



STUDENT ENROLMENT AND ADMISSIONS POLICY & PROCEDURE

Introduction

The Australian Academy of Commerce (AAC) is committed to providing transparent, consistent and equitable admissions process for all prospective students, both domestic and international, including those enrolling in Vocational Educational and Training (VET) and English Language Intensive Courses for Overseas Students (ELICOS). This policy ensures compliance with the Standards for Registered Training Organisations (RTOs) 2015, the National Code of Practice (NCP) 2018, and the English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018.

Purpose

This policy ensures:

1. All students are provided with accurate, up-to-date pre-enrolment information to make informed decisions;
2. Admissions processes are fair, transparent and compliant with relevant legislative and regulatory requirements;
3. Students understand their rights and obligations as part of the enrolment process.

Scope

This policy applies to all prospective and current students (domestic and international) seeking admission to AAC's VET and ELICOS courses, as well as AAC staff involved in the admissions process.

Policy Statement

AAC is committed to:

- Providing prospective students with detailed course information, entry requirements and fee structures.
- Ensuring admissions processes align with standards set by CRICOS, ELICOS and VET frameworks.
- Maintaining the integrity of admissions practices to support student success.

Definitions

Australian Core Skills Framework (ACSF)	A framework used to assess and benchmark an individual's performance in five core skills: learning, reading, writing, oral communication, and numeracy.
Conditional Offer	An offer of admission subject to the student meeting the English language proficiency requirements.
Confirmation of Enrolment (CoE)	A document issued to international students by CRICOS-registered providers through PRISMS. The CoE is required to apply for a student visa and confirms a student's acceptance into a registered course.
CRICOS	The Commonwealth Register of Institutions and Courses for Overseas Students.
ELICOS	English Language Intensive Courses for Overseas Students



Equivalent Test	Any other recognised English language test accepted by AAC.
Formal Written Agreement	The agreement signed between AAC and the student, outlining course details, fees and refund policies.
International English Language Testing System (IELTS)	A standardised test to measure English language proficiency for non-native speakers. It is widely used for admissions into educational institutions and immigration purposes.
Language, Literacy and Numeracy (LLN)	Refers to the core skills essential for individuals to effectively participate in training and the workforce. LLN assessments evaluate a student's ability to meet the skill requirements of their course and identify if additional support is needed.
Offshore	Refers to students who are applying for or studying in an educational program while they are outside of the host country. Offshore students have not yet entered the host country (e.g. Australia) and may be awaiting a visa or completing their application form abroad.
Onshore	Refers to students who are already in the host country and are either enrolled in or applying for an educational program. Onshore students may include those transitioning between courses, upgrading their qualification or continuing studies.
PRISMS	The Provider Registration and International Student Management System used to issue electronic Confirmations of Enrolment (eCoEs)
Pearson Test English (PTE)	An English language proficiency test designed to assess non-native speakers' skills in reading, writing, listening, and speaking. It is accepted for educational and immigration purposes in various countries, including Australia.
Recognition of Prior Learning (RPL)	An assessment process that evaluates an individual's skills, knowledge and experience gained through work, life or previous training against the learning outcomes of a qualification.
Test of English as a Foreign Language (TOEFL)	A globally recognised test for measuring English language proficiency, assessing skills in reading, writing, listening, and speaking.
Unique Student Identifier (USI)	A unique reference number issued to each student in Australia, allowing them to access their training records and qualifications online. The USI ensures that training outcomes are accurately recorded and supports lifelong learning. Students can locate an existing USI or apply for a new one via www.usi.gov.au .
VET	Vocational Education and Training, a sector of education providing practical and skills-based training.

References

- ESOS Act 2000
- ELICOS Standards 2018
- ESOS National Code 2018: Specifically, Standards 2, 3 & 8
- NVR Act 2011
- Standards for RTOs 2015: Specifically, Standard 5



Related AAC Policies and Procedures

- Complaints and Appeals Policy and Procedure
- Course Credit and Recognition of Prior Learning (RPL) Policy and Procedure
- Deferment, Suspension or Cancellation of Studies Policy and Procedure
- Data Integrity and Provision of Information Policy and Procedure
- ELICOS Assessment Policy and Procedure
- Fees Management and Refund Policy and Procedure
- International Student Transfer Policy and Procedure
- International Student Visa Compliance Policy and Procedure
- Support for Students Policy and Procedure
- Tuition Protection Services (TPS) Policy and Procedure
- VET Training and Assessment Policy

Student Enrolment and Admissions Procedure

1. Pre-Enrolment Information

Prior to enrolment, AAC provides prospective students with a Pre-Enrolment Information Guide that outlines detailed requirements and expectations, including:

