



# Pre-enrolment Policy and Procedure

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## 1. Purpose and Scope

The purpose of this policy is to ensure that Reach Community College implements the pre-enrolment process for compliance with the requirements of the National Code 2018, ELICOS standards 2018 and RTO standards 2015. The policy is also to guide Education Agents to assist a prospective student in making an informed decision for his or her admission. This policy relates to college staff and education agents. They must refer to this policy and procedures for their recruitment process.

## 2. Definitions

Term	Meaning
College	Refers to Reach Community College.
Education Agents	Mean education agents who have agreements with the college.
College staff	Refers to the college staff who is related to the enrolment process such as enrolment team members.
International students	Means Students who are Student Visa holders or are applying for Student Visa.
Domestic student	Means Students who are non-Student Student Visa holder, or Australian Citizens.

## 3. Pre-enrolment: Policy statement

In accordance with the National Code 2018, the college staff (e.g., Enrolment team) and education agents are required to provide comprehensive, current and plain English information to the college prospective students for their decision making. This also includes information such as:

1. The course/qualification entry requirements
2. work experience requirements
3. English language proficiency requirements
4. college's facilities

Prospective students will be provided access to any other pre-enrolment information via the college's website, brochure, handout and/or staff consultation session (e.g., enrolment team). In order to ensure that a student can make an informed decision, Education Agents are required to provide pre-enrolment sessions and assistance.

## 4. Procedures (international prospective student)

The pre-enrolment process is divided into three steps.

### Step 1: Entry requirements and relevant information

When Education Agents first meet prospective students, they will inform the students of the available training packages offered by the college. This includes the CRICOS information, entry requirements, course credit, tuition fees, and any other related fees such as handling fees, and health cover/insurance costs. Students will also be informed whether training packages are accredited with any organisations (e.g., ACWA: Australian Australian Community Workers Association for community service qualifications). Students will be introduced to the college website and/or training package flyers/brochures at <https://drive.google.com/drive/folders/1wS7r6BPvXOrPNv5r7Av2EyLyq3ff8J1>. This is to ensure that prospective students are aware of what choices they have for their study journey.

#### The information on entry requirements will contain information:

- a. Academic, and work experience requirements
- b. English requirement

#### Any other relevant information can include, but not limited to,

- a. Study Mode (i.e., full time/part-time) and expected contact hours per week\*
- b. Course duration (i.e., Tuition and Breaks)
- c. Delivery Mode (i.e., Face to Face/Distance/Online/Blended)
- d. Delivery location:
  - campus
  - any additional facilities and specialised labs (if applicable)
- e. Vocational placement and any other arrangements (if applicable)
- f. Tuition fee and any other related fees.

\*Students who are Student Visa holders or are applying for a Student Visa must study with the full-time mode.

### Step 2: Pre-enrolment sessions / consultations

Once prospective students inform the college staff and/or Education Agents about the course(s) of their interest, the college staff and/or education agents will have a pre-enrolment session(s) / consultation(s) with prospective students. During this step, the sessions between the students and the college staff and/or education agents can occur several times. This is to ensure that prospective students are eligible to enter into the course(s) of their interest. The checklist below is developed to assist Education Agents in checking the student's eligibilities.

## 1. Pre-Enrolment Genuine Temporary Entrant (GTE) Form

The college staff and/or education agents will request prospective students to fill the pre-enrolment GTE form. They can assist prospective students in explaining why they have chosen Reach Community College as their new education provider, and why they have chosen the Reach Community College course/program?

## 2. Finance Requirements

For fulfilling finance requirements, a prospective student must be able to demonstrate either:

- sufficient funds to cover the travel costs and 12 months of living and tuition fees for a student and his or her accompanying family members and school costs for any school aged dependants, or
- evidence that a student's spouse or parents are willing to support him or her and they have an annual income of at least AUD 62,222 for single students or at least AUD 72,592 for students that are accompanied by family members
- an Acceptance Advice of Secondary Exchange Students form for secondary exchange students only
- a letter of support from the Department of Foreign Affairs and Trade or Department of Defence.

Refer to <https://immi.homeaffairs.gov.au/visas/web-evidentiary-tool> for document checklist.

Refer to <https://www.legislation.gov.au/Details/F2019L01366> for the cost of living in Australia.

## 3. Academic requirements

The college staff and/or Education Agents will check a prospective student's academic background against the entry requirements disclosed on the college website. The check will include the verification of a prospective student's academic documents such as a certificate, and transcript. A prospective student is requested to provide their statutory declarations and/or certified copies of their certificate and transcript for verifying their academic documents.

