CRICOS: 02815M
Policy Number: MITP11
Policy Name: Application and Enrolment Policy and Procedure

Related Policies:
- MITP12 – Use of Education Agents Policy
- MITP52 - Student Eligibility and Exemption Policy

Relevant State / Federal Govt. Legislation:
- ESOS Act 2000
- National Code 2007 Standard 1-4

Contact Officer:
Marketing and Business Development Manager
Administration Officer - Admissions

Date Approved: 1st June 2012
Date of Next Review: 1st June 2014

## Version Control and Change History

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<td>PEO</td>
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<td>Added Bachelor course entrance requirements for pathways</td>
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<td>Completed review and updated next review</td>
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<td>11</td>
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<td>Amended clause 3.2.7 to add VET FEE HELP eligible student requirements</td>
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1.0 PURPOSE

This policy is in place to ensure that all individuals who gain entry into a National Accredited Program being offered at the Institute have the appropriate skills and abilities they require successfully complete their studies.

Furthermore, the Institute embraces flexibility and equal opportunity encouraging people to apply for enrolment without discrimination through a variety of means so that an optimal number of students can participate in education and training at the highest level.

2.0 DEFINITIONS & KEY WORDS

2.1 “The Institute” refers to Menzies Institute of Technology
2.2 “IELTS” refers International English Language Testing System
2.3 “PRISMS” refers Provider Registration and International Student Management System.

3.0 PROCEDURE

3.1 Entry Requirements

The following outlines entry requirements for both local and international students intending to undertake study at Menzies Institute of Technology.

3.1.1 Entry Requirements for Local Students

- Minimum age of 16 years and above
  
  If deemed necessary by Menzies, the prospective student would be required to attend an interview with the Administration Officer - Admissions to determine whether the prospective student is suitable for the course of study.

3.1.2 Entry Requirements for Local Students under Government Subsidised Training

For details on the entry requirements for Government Subsidised Training, please refer to MITP52 Student Eligibility and Exemption Policy.

3.1.3 Entry Requirements for International Students

For Vocational Courses, an English Language proficiency level of one of the below:

- IELTS band score of 5.5 or equivalent internationally recognised exam result in line with DIAC regulations OR
- Satisfactorily completing 5 weeks of the Institute’s General English at Upper Intermediate Level and achieved greater than 50% average score OR
- TOEIC 605(L&R), TOEFL 513(Paper Based), TOEFL 183(CBT), TOEFL 65(IBT) OR
- For Certificate III Courses, completed secondary studies in your home country equivalent to an Australian Year 10 qualification from an English language speaking country OR
- For Certificate IV and above courses, completed secondary studies in your home country equivalent to an Australian Year 11 qualification from an English language speaking country
- If deemed necessary by Menzies, the prospective student currently in Australia would be required to attend an interview with the Marketing or Admissions Officer and complete the English Proficiency Test and attain a satisfactory level (Upper Intermediate or above)

For Bachelor Courses, an English Language proficiency level of one of the below:

- IELTS band score of 6.0 OR equivalent internationally recognised exam result in line with DIAC regulations OR
- TOEIC 693(L&R), TOEFL 530(Paper Based), TOEFL 197(CBT), TOEFL 72(IBT) OR
- Satisfactorily completing 10 weeks of General English at Upper Intermediate level and achieved greater than 50% average score OR
- Completed secondary studies in your home country equivalent to an Australian Year 12 qualification from an English – language speaking country.
- If deemed necessary by Menzies, the prospective student would be required to attend an interview with the Administration Officer - Admissions and complete the English Proficiency Test and pass to a satisfactory level (Upper Intermediate or above)

Other entry requirements for International students include:

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<th>Academic</th>
<th>Completion of senior high school or equivalent to the Australian Year 12 of education</th>
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| Regulatory | - A current and valid passport
            | - A valid study visa that covers the duration of study for the course |
| Age      | Menzies Institute of Technology will not accept overseas                           |
| Commencement students who would be under 18 years of age at the time of proposed commencement |

For English Courses, students must be 18 years or over at the time of commencement of the course.

### 3.2 Application and Enrolment Process

The application and enrolment process involves the following steps:

#### 3.2.1 Enquiry

The prospective student makes an enquiry directly to the Institute or through one of the Institute’s nominated education agents.