- Course Details
- Learning Outcomes and Pathways
- Enrolment Information and Applications Process
- Conditions of Enrolment
- Course Deferral, Suspension or Cancellation
- Course Fee Information
- Refund Policy
- International Student Transfer
- Student Support Services.
- International Student Support Services.
- Bullying, Sexual Harassment and/or Racism
- Complaints and Appeals
- Data Integrity and Provision of Information
- Campus Facilities
- Key Contact Details

AAC requires that all applicants read and understand the ELICOS Pre-Enrolment Information Guide and/or the VET Pre-Enrolment Information Guide before submitting their application to ensure they are fully informed about their preferred course and associated requirements.

2. Entry Requirements

ELICOS Programs

- **General English (GE):** Applicants must be at least 18 years old.
- **English for Academic Purposes (EAP):** Applicants must have successfully completed General English at the Upper Intermediate level or hold an equivalent qualification.
- **IELTS:** Applicants are required to demonstrate proficiency at the Upper Intermediate level in General English or an equivalent standard.

For new students wishing to enrol in AAC's ELICOS programs, a Placement Test is required on arrival to determine suitability.

Vocational Education and Training (VET) Programs

- Applicants must be over 18 years old.
- Applicants are required to have successfully completed Year 12 or an equivalent qualification
- International applicants must have a minimum IELTS band score of 5.5 (or equivalent TOEFL iBT: Minimum score of 46, PTE Academic: Minimum score of 42) for entry into a Certificate II or higher.
- Applicants who cannot provide both a minimum of a Year 12 Certificate (or equivalent) and a certified English score, or an AQF Certificate IV (or higher) to the level specified for the course will be required to undertake LLN testing prior to receiving an offer.
- Enrolment in AAC's Diploma of Marketing requires successful completion of the Certificate IV in Marketing as a prerequisite qualification.

English Language Proficiency Requirements for VET Students

Qualification	Learning	Reading	Writing	Oral Communication	Numeracy
Certificate II	Level 2	Level 2	Level 2	Level 2	Level 2
Certificate III	Level 3	Level 3	Level 3	Level 2	Level 2
Certificate IV	Level 4	Level 4	Level 4	Level 3	Level 3
Diploma	Level 5	Level 5	Level 5	Level 4	Level 4
Advanced Diploma	Level 5	Level 5	Level 5	Level 5	Level 5

Prospective students who do not meet the standard entry requirements may be offered LLN assessment to determine their suitability for the course. Results of LLN assessment may determine if additional support or resources are required for the student to progress.

AAC is committed to ensuring all prospective and current students possess the necessary English language proficiency to successfully engage in and complete their chosen courses. Pathway options for students who do not meet the standard entry requirements include;

- Completion of an approved English Language Intensive Courses for Overseas Students (ELICOS) program at the required level.
- Completion of a qualification where English was the medium of instruction, as evidenced by official documentation.

3. Application Process

Prospective students must complete and submit an **AAC Application Form** with all required supporting documents, including:

1. Copy of Passport
2. Evidence of English proficiency (e.g. IELTS results or equivalent, obtained within the past two (2) years)
3. Highest Level of Education Completed (e.g. Year 12 Certificate or equivalent)
4. Valid Unique Student Identifier (USI)
5. Any other documents required for specific courses.

Applicants for VET programs may also apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT) during the admissions process by completing the appropriate application form:

- **For RPL:** Applicants must submit the **Request for Recognition of Prior Learning (RPL) Form** with supporting evidence, such as work experience records, portfolios, or prior qualifications.
- **For CT:** Applicants must complete the **Course Credit (CT) Application Form** and attach certified copies of academic transcripts or Statements of Attainment from other institutions.

Both forms can be obtained from the AAC website or Student Services, and applications should be submitted before the relevant unit's start date for proper planning and assessment.

For more information, please refer to AAC's *Course Credit and Recognition of Prior Learning (RPL) Policy and Procedure*.

Admissions Applications are reviewed by AAC's Compliance Officer and Student Services Officer to verify eligibility and authenticity of submitted evidence. If evidence is deemed insufficient or fraudulent, the application is rejected, and the applicant is informed in writing.

4. Assessment of Applications

4.1 Domestic Students

Applications are assessed based on academic qualifications and any course-specific requirements.

4.2 International Students

Applications are assessed based on academic qualifications and any course-specific requirements. Additional checks include verifying English proficiency and evaluating the student's ability to meet visa conditions. If a prospective student does not meet the required English proficiency but demonstrates potential, AAC may issue a conditional offer, subject to the outcome of an LLN (Language, Literacy and Numeracy) assessment or English Test to determine their suitability for the course.