## 4. Employment history

The college staff and/or Education Agents will request information regarding prospective students' employment history. The evidence of employment history can include payslips or an employment contract. Prospective students can also attach their most recent curriculum vitae or résumé outlining both employment and study for the past five years. If students have been studying, they can include copies of their transcripts.

Note: prospective students do not need to provide this if they are sponsored by the Department of Foreign Affairs and Trade or the Department of Defence or if they are secondary exchange students.

Refer to <https://immi.homeaffairs.gov.au/visas/web-evidentiary-tool> for document checklist.

**Table 1: A student's eligibility checklist (International student)**

Eligibility checklist				
No.	Items	The course requirements	The student meets requirements Yes / No	Comments
1	Identification			
2	Pre-Enrolment Genuine Temporary Entrant (GTE) Form			
3	Finance Requirements			
4	Academic requirements			
5	Employment history			
6	English language requirements			
7	Evidence of intended study			
8	Health insurance			
9	Genuine temporary entrant requirement			
10	Relationship - spouse, de facto partner			
11	Evidence of school enrolment for dependants			
12	Change of name evidence			

## 5. English Language Proficiency Requirements

During pre-enrolment sessions, the college staff and/or Education Agents must inform prospective students of their English Language Proficiency (ELP) requirements. The college staff and/or Education Agents must check whether prospective students are required to have English Language Proficiency (ELP) requirements. They can check at <https://immi.homeaffairs.gov.au/visas/web-evidentiary-tool>.

### 5.1 A prospective student is required to have ELP evidence.

#### a. Evidence of ELP requirements

The college staff and/or Education Agents must check whether prospective students have evidence to demonstrate a satisfactory test score in an approved English language test (e.g., IELTS).

**Table 2: Reach Community College English Language Proficiency Requirements**

English Language Test	Certificate III, Certificate IV, Diploma, Advanced Diploma	Graduate Certificate	Graduate Diploma
<i>Note: Applicants must ensure that the test results provided are valid for 2 years from the date of sitting, and it is an approved English test for the purposes of the enrolled course.</i>			
<b>International English Language Test System (IELTS)</b>	An overall band score of 5.5 (with no individual band score of less than 5.0).	An overall band score of 6.0 (with no individual band score of less than 5.5).	An overall band score of 6.5 (with no individual band score of less than 6.0).
<b>International English Language Competency Assessment (IELCA)</b>	An overall score of 25 (with no score less than 20).	An overall score of 30 (with no score less than 25).	An overall score of 35 (with no score less than 30).
<b>Test of English as a Foreign Language Internet-based test (TOEFL iBT)</b>	An overall score of 46 (with no score less than 14).	An overall score of 60 (with no score less than 17).	An overall score of 79 (with no score less than 19).
<b>Cambridge</b> Cambridge English: First (FCE) Cambridge English: Advanced (CAE) Cambridge English: Proficiency (CPE)	An overall score of 161 (with no score less than 154).	An overall score of 169 (with no score less than 161).	An overall score of 177 (with no score less than 169).
<b>Pearson Test of Academic (PTE)</b>	An overall score of 42 (with no score less than 36).	An overall score of 50 (with no score less than 42).	An overall score of 58 (with no score less than 50).
<b>Occupational English Test (OET)</b>	D	C	C

If a prospective student may not be able to demonstrate his or her satisfactory test score in an approved English language test in Table 2. They may choose to enrol in English Language Intensive Courses for Overseas Students (ELICOS). The entry-level of General English (Beginner to Upper-Intermediate) Course and the approximate number of weeks required to achieve an English proficiency (IELTS Scores are an approximation) are shown in the table below.

**Table 3: English Language Intensive Courses for Overseas Students**

ENGLISH PROFICIENCY			
Qualification	Certificate III Certificate IV Diploma Advanced Diploma	Graduate Certificate	Graduate Diploma
English Level	<b>(IELTS 5.5 or equivalent)</b>	<b>(IELTS 6.0 or equivalent)</b>	<b>(IELTS 6.5 or equivalent)</b>
<b>Beginner</b>	40 Weeks of ELICOS study	50 Weeks of ELICOS study	Over 50 Weeks of ELICOS study
<b>Elementary</b>	30 Weeks of ELICOS study	40 Weeks of ELICOS study	Over 40 Weeks of ELICOS study
<b>Pre-Intermediate</b>	20 Weeks of ELICOS study	30 Weeks of ELICOS study	Over 30 Weeks of ELICOS study
<b>Intermediate</b>	10 Weeks of ELICOS study	20 Weeks of ELICOS study	Over 20 Weeks of ELICOS study
<b>Upper-Intermediate</b>	No ELICOS study is required	10 Weeks of ELICOS study	Over 10 Weeks of ELICOS study

