

Student Engagement before Enrolment

Procedure

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Issue Date:	Issue History:
August 2016	Procedure approved (V1.0)
September 2016	Reviewed and updated related forms (V1.1)
August 2017	Reviewed and revised (V1.2) Director of Quality Assurance removed

Parent Policy Title	Student Engagement before Enrolment Policy
Procedure	<p>Students apply for Cambridge International College (WA) courses are required to apply using CIC application form located on CIC website or CIC brochures or through an approved CIC Education agent. All documentation sent with application should be certified copies. If not certified, a request for certified documents will be inserted under special conditions in Student offer letter. Acceptance, fee payment and issuing of eCoE cannot occur until certified documents are provided or original sighted. Application forms together with associated documents (English language proficiency proof, Academic transcripts) should be forwarded to Admission Department to determine whether or not the applicant meets the relevant entry requirement (as given below), and whether or not an offer should be made. For overseas qualification the main means of assessment is via the Australian Government AEI country Education profiles (CEP) on-line at https://internationaleducation.gov.au/Services-And-Resources/Services/Country-Education-Profiles/about-cep/Pages/default.aspx</p>
	<p>Entry Requirements</p> <p>Cambridge International College (WA) embraces flexibility and equal opportunity, encouraging people to apply for enrolment without discrimination and hoping that an optimal number of students can participate in education and training at the highest level.</p> <p>The following outlines entry requirements for both local and international students intending to study at Cambridge International College (WA).</p> <p>Entry Requirements for International Students (VET)</p> <p>An English Language proficiency level of one of the following:</p> <ul style="list-style-type: none"> ❖ IELTS band score of 5.5 (academic test version) or equivalent internationally recognised exam result for VET courses in line with DIBP regulations ❖ IELTS band 5.5 ❖ Minimum secondary studies in your home country equivalent to an Australian Year 11 or 12 qualification or ❖ Must have Completed Senior Secondary Certificate of Education in Australia with a satisfactory result in 'English' or must have successfully completed a recognised foundation course in Australia or other country. ❖ Students without the minimum education requirement but with relevant work experience within the chosen area of study and have a capacity to meet course requirements. ❖ Eligible to study in Australia with an appropriate study visa. <p>Note: In case any document that is presented when applying for enrolment at Cambridge International College is in a language other than English, must be accompanied with an English translated copy.</p> <p>Selection</p> <p>The Cambridge International College selection process is conducted in an ethical and responsible manner, which encourages individuals to apply for enrolment without fear of discrimination. CIC instead seeks to identify any special requirements that an individual applicant may have. Entry requirements are in accordance with equal opportunity regulations in Australia.</p> <p>For Overseas Students</p> <p>Selection for course enrolment is mostly done by an approved CIC Education Agent through an interview process to ensure all students meet the minimum requirements as outlined in Entry Requirements above and in the Selection, Formalisation Enrolment Policy During the interview with Sales and Marketing Manager or Education Agent, applicants are provided with information on the following;</p> <ul style="list-style-type: none"> ❖ Course details (contact hours per week etc....) ❖ Education Pathways, ❖ Teaching and assessment methods, ❖ Fee payment structures,

	<ul style="list-style-type: none"> ❖ Cambridge International College (WA) Entry requirements, ❖ Recognition of other AQF qualifications, Recognition of Prior Learning & Credit Transfer information, ❖ Student welfare and counselling services available at CIC ❖ Legislative and regulatory education guidelines and requirements. ❖ Fee refund and TPS information ❖ ESOS Framework information ❖ Pre-departure briefing regarding familiarisation of Australian culture and the city of Melbourne or Perth. <p>(Note: Cambridge International College has all this information available on their website. The student is directed to the website or given a hard copy on request)</p> <p>Enrolment Cambridge International College will follow enrolment guidelines in accordance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, ensuring that all information is recorded on the Provider Registration and International Students Management System (PRISMS) for every overseas student enrolled. Cambridge International College will notify Department of Education, Department of Employment / DIBP within 14 days of the details of each accepted student via PRISMS. International students holding a student VISA are only eligible to enrol in full-time courses offered at Cambridge International College (WA).</p> <p>Student Visa Condition Admissions officer will check student's passport and visa label or visa granted before issuing any eCoE through PRISMS. If the student provides only the visa grant number, Admissions officer will login to VEVO (Visa Entitlement Verification online) to generate and print student's current visa. If the student visa has ceased as per PRISMS report, Admissions officer will call student ask for provide evidence of his/her visa status in form of breaching or appeal against his/her visa refusal or cancelled.</p> <p>Orientation All successful applicants complete an orientation program on the first day of the course to familiarise themselves with the CIC services, facilities and procedures. Students will be given an Orientation pack to introduce them to the services available and provide them with some general information about life in Australia. All Students will be provided with a full orientation of Cambridge International College facilities and services upon arrival. The Director of Studies and other relevant personnel will conduct the orientation.</p>
Related Procedure:	Marketing information Policy Student Engagement Before Enrolment Policy and Procedure Formalisation of Enrolment Policy and Procedure Education Agent policy
Related Forms:	CIC Application Form
Procedure Owner:	Admissions Manager Director of Studies
Approved by:	CEO Director of VET Education
Approved Date:	August 2014