#### 3.2.2 Information provided

The Institute or its nominated education agent supplies the prospective student with the following information:

- Detailed and up to date information on the course of interest, including course content, duration of study, commencement dates and qualifications awarded upon successful completion
- Indicative course-related fees including advice on potential for fees to change during the students course
- RPL (Recognition of Prior Learning) and RCC (Recognition of Current Competency processes if applicable
- The requirements for acceptance into a course including the minimum level of English language proficiency and academic requirements
- Payment and refund policies
- Campus locations and general description of facilities
- Deferral, suspension and cancellation policies
- Referral to the ESOS framework made available electronically by DEST
- Indicative costs of living in Australia and accommodation options
- Details on any collaborations with other training providers to provide whole or part of the course

#### 3.2.3 Application

The prospective student completes and signs the Institute’s application form and provides originals or certified copies of the following documentation:

- Proof of English Language proficiency as stated in 3.1
- Academic qualifications as stated in 3.1
- Passport
- Appropriate study visa (for onshore international students)
- Proof of health cover (for onshore international students)
- Foreign qualifications (if applicable)
- CV/Resume (if applicable)

3.2.4 Interviewing Process

If necessary, the Administration Officer - Admissions will hold an interview with the prospective student to discuss and verify the following information:

- Eligibility documentation verifications (for Government Subsidied Training funding)
- Exemption documentation verifications (for Government Subsidied Training funding)
- Recognition of Prior Learning (RPL)/Credit Transfer (CT) options
- Language, Literacy and Numeracy test (LLN) (if required for Government Subsidied Training funding)
- Concession details (for Government Subsidied Training)
- Course details and Agreed Program Delivery (APD)
- Payment options
- Final enrolment

3.2.5 Verification of applicant’s academic credentials and documentation

The following guidelines are in place for ensuring that the applicant’s credentials and documentation are legitimate.

- Academic qualification documentation must be certified
- For international applicants, the original documentation of English language proficiency documentation must be presented upon enrolment and sighted by the Institute.
- All claimed work experience must be relevant to the qualification being applied for and be within the last 3 years of the date of application. Mature age candidates must provide Statements of Service or Employment Letter on official company letterhead providing contact details of the employer. Past employers will be contacted to verify work experience on a case by case basis.

If there is a situation where the Institute suspects that an academic document may be altered or fraudulently created, the Institute will make direct contact with the conferring education provider to validate the claims of the applicant.
3.2.6 Letter of Offer and Agreement form

Upon receipt of a completed application form and all the required relevant documentation, the Institute’s officer dealing with the application will issue the Letter of Offer and Student Acceptance Agreement Form to the prospective student.

3.2.7 Confirmation of Enrolment

The Institute will confirm enrolment of the prospective student when all the following conditions have been met:

- The student accepts the offer, and returns the Letter of Offer and Student Acceptance Agreement Form with signature.
- The student has paid the minimum balance payable as indicated on the Letter of Offer and Student Acceptance Agreement Form, and the Institute has confirmed receipt of this amount. This does not apply to VET FEE HELP eligible students as they are not required to pay an enrolment or application fee.
- For International Students, upon fulfilment of the above conditions, the Institute shall issue an electronic Confirmation of Enrolment (eCOE) through PRISMS, which is the official document confirming the student’s enrolment into the Institute for the nominated course of study.

3.3 Use of Education agents

The entry requirements as well as the Application and Enrolment process remain the same whether a student is recruited directly by the Institute or through a nominated Education agent (Refer to MITP12 – Use of Education Agents).

4.0 RESPONSIBILITIES

- It is the responsibility of the Marketing and Business Development Manager to ensure that all marketing information provided to prospective students is accurate and complete as per the guidelines of this policy.

- It is the responsibility of the Marketing and Business Development Manager to monitor agents to ensure they are acting in accordance with the Admission and Enrolment policy of the Institute.

- It is the responsibility of the Administration Officer - Admissions to ensure that the guidelines for entry requirements and issuing of Letters of Offer and Student Acceptance Agreement Form and eCOE’s are strictly followed.

- It is the responsibility of Administration Officer - Admissions to ensure that all documents provided for the application are verified according clause 3.2.4.