

Melbourne Metropolitan College & Langford English College

MMC PPI3 Admission and Enrolment Policy & Procedures

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1. TABLE OF REFERENCE

Distribution	All staff and students
Related Entities	Active Transition Training Pty Ltd trading as: <ul style="list-style-type: none"> • Melbourne Metropolitan College
Related Documents	<ul style="list-style-type: none"> • PPI23 Students Complaints and Appeals Policy and Procedure • PPI14 Deferment, Suspension or Cancellation Policy and Procedure • Student Handbook – International • PPI18 Language Literacy and Numeracy Policy and Procedure • Letter of Offer and Course Application (LOO) • Confirmation of Enrolment letter (CoE)
Statutory References	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for RTO's 2015 • National Code of Practice 2018 Standard 2 and 3 • ESOS Act 2000
Legislative context	<ul style="list-style-type: none"> • Commonwealth Human Rights and Equal Opportunity Commission Act 1986 • Commonwealth Disability Discrimination Act 1992 • Commonwealth Disability Standards for Education 2005 • Victorian Equal Opportunity Act 1995

2. POLICY

Melbourne Metropolitan College (MMC) and Langford English College (LEC) is dedicated to ensuring that all individuals entering a Nationally Accredited Program and non-accredited courses possess the necessary skills and abilities for success in their studies. This policy establishes a comprehensive framework and minimum requirements for admission to training courses and programs offered by MMC and LEC.

3. PURPOSE

This policy and procedures outline the steps that MMC and LEC, along with prospective students, will follow during an application and enrollment process for courses provided.

4. SCOPE

This policy is applicable to all prospective and current international students of MMC and LEC.

5. DEFINITIONS

Admission: Acceptance of an applicant as a student of Melbourne Metropolitan College in the nominated course(s).

Accredited course: Part of the Vocational Education Training (VET) sector, it means a course has met independent assessment by ASQA or a state regulator and is nationally recognized with its qualification and units of studies.

ASQA: Australian Skills Quality Authority is the national regulator for the VET sector. ASQA's role is to ensure quality standards are met and to qualify courses for accreditation for Registered Training Organisations (RTOs).

Course: A structured program of study leading to a qualification or award, comprised of units or modules.

Enrollment: Refers to assigning specific units of competency within each course, which are integral to the student's training calendar plan and ultimately lead to the attainment of the relevant competency or qualification upon successful completion.

Learning Management System: Software that empowers educational institutions to develop and manage courses online, accessible via the Internet.

Non-accredited Course: A non-accredited course is a type of post-secondary education that does not count towards a recognized Australian qualification.

Offer: Formal notification from the college's Student Admissions Officer, on behalf of Melbourne Metropolitan College, extending a place in a nominated program under

specified conditions such as location, mode of study, duration, course fee, and type of place offered.

Prerequisite: Minimum requirements specified for admission to a program.

USI: Unique Student Identifier.

6. POLICY AND REQUIREMENTS

Melbourne Metropolitan College (MMC) and Langford English College (LEC) adheres to the requirements of Standard 2 and 3 of National Code of Practice 2018 (NCP). Information provided and collected are:

- Provide applicants with information that will enable them to make informed decisions about their studies in Australia.
- Provide course brochure/prospects, including college and campuses details.
- Supply information about the availability of course/unit credit transfer (CT).
- Course duration and holiday breaks.
- Indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies.
- Inform applicants of the modes of study through which the course may be offered.
- Have documented procedures for assessing applicants' English proficiency and qualifications and they must implement these procedures.
- Reasons for deferring, suspending, or canceling the enrollment of overseas students.
- Policy against enrolling students seeking to transfer from another provider until they have completed six months of their principal course, except as outlined in Standard 7. This restriction also applies to courses preceding the principal course within a package.
- Explanation of the ESOS framework, including official Australian Government resources or online links.
- Notification to students regarding the mandatory Language, Literacy, and Numeracy assessing requirement.

- Details of accommodation options and estimated living costs in Australia.