5. Offer Letter and Formal Written Agreement

5.1 Unconditional Letter of Offer

Successful applicants will receive an Unconditional Letter of Offer and a formal Written Agreement, which outlines the terms and conditions of enrolment. These documents include:

- **Course Details:** Specific information about the course(s) offered, including start and end dates, duration, and any conditions of enrolment such as English language entry requirements.



- **Fee Breakdown and Payment Schedules:** A detailed outline of tuition fees, application fees, material fees, and the payment schedule, including due dates.
- **Learner Needs:** Details of any special consideration requirements.
- **Privacy and ESOS Compliance:** Details on how personal information may be shared with Commonwealth, State, and Territory Government departments and other relevant entities under the Education Services for Overseas Students (ESOS) Act 2000.
- **Student Obligations:** A reminder of the requirement to notify the Australian Academy of Commerce (AAC) of any changes to residential address, mobile number, and email within seven days during the period of enrolment.

To secure the offer, applicants must sign and return the Formal Written Agreement along with the required payment specified in their Letter of Offer.

5.2 Conditional Letter of Offer

If a prospective student does not meet the English language proficiency requirements but demonstrates potential, AAC may issue a conditional offer, contingent on the student successfully completing LLN (Language, Literacy and Numeracy) Assessment or English Test to determine their suitability for the course.

Once the required conditions have been met, the student will be re-issued a Conditional Letter of Offer, finalising their enrolment.

6. Confirmation of Enrolment

6.1 VET Students

6.1.1 Domestic Students

Upon receipt of the signed Written Agreement and initial payment as specified in the students Letter of Offer, domestic students are officially enrolled in their course. They will then receive a welcome email with further information about their course commencement, orientation details and access to learning resources.

6.1.2 International Students

Upon receipt of the signed Written Agreement international students are issued an electronic Confirmation of Enrolment (eCoE) via PRISMS to facilitate their visa application. Once their visa has been confirmed, they will then receive a welcome email with further information about their course commencement, orientation details and access to learning resources. Additionally, the welcome email will include tailored support information about arriving in Australia, such as guidance on accommodation options, transportation, local services and cultural adjustment.

6.2 ELICOS Students

Upon receipt of the signed agreement, international students are issued an electronic Confirmation of Enrolment (eCoE) via PRISMS for visa application purposes. Once the visa is confirmed, students will be invited to a Placement Test one week before their course commences. This test determines the appropriate starting level.



7. Packaging of Courses

Students enrolling in a packaged course that includes both ELICOS (English Language Intensive Courses for Overseas Students) and VET (Vocational Education and Training) programs are required to submit only one application and pay one application fee.

For onshore students, this packaging may also include progression from General English (GE) to English for Academic Purposes (EAP) and then pathway to a course such as VET program or higher education course. This is appropriate when the student's starting English level has already been assessed, allowing for packaging based on their progression.

However, for offshore students, a packaging including GE and EAP is generally not possible since their English proficiency cannot be determined until they arrive and undergo assessment. In such cases, their enrolment pathways will be tailored after their English level is evaluated onshore.

Details regarding the application process, course schedules, and any additional requirements will be outlined in the student's Letter of Offer and Written Agreement.

8. Appeals

Unsuccessful applicants are notified in writing and provided feedback on their application. Applicants may appeal the decision within twenty (20) business days, through AAC's *Complaints and Appeals Policy and Procedure*.