In addition, if a prospective student obtains test score less than what is required in Table 2, he or she can also choose to enrol in the ELICOS course. For example, a prospective student requires to obtain an overall band score of IELTS 5.5 (with no individual band score of less than 5.0). The student obtains IELTS 5.5 (overall band); however, the score of his or her writing band in IELTS is 5.0. this student may choose to enrol in the 10-week ELICOS program. See the college website for more information.

Note: Completing the ELICOS course(s) does not provide a student with the IELTS Certificate. Instead, the ELICOS course(s) indicates the equivalent English skill level to that of IELTS. To receive an official IELTS score, a student is required to undertake the IELTS examination.

***b. English language evidence exemptions***

Prospective students do not need to provide evidence of an English test score with their visa application if one of the following applies:

- Prospective students are a citizen and hold a passport from the UK, USA, Canada, NZ or Republic of Ireland
- Prospective students are an applicant who is a Foreign Affairs or, Defence sponsored student or a Secondary Exchange student (AASES)
- Prospective students are enrolled in a principal course of study that is a registered school course, a standalone English Language Intensive Course for Overseas Students (ELICOS), a course registered to be delivered in a language other than English, or a registered post-graduate research course
- Prospective students have completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
- in the 2 years before applying for the student visa, Prospective students completed, in Australia and the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while Prospective students held a student visa.

### ***5.1 A prospective student DOES NOT require to demonstrate the ELP***

If a prospective student is not required to have ELP evidence, the college staff and Education Agents may check whether the student has the required ELP to achieve the course of his or her interest. For example, even if a prospective student may live in a country with English as an official language such as Singapore, he or she may not use the English language as the first language. As a result, the college staff and Education Agents may request a prospective student to take actions as follows:

#### ***a. Providing ELP Evidence***

The college staff and Education Agents must check an approved English language test score (e.g., IELTS) or evidence of certain eligible studies in English. Refer to the ELP requirements in Table 2. **Note:** Applicants must ensure that the test results provided are valid for 5 years from the date of sitting, and it is an approved English test for the purposes of the enrolled course.

In the event that a prospective student is unable to an approved English language test score as required, The college staff and Education Agents may suggest the student enrol in an ELICOS course(s) to improve his or her ELP. Refer to the ELP requirements in Table 2 and 3. This course allows students to practice the 4 major components of the English language: writing, reading, speaking, and listening.

At the end of each level, the student will be required to pass the ELICOS exam. For more information please refer to the Reach Community College website.

### ***b. Language, literacy and numeracy (LLN) test***

The college staff and Education Agents can request a prospective student to take internal LLN test to check his or her ELP. The format of the LLN test can be in both physical and online copies depending locations of prospective students. Refer to Learning Support Policies and Procedures for LLN test(s).

In the event that prospective students fail LLN tests, the college staff and Education Agents will offer options to the students such as studying ELICOS course(s), re-test on LLN examinations after a certain period, obtain an approved English language test score (e.g., IELTS).

### ***c. English language evidence exemptions***

#### **c.1 Previous Studies or Qualifications**

If they have completed previous studies or qualifications where English was the language spoken in delivering examinations, the student must provide evidence, assessments and lessons. Accepted studies or qualifications include:

- a) Year 12 or a senior secondary certificate completed within the last 5 years; or
- b) Post-secondary qualification certificate (diploma or higher) completed within the last 5 years.

Students will be required to attach a certified copy of these documents (e.g., certificate) and a letter from the school/college for their course or programs, stating English as the medium language spoken in delivering the overall course (examinations, assessments and lessons).

#### **c.2 Work Experience/Voluntary Work**

The student must provide evidence of paid or voluntary work experience where English was the language of instruction. In these cases, acceptance will be at the college discretion. Students can also be required to attach a certified copy of a letter from their employer stating that English was the language of instruction.

## 6. Genuine Temporary Entrant (GTE)

The college staff and/or education agents will request prospective students to prepare a statement of purpose in accordance with Ministerial Direction (MD) 69. Please see MD 69 at <https://immi.homeaffairs.gov.au/visa-subsite/files/direction-no-69.pdf>. Several factors are taken into accounts for the SOP such as:

- A prospective student's circumstance in their home country.
- A prospective student's circumstance in Australia.
- Value of the course to a prospective student's future (e.g., Explain why a student is considering Reach Community College as his or her potential education provider)
- A prospective's immigration history

Note: a prospective student can supply supporting documents (e.g., proof of employment, curriculum vitae, résumé, and academic documents) together with the SOP.