7. PROCEDURE

Application Stage

1. Applicants are required to fill out the student application form, providing necessary signatures and dates. Verified evidence of qualifications, work experience (if applicable), age, and IELTS/English test results should be attached. In cases where an IELTS/English test is not required, students will need to take our internal English test.
2. As per Standard 2.1.1 of the NCP 2018, it is mandatory for providers to furnish accurate information regarding the minimum level of English language proficiency needed for admission to a course (prior to issuing a Confirmation of Enrollment).
3. All proof of English language proficiency must be obtained within two years of the application submission to MMC and LEC.

Example: The test must be completed within two years prior to the start date of the Melbourne Metropolitan College program.

4. If an applicant does not meet the direct entry-level English language proficiency requirements of MMC and LEC they may be offered the opportunity to enroll in an English Language course provided by MMC and LEC Successful completion of this course is mandatory before starting the VET course. A conditional Confirmation of Enrollment (CoE) may be issued in such cases.
5. IELTS testing may be waived for applicants who clearly demonstrate the required English language skills. This exemption will be assessed on a case-by-case basis and aligned with the English language requirements specified for visa eligibility by the Department of Home Affairs.
6. Any evidence submitted under this provision must be original and reliably authenticated. Typically, an IELTS test will not be necessary in the following instances:
 - Students educated in an English-speaking country (LLN test required)
 - Students who have completed the last two years of schooling in an English Language-Speaking course (LLN test required)
 - Students who have completed at least one/two years of certificate-level qualification in Australia (LLN test required)
7. Students holding enrollment or COE from another provider cannot be enrolled until they have completed the first six months of their principal course and obtained a

release from the provider of the principal course. Methods for verifying whether a student is enrolled or holds a COE from another provider include, requesting input from the student, such as:

- Verifying the student visa on VEVO if necessary.
 - Noting PRISMS flags when Melbourne Metropolitan College and Langford English College attempts to issue a COE.
8. All the mentioned methods should be applied to each onshore student seeking enrollment. If there is any uncertainty about the student's status, no offer letter will be provided, and enrollment attempts will be postponed until the status is confirmed.
 9. Offers should not be extended to students who will be under 18 years of age at the proposed commencement date.
 10. The Admissions Team is responsible for reviewing student applications and determining whether an offer should be made based on the qualification's entry requirements.
 11. The Admissions Team must ensure that overseas qualifications are equivalent to or higher than Australian Year 11 or Year 12 high-school level, as per the MMC and LEC entry requirement policy.
 12. If an Admissions Officer cannot ascertain the equivalency of overseas qualifications to Australian Year 11 or Year 12 high-school, they should evaluate the overseas qualification against the Australian AQF with the Overseas Qualifications Unit.
 13. The Admissions Team must verify the applicant's age using the front page of the passport.
 14. The Admissions Team must ensure that all sections of the application form are completed in full, with no missing information.
 15. The Admissions Team must confirm that the student has signed and dated the application form.
 16. Exceptions to Evidence of English Language
 - Applicants holding valid passports from the United Kingdom, the United States of America, Canada, New Zealand, the Republic of Ireland, and select other countries based on assessment level criteria.
 - Applicants who have completed the requirements for a Senior Secondary Certificate of Education in Australia within the two years prior to visa application.

- Applicants who have completed a minimum of 5 years of study in English in countries such as Australia, Canada, New Zealand, South Africa, the Republic of Ireland, the United Kingdom, or the United States of America.
- However, all students, regardless of the above categories, applying for VET courses, are required to undergo the LLN test before the course commencement.

17. Language, Literacy, and Numeracy Requirement for VET Courses:

- The LLN test is a mandatory requirement at MMC and LEC.
- The LLN test is compulsory for every VET student enrolling in a Vocational Qualification at Melbourne Metropolitan College and Langford English College.
- The LLN test assesses a student's Language, Literacy, and Numeracy skills.
- If a student misses any part or skills assessment, they will be required to retake the test.
- For students enrolling in a packaged program, the LLN test for the first AQF level qualification should be administered.
- This requirement allows MMC to determine if students require any Language, Literacy, and Numeracy (LLN) support to successfully complete their chosen VET course at Melbourne Metropolitan College and Langford English College.
- The LLN Test can be completed either before or during Orientation Day.