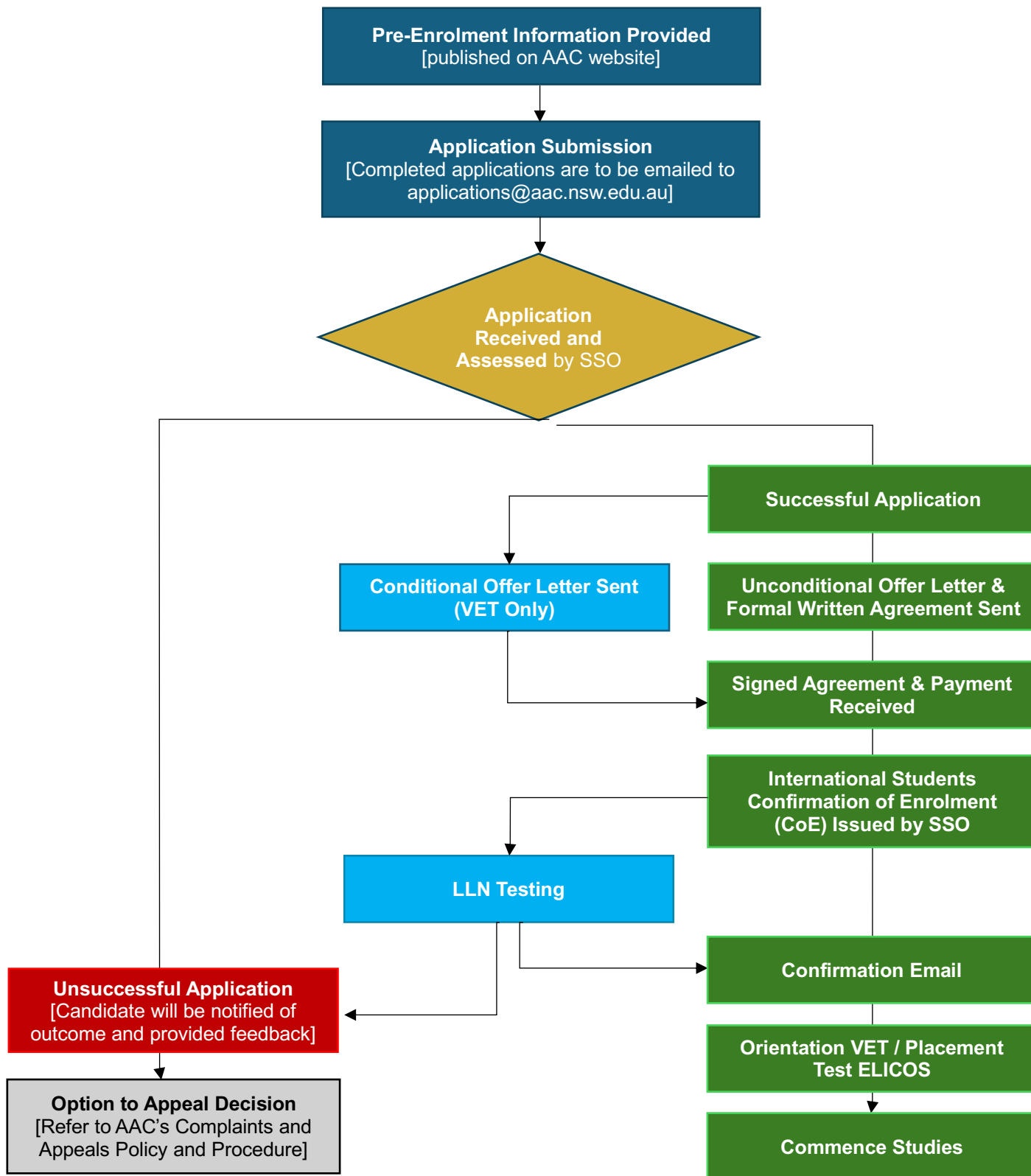
9. Record Keeping

All admissions documentation, including signed agreements, supporting evidence, English proficiency and correspondence is securely located in AAC's student management system. Records are maintained for a minimum of five (5) years in compliance with regulatory requirements.

Variations to course duration for international students are updated in PRISMS as required.



10. Admissions Process Flow Chart





Roles and Responsibilities

Role	Responsibility
CEO	Oversee the admissions process and ensure compliance with regulatory requirements.
Compliance Officer	Ensure admissions processes align with legislative and regulatory standards and adhere to reporting requirements. Manage PRISMS reporting for international students.
Student Services Officer (SSO)	Process applications, assess eligibility and issue Letters of Offer and Written Agreements. Provide guidance to prospective students and assist with documentation.
Director of Studies VET	Oversee the development of tailored study plans for students requiring additional support. Evaluate applications for RPL and Credit Transfer (CT).
Director of Studies ELICOS	Approve placement of ELICOS students based on placement tests. Oversee the development of personalised learning and assessment strategies for students requiring additional support.
Trainers and Assessors	Conduct fair, consistent, and evidence-based assessments of RPL and credit transfer applications. Conduct LLN testing for VET students (if required).
Students (Applicants)	Submit complete and accurate application with all required supporting evidence.

Monitoring and Review

AAC reviews the Student Enrolment and Admissions processes annually to ensure compliance and effectiveness. Staff involved in admissions receive regular training to maintain best practice.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	Jan 2025	Policy re-developed from Student Enrolment and Orientation Policy and split into two separate policies.	CEO	10 Feb 2025	Compliance Team	Jan 2026



Policy and Document Information

Author:	Compliance Team
Policy owner:	Compliance Officer
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