The SOP will assist the college staff and/or education agents in determining whether a prospective student is actually interested in the qualification(s)/course(s) that he or she is applying for. In some cases, by checking the SOP, the college staff and/or education agents can determine whether prospective students have sufficient capabilities and abilities to achieve the qualification(s)/course(s) of their interest.

## 7. Health insurance

The college staff and/or education agents will inform a prospect student regarding Overseas Student Health Cover (OSHC). The information should include the estimated costs, expected period of insurance, basic details of the insurance policy, and the requirements for any dependent.

### Step 3: Information about applying for Student Visa

Prospective students who are required to have or apply for Student Visa will be introduced to <https://immi.homeaffairs.gov.au/>. The publicly available information on the website will be presented to prospective students such as cost, processing time, Overseas Student Health Cover (OSHC), and eligibility.

## 5. Procedures (Domestic prospective student)

The pre-enrolment process is divided into two steps.

### Step 1: Entry requirements and relevant information

When Education Agents first meet prospective students, they will inform the students of the available training packages offered by the college. This includes entry requirements, course credit, tuition fees, and any other related fees such as handling fees, and health cover/insurance costs. Students will also be informed whether training packages are accredited with any organisations (e.g., ACWA: Australian Community Workers Association for community service qualifications). Students will be introduced to the college website and/or training package flyers/ brochures at <https://drive.google.com/drive/folders/1wS7r6BPvXOrPNv5r7Av2EyLyq3flf8J1>. This is to ensure that prospective students are aware of what choices they have for their study journey.

#### The information on entry requirements will contain information:

- a. Academic, and work experience requirements
- b. English requirement

#### Any other relevant information can include, but not limited to,

- a. Study Mode (i.e., full time/part-time) and expected contact hours per week
- b. Course duration (i.e., Tuition and Breaks)
- c. Delivery Mode (i.e., Face to Face/Distance/Online/Blended)
- d. Delivery location
  - campus
  - any additional facilities and specialised labs (if applicable)
- e. Vocational placement and any other arrangements (if applicable)
- f. Tuition fee and any other related fees.

### Step 2: Pre-enrolment sessions / consultations

Once prospective students inform the college staff and/or Education Agents about the course(s) of their interest, the college staff and/or education agents will have a pre-enrolment session(s) / consultation(s) with prospective students. During this step, the sessions between the students and the college staff and/or education agents can occur several times. This is to ensure that prospective students are eligible to enter into the course(s) of their interest. The checklist below is developed to assist Education Agents in checking the student's eligibilities.

## **1. Finance requirements**

A prospective student will be informed of the detail of tuition fee and any other fees that may occur during his or her study journey (e.g., resubmission fees, and reenrolment fees).

## **2. Academic requirements**

The college staff and/or Education Agents will check a prospective student's academic background against the entry requirements disclosed on the college website. The check will include the verification of a prospective student's academic documents such as a certificate, and transcript. A prospective student is requested to provide their statutory declarations and/or certified copies of their certificate and transcript for verifying their academic documents.

### ***Employment history***

If the entry requirements to a qualification require a prospective student to have a certain type of work experience, the college staff and/or Education Agents will request information regarding prospective students' employment history. The evidence of employment history can include payslips or an employment contract. Prospective students can also attach their most recent curriculum vitae or résumé outlining both employment and study for the past five years. If students have been studying, they can include copies of their transcripts.

**Table 4: A student's eligibility checklist (Domestic student)**

<b>Eligibility checklist</b>				
<b>No.</b>	<b>Items</b>	<b>The course requirements</b>	<b>The student meets requirements Yes / No</b>	<b>Comments</b>
1	Identification			
2	Finance Requirements			
3	Academic requirements			
4	English language requirements			
5	Change of name evidence			

### 3. English Language Proficiency Requirements

During pre-enrolment sessions, the college staff and/or Education Agents must inform prospective students of their ELP requirements. The student is required to present ELP evidence if the qualification of their interest requires them to achieve a certain score of the approved English test (e.g., IELTS).

Table 5 shows the English entry requirements.

