

P.18.01a

Recruitment of an Overseas Student Policy

1.0 INTRODUCTION

1.1 In line with the National Code 2018 Standard 2: Recruitment of an overseas student, AVETA has specifically designed this policy and procedure to ensure that that overseas students are appropriately qualified for the course they are seeking to enrol in and have sufficient information to enable them to make informed decisions about studying with AVETA.

1.2 Accordingly, AVETA will:

- make a range of current, comprehensive and plain English information available that is easily accessible to assist students in making informed decisions, including providing information on course details, tuition and non-tuition fees:
 - This information will be available to overseas students on AVETA's web-site, as well as Pre-enrolment Course Information Sheets and in Course Brochures
- ensure overseas students have sufficient English language proficiency to enrol in a course listed on AVETA's Scope of Registration:
 - Each overseas student will be required to provide evidence of their English language proficiency prior to enrolling in a course at AVETA
- will process recognition of prior learning (RPL) for all overseas students to determine the amount of training and assessment it provides to each enrolling student and will assess RPL (for non-formal and informal learning) and / or grant course credit (for formal learning):
 - Each overseas student will undergo AVETA's RPL processes for RPL prior to enrolling in a course at AVETA and will ensure the decision to assess RPL or grant course credits maintains the integrity of the qualification and complies with the requirements of the educational framework of the course

1.3 To achieve the above AVETA will:

- provide relevant information to overseas students prior to accepting these students into a course of full time study at AVETA.
- make information available that is comprehensive, current and in plain English to overseas students, or intending overseas students, before they are enrolled, including the requirements for an overseas student to be accepted into a course, including their English language proficiency, and any applicable course credit (where the student is enrolling in a package of courses).

- provide as much information as possible in print form or by referring the student to an electronic copy on its web-site about the following:
 - The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) course code, course content, modes of study for the course, including work-based placement, and applicable assessment methods
 - The course duration and re-assessment and catch-up days, the course qualification/award or other outcomes;
 - The campus locations and facilities, equipment and learning resources available to students; tuition and non-tuition fees,
 - AVETA's cancellation and refund policies;
 - The grounds on which the overseas student's enrolment may be deferred, suspended or cancelled;
 - the Education Services for Overseas Student (ESOS) framework (which is available on the ESOS legislative framework page), including official Australian Government material or links to materials online; accommodation options and indicative costs of living in Australia.

1.4 AVETA will activate its policy and process for assessing that the overseas student's English language proficiency to be able to enter a course on AVETA's Scope of Registration

1.5 In addition, for all vocational courses listed on AVETA's Scope of Registration it will process a Language, Literacy and Numeracy Assessment in order to determine whether any gaps exist and if this process identifies any gaps in these requirements the timetabled Trainer will address these during the course so that the student is in the best position to complete their studies within the period of enrolment as identified in the CoE.

1.6 When granting RPL or course credits, AVETA will provide a written record for the overseas student to accept, and will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student. If AVETA grants RPL or course credits, which reduces the overseas student's course length, AVETA will then inform the overseas student of the reduced course duration and issue a Confirmation of Enrolment (CoE) for the reduced duration of the course. AVETA will also report any change in the course duration in Provider Registration and International Student Management System (PRISMS) if RPL or course credits are granted after the overseas student's visa is granted.