8. PRE-ENROLLMENT STAGE

1. After thorough assessment, an offer letter (LOO; letter of offer) must be prepared and sent to the student along with a student acceptance agreement.
2. The written acceptance agreement must comply with the requirements set forth in the ESOS Act and the National Code 2018.
3. The written agreement will contain the following information, as required by the ESOS Act, regarding refunds of tuition and non-tuition fees in cases of student default and provider default:
 - Details of amounts that may or may not be repaid to the overseas student, including any fees collected by education agents on behalf of the registered provider.
 - Procedures for claiming a refund.
 - Designated individuals, other than the overseas student, are eligible to receive a refund according to the ESOS Act.

- A clear, plain English explanation of the procedures in the event a course is not delivered, including the role of the Tuition Protection Service (TPS).
4. It will also include a statement saying, "This agreement and your ability to complain or appeal decisions won't stop you from using your rights under Australian Consumer Law if it applies. Students take action under the Australian Consumer Law if the Australian Consumer Law applies".
 - Students must provide their contact details, emergency contact information, and notify any changes within 7 days.
 5. Students must complete and return the acceptance agreement to Melbourne Metropolitan College and Langford English College along with the initial payment specified in the agreement.
 6. If the student is under 18 at the time of application, their parent or legal guardian must sign or accept the written agreement on their behalf.
 7. Upon receiving the completed agreement and fee, once cleared by the Accounts department and the bank, an Electronic Confirmation of Offer (eCOE) will be generated via PRISMS to facilitate the issuance of a student visa.
 8. The CoE must be prepared following the guidelines outlined in the PRISMS User Guide.
 9. A separate CoE must be issued for each qualification the student intends to enroll in, and for which an award will be granted upon successful completion.
 10. The Admissions Officer will also ensure that the student has valid Overseas Student Health Cover (OSHC) for the entire duration of their study period.
 11. During Orientation, the student must apply for a Unique Student Identifier (USI) or create one if they haven't already.
 12. MMC and LEC will retain records of all written agreements and payment receipts from students for at least 2 years after they are no longer enrolled.
 13. The Admissions Team is responsible for scanning/saving all Admission Documents in the student folder on the server, including
 - The application form
 - Student identification
 - Previous qualifications
 - English proficiency documents,
 - Offer letter and acceptance of agreement.