**Table 5: Reach Community College English Language Proficiency Requirements**

English Language Test	Certificate III, Certificate IV, Diploma, Advanced Diploma	Graduate Certificate	Graduate Diploma
<i>Note: Applicants must ensure that the test results provided are valid for 5 years from the date of sitting, and it is an approved English test for the enrolled course.</i>			
<b>International English Language Test System (IELTS)</b>	An overall band score of 5.5 (with no individual band score of less than 5.0).	An overall band score of 6.0 (with no individual band score of less than 5.5).	An overall band score of 6.5 (with no individual band score of less than 6.0).
<b>International English Language Competency Assessment (IELCA)</b>	An overall score of 25 (with no score less than 20).	An overall score of 30 (with no score less than 25).	An overall score of 35 (with no score less than 30).
<b>Test of English as a Foreign Language Internet-based test (TOEFL iBT)</b>	An overall score of 46 (with no score less than 14).	An overall score of 60 (with no score less than 17).	An overall score of 79 (with no score less than 19).
<b>Cambridge</b> Cambridge English: First (FCE) Cambridge English: Advanced (CAE) Cambridge English: Proficiency (CPE)	An overall score of 161 (with no score less than 154).	An overall score of 169 (with no score less than 161).	An overall score of 177 (with no score less than 169).
<b>Pearson Test of Academic (PTE)</b>	An overall score of 42 (with no score less than 36).	An overall score of 50 (with no score less than 42).	An overall score of 58 (with no score less than 50).
<b>Occupational English Test (OET)</b>	D	C	C

If a prospective student may not be able to demonstrate his or her satisfactory test score in an approved English language test in Table 5. They may choose to enrol in English Language Intensive Courses for Overseas Students (ELICOS). The entry-level of General English (Beginner to Upper-Intermediate) Course and the approximate number of weeks required to achieve an English proficiency (IELTS Scores are an approximation) are shown in the table below.

**Table 3: English Language Intensive Courses for Overseas Students**

ENGLISH PROFICIENCY			
Qualification	Certificate III Certificate IV Diploma Advanced Diploma	Graduate Certificate	Graduate Diploma
English Level	<b>(IELTS 5.5 or equivalent)</b>	<b>(IELTS 6.0 or equivalent)</b>	<b>(IELTS 6.5 or equivalent)</b>
<b>Beginner</b>	40 Weeks of ELICOS study	50 Weeks of ELICOS study	Over 50 Weeks of ELICOS study
<b>Elementary</b>	30 Weeks of ELICOS study	40 Weeks of ELICOS study	Over 40 Weeks of ELICOS study
<b>Pre-Intermediate</b>	20 Weeks of ELICOS study	30 Weeks of ELICOS study	Over 30 Weeks of ELICOS study
<b>Intermediate</b>	10 Weeks of ELICOS study	20 Weeks of ELICOS study	Over 20 Weeks of ELICOS study
<b>Upper-Intermediate</b>	No ELICOS study is required	10 Weeks of ELICOS study	Over 10 Weeks of ELICOS study

In addition, if a prospective student obtains test score less than what is required in Table 5, he or she can also choose to enrol in the ELICOS course. For example, a prospective student requires to obtain an overall band score of IELTS 5.5 (with no individual band score of less than 5.0). The student obtains IELTS 5.5 (overall band); however, the score of his or her writing band in IELTS is 5.0. this student may choose to enrol in the 10-week ELICOS program. See the college website for more information.

Note: Completing the ELICOS course(s) does not provide a student with the IELTS Certificate. Instead, the ELICOS course(s) indicates the equivalent English skill level to that of IELTS. To receive an official IELTS score, a student is required to undertake the IELTS examination.

***Language, literacy and numeracy (LLN) test***

The college staff and Education Agents can request a prospective student to take internal LLN test to check his or her ELP. The format of the LLN test can be in both physical and online copies depending locations of prospective students. Refer to Learning Support Policies and Procedures for LLN test(s).

In the event that prospective students pass LLN tests, a prospective student will not be required to have any further evidence of ELP. However, if the student fails to pass the LLN test, the college staff and Education Agents will offer options to the students such as studying ELICOS course(s), re-test on LLN examinations after a certain period, obtain an approved English language test score (e.g., IELTS).

