results (e.g. IELTS, PTE) or the college’s English placement test result, other qualification/s taught in English 	
<p>3. Assess the documentation provided by the prospective student to ensure all criteria in entry requirements are met. This includes English language proficiency, qualification/s and/or work experience.</p> <p>Refer to Appendix A below on how to assess language proficiency.</p>	
<p>4. Check the student visa status on VEVO where applicable.</p>	
<p>5. Conduct a pre enrolment interview using Pre-Enrolment Interview Questions document.</p>	
<p>6. Use the documentation assessed and pre-enrolment interview outcomes to determine their suitability. Only prospective students that meet all entry requirements will be offered a place in the course being applied for.</p>	
<p>7. When determined as suitable, send an Offer Letter and Written Agreement for prospective students to read and sign to indicate their acceptance.</p>	
<p>8. Issue a CoE from PRISMS.</p> <p>Important notes:</p> <ul style="list-style-type: none"> • In the event when a student transfers from another CRICOS RTO, follow Student Transfer and Release Policy and Procedures for more information. • In the event of concurrent courses where students have completed more than six months of their primary course, inform the student of the responsibilities as outlined in the policy and require them to sign the declaration indicating their agreement. PRISMS generally provides an alert if the student is enrolled in another CRICOS provider. 	
<p>9. Check the CoE to ensure its duration is not in excess of the college’s CRICOS registered duration.</p>	
<p>10. Provide the CoE to the student.</p>	



Data Entry	Responsible Person
1. Enter information from prospective students into the Student Management System.	Admission Team
2. Verify USI provided. Note: AQF Certification must not be issued without the receipt of a verified USI unless the prospective students are exempted as outlined in the Student Identifier Act 2014.	
3. If an exemption applies, notify the prospective students during the enrolment that their training results will not be accessible through the Commonwealth and will not appear on USI Transcript.	

Recognition of Prior Learning & Credit Transfer	Responsible Person
1. Provide information to prospective students pertaining to the availability of RPL and Credit Transfer during the enrolment through the pre-enrolment information.	Admission Team
2. When determined as suitable for RPL and/or Credit Transfer, refer to RPL and Credit Transfer Policy and Procedure for the whole process.	

Enrolment Variation <i>(Deferral, Suspension or Cancellation before and after course commencement)</i>	Responsible Person
1. Please refer to Deferral, Suspension and Cancellation Policy and Procedure for more information.	Admission Team

Recordkeeping	Responsible Person
1. Store all admission documentation (e.g completed enrolment form, completed pre-enrolment interview) in the Student Management System.	Admission Team
2. All documentation records are kept for least two (2) years after the student has ceased to be an accepted student.	

Related Documentation

- Pre-enrolment Interview Questions
- Deferral/Suspension/Cancellation Request Form

Document Control

Policy Owner:	Australian Workplace Skills Institute
Endorsed By:	CEO
Person Responsible for Implementation:	Admission Team
Endorsement Date:	October 2022
Version:	1.0

Appendix A (Assessing Language Proficiency)

English proficiency requirements:

1. All the courses offered by the college require the English proficiency of an IELTS overall score of 5.5 or equivalent
2. In the event where a prospective student is unable to provide a valid English result or academic qualification, the application will be required to undertake the college's English 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 college campus under the supervision of the college staff. The placement test will be assessed, and the result will be communicated to the prospective student. The college reserves the right to re-test any students for their English language proficiency during the orientation. Results from the test will be used to determine course entry.

The following table outlines the English admission criteria that prospective students must meet:



TEST	SCORE
IELTS (Academic)	Overall score of 5.5
TOEFL (paper based) PBT	460
TOEFL (internet based) IBT	48
PTE	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

The following Australian academic qualification/s can be accepted as meeting English language requirements if the applicant does not have a valid English test result.

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
Certificate III, Certificate IV or Diploma course or higher (Certificate II is acceptable for prospective students applying for Certificate III qualification such as Certificate III in Business.	Successful completion of one term.

The following overseas academic qualifications can be accepted as meeting English language requirements if the applicant does not have a valid English test result. Please note that this only applies to prospective students graduated from UK, USA, Canada, New Zealand or Republic of Ireland.

Senior Secondary School (Year 12) obtained from UK, USA, Canada, New Zealand or Republic of Ireland.	Successful completion of Year 12 High School taught in English in specific countries.
University graduation certificates from UK, USA, Canada, New Zealand or Republic of Ireland.	Successful completion of Higher Education Institute taught in English 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 country.



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