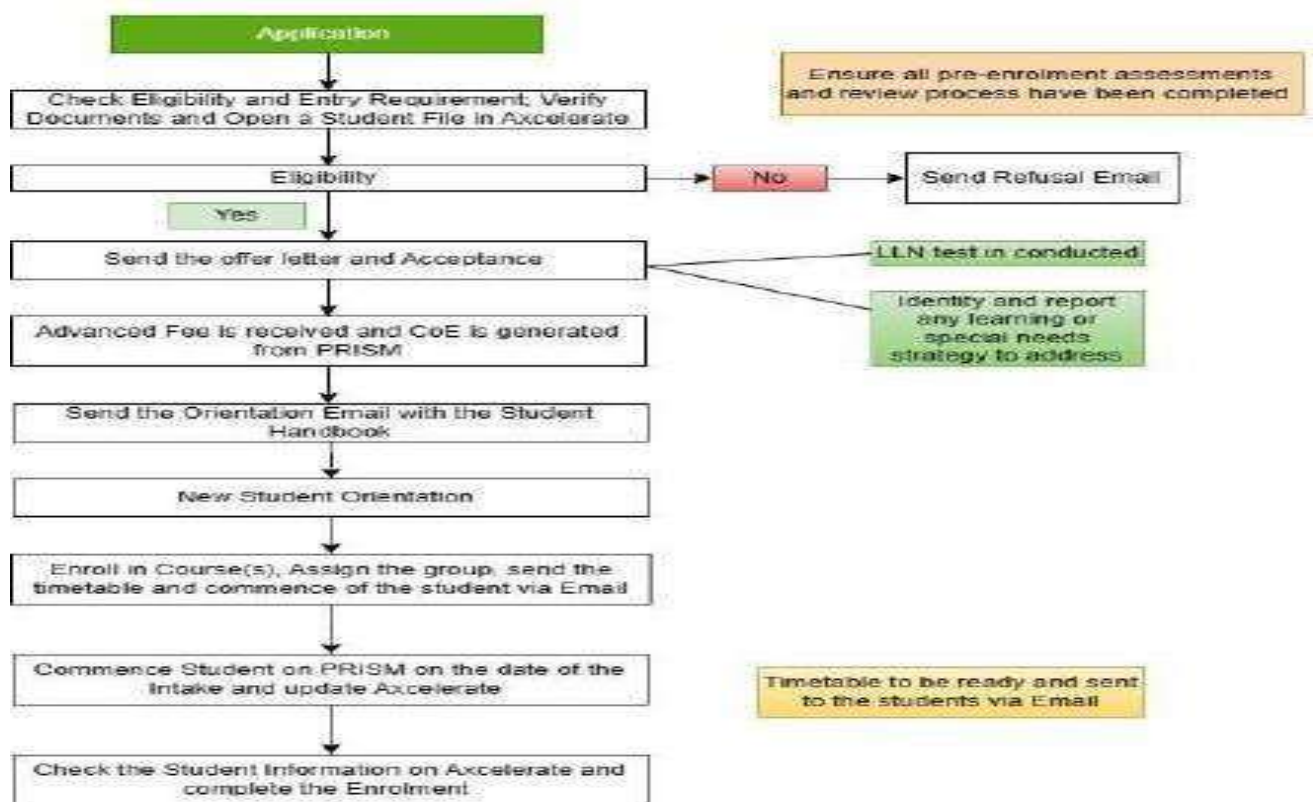
9. POST-ENROLMENT STAGE – ORIENTATION

1. The Admissions Team creates a list of students starting their courses in the upcoming intake from PRISMS and Axcelerate.
2. Students receive advance notification via email/SMS/mail inviting them to Orientation and Induction.
3. Orientation typically takes place one week before the course start date on a Thursday.
4. The Orientation email provides students with details such as
 - The **location, date, and time of orientation, as well as activities planned for the day.**
 - Students must bring their original identity and qualification documents if not provided earlier, address any pending initial fee information, and meet any additional requirements.
5. Students enrolling in ELICOS Courses will receive a link to complete the MMC Placement Test to assess their English language proficiency and determine the appropriate level for the ELICOS Course.
6. All VET students must complete a Language, Literacy, and Numeracy (LLN) test during enrolment to assess their literacy and numeracy skills.
7. Orientation is conducted by the Student Support officer/authorised personnel and includes:
 - Completion of Student Details Form
 - Campus tour via power point map
 - Payment plan discussion (briefly cover and refer to the email)
 - Induction Presentation covering important policies and procedures such as course progress monitoring, complaints and appeals, assessments.
 - Timetable distribution via email
 - Induction/Orientation Checklist completion.
8. The Student Support team/Administration updates the Student Information System to mark enrolled students as 'Active'/'Commenced' and updates PRISMS to mark them as 'Commenced'.
9. The Student Support team/Administration ensures that any changes to address, email, or phone number provided on the enrolment form are updated in both the Student Information System and PRISMS.

10. RESPONSIBILITIES

The Admissions Team, Chief Operating Officer (COO), and Chief Executive Officer (CEO) are accountable for MMC's compliance with the National Standards for Training Organizations and ESOS/NCP2018.

11. ADMISSIONS AND ENROLMENT PROCEDURE



12. VERSION REVISIONS

12 months from the date of this version, or as required.

13. REVIEW DATE

Version Number	Date	Reason for change	Prepared By	Approved By
V.3	2/06/2024	Updated and improved	RTO Manager (SC)	CEO (HH)