### ***English language evidence exemptions***

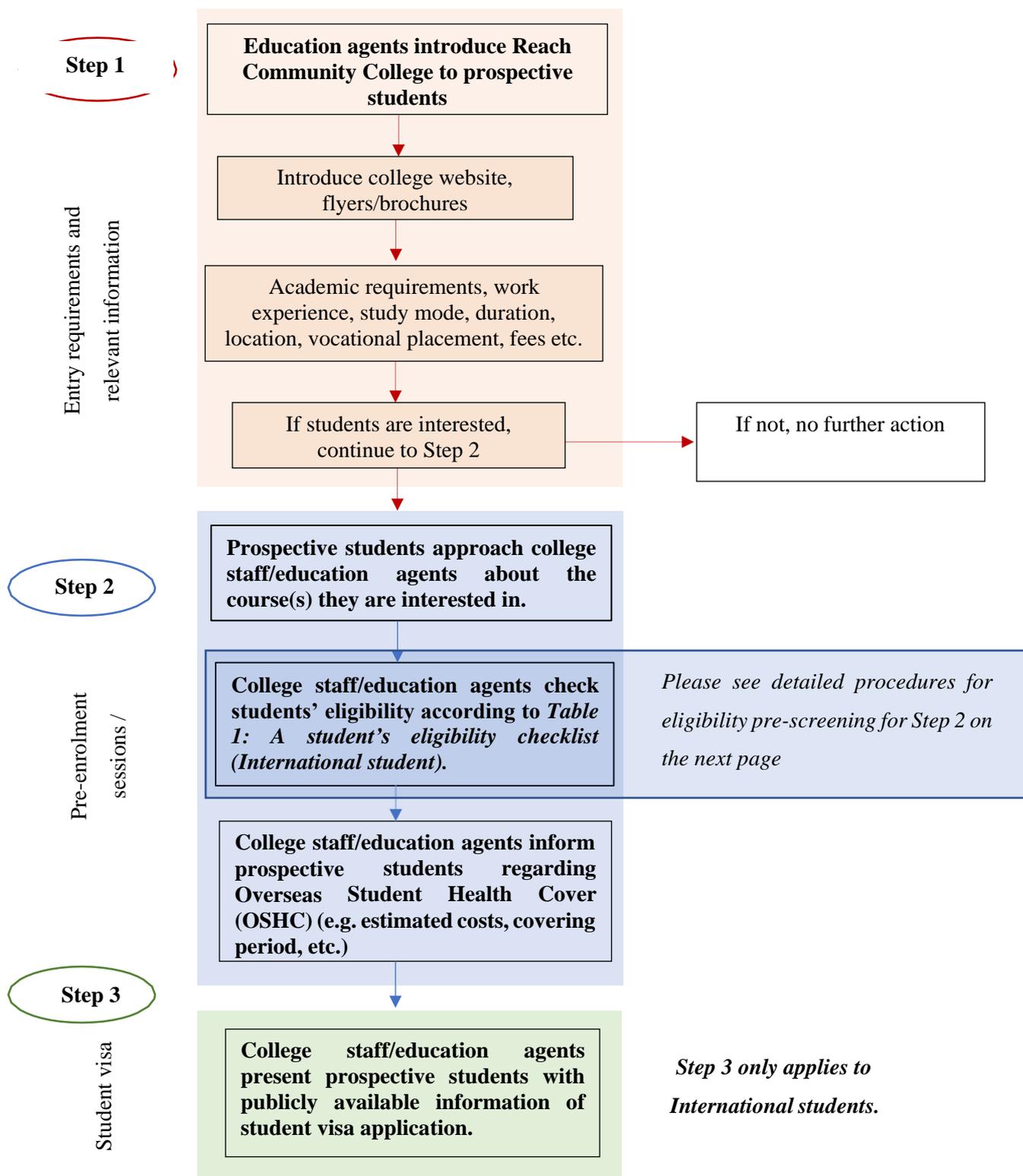
- Prospective students are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
- Prospective students are an applicant who is a Foreign Affairs or, Defence sponsored student or a Secondary Exchange student (AASES)
- Prospective students are enrolled in a principal course of study that is a registered school course, a standalone English Language Intensive Course for Overseas Students (ELICOS), a course registered to be delivered in a language other than English, or a registered post-graduate research course
- Prospective students have completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
- in the 5 years before applying for the student visa, Prospective students completed, in Australia and the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while Prospective students held a student visa.

### **Work Experience/Voluntary Work**

The student must provide evidence of paid or voluntary work experience where English was the language of instruction. In these cases, acceptance will be at the college discretion. Students can also be required to attach a certified copy of a letter from their employer stating that English was the language of instruction. If students can present the required documents, they can be exempted from the ELP requirements.

## Appendices

### 1. The Procedures for Pre-enrolment for International/Domestic Students



## The procedures for eligibility pre-screening

