

Student Entry Requirements, Selection, Enrolment and Orientation Policy

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Policy

This policy is in place to ensure that all individuals who gain entry into a Nationally Accredited Program have the appropriate skills and abilities they require to be successful in their studies. The policy also ensures that all students are provided with detailed information on Sydney City College of Management's courses, facilities and services, prior to enrolment and that the enrolment and selection process is conducted in an ethical and responsible manner.

The following outlines entry requirements for both local and international students intending to undertake study at Sydney City College of Management.

1.0 Entry Requirements for Local Students

- 1.1 Local students must be 16 years or older
- 1.2 Fulfil any specific course requirements as listed in the course information sheets (See course information sheets)

2.0 Entry Requirements for International Students

- 2.1 International students must be 18 years or older
- 2.2 Fulfil any specific course requirements as listed in the course information sheets (See course information sheets)
- 2.3 Satisfy English Language requirements*

* International students (from countries where English is not the first language) are expected to have a minimum English Language standard and are required to have one of the following prior to enrolling in a qualification:

- At least 50% completion of any AQF Certificate IV or Diploma qualification within Australia
- Achieved an IELTS band score of 5.5

- Achieved an IELTS band score of 5.0 plus must have completed Upper intermediate ELICOS (At least 10 weeks)
- Achieved an IELTS score of 4.5 plus must have completed Upper intermediate ELICOS (At least 20 weeks)
- Successfully completed at least 38 weeks of ELICOS study in Australia
- Successfully completed a SCCM English language test

Depending on the student's country of origin, there may be additional English Language requirements that the student needs to meet to obtain a student visa. For more information, please check the Department of Immigration and Border Protection (DIBP) website: <http://www.border.gov.au/Trav/Stud>

3.0 Student Selection

In order for Sydney City College of Management to assess an application to admissions into a course, applicants must complete the following:

3.1 Local Students

3.1.1 Send the completed and signed Enrolment Form to Sydney City College of Management's Marketing and Admissions Officer, including all relevant transcripts and records in line with point 1.0 of this policy

3.1.2 Have an Interview with the Institute's Marketing and Admissions Officer. The applicant will be assessed on suitability to the course and the industry. The Marketing and Admissions Officer will also provide the student with the following information prior to the student signing any agreement with Sydney City College of Management:

- (i) Entry requirements
- (ii) Recognition of other AQF qualifications, Recognition of Prior Learning & Credit Transfer information. At this stage the Marketing and Admissions Officer will reconfirm that the student has provided all previously completed Certificates and Transcripts
- (iii) Course content and duration, modes of study and assessment methods
- (iv) The total amount of all fees including tuition fees, administration fees, materials fees and any other associated fees and charges, including, but not limited to, late payment fees, reassessment fees, repeating units of competency fees and issuance of replacement qualification test amurs
- (v) Payment terms, including timing and amount of fees to be paid and any non-refundable deposit/administration fee
- (vi) The nature of the guarantee given
- (vii) Refund policy
- (viii) Campus locations and a general description of facilities, equipment and learning and library resources available to

- students
- (xi) Details of any arrangements with another registered provider, person or business to provide the course or part of the course (if applicable)
 - (xii) Information about the grounds on which the student's enrolment may be cancelled
 - (xiii) Information about SCCM's complaints and appeals policy and procedure
 - (xiv) Information about SCCM's attendance and course progress requirements
 - (xv) The options available to students who are deemed NYC in a unit on completion of training and assessment

3.1.3 At the end of the interview, the Marketing and Admissions Officer and the student must sign the Local Student Enrolment Form declaring that the staff member has conducted the interview in line with the requirements of the Student entry requirements, selection, enrolment and orientation policy

3.1.4 Successful applicants will receive a Letter of Offer and Student Acceptance Agreement

3.1.5 Unsuccessful applications will be provided with the specific reason(s) they were not accepted and will be referred to the Director of Studies

3.2 International Students

3.2.1 Send the completed and signed Enrolment Form to Sydney City College of Management's Marketing and Admissions Officer, including all relevant transcripts, records and proof of English Language proficiency in line with point 2.0 of this policy

3.2.2 Have an interview with the Institute's Marketing and Admissions Officer. The applicant will be assessed on suitability to the course and the industry. The Marketing and Admissions Officer will also provide the student with the following information prior to the student signing any agreement with Sydney City College of Management:

- (i) Entry requirements, including minimum level of English
- (ii) Recognition of other AQF qualifications, Recognition of Prior Learning & Credit Transfer information. At this stage the Marketing and Admissions Officer will reconfirm that the student has provided all previously completed Certificates and Transcripts and is not in breach of the AQF Qualifications Pathway or SCCM's Transfer between registered providers policy
- (iii) Course content and duration, modes of study and assessment methods
- (iv) The total amount of all fees including tuition fees, administration fees, materials fees and any other associated fees and charges, including, but not limited to, late payment

- fees, reassessment fees, repeating units of competency fees and issuance of replacement qualification testamurs
- (v) Advice on the potential for fees to change during the student's course and applicable refund policies
 - (v) Payment terms, including timing and amount of fees to be paid and any non-refundable deposit/administration fee
 - (ix) The nature of the guarantee given
 - (x) Refund policy
 - (x) Campus locations and a general description of facilities, equipment and learning and library resources available to students
 - (xi) Details of any arrangements with another registered provider, person or business to provide the course or part of the course (if applicable)
 - (xii) Information about the grounds on which the student's enrolment may be deferred, suspended or cancelled
 - (xiii) Information about the grounds on which student's may be granted a transfer between registered providers, including release letters
 - (xiv) Information about SCCM's complaints and appeals policy and procedure
 - (xv) Information about SCCM's attendance and course progress requirements
 - (xvi) The options available to students who are deemed NYC on completion of training and assessment
 - (xvii) Information about refusing or terminating enrolment at any time if information provided by the student in the International Student Enrolment Form does not adhere to the AQF Qualifications Pathway Policy or Transfer between providers policy
 - (xviii) Description of the ESOS framework made electronically by the Department of Education and Training
 - (xix) Relevant information on living in Australia, including: indicative costs, accommodation options and where relevant schooling obligations and options for school aged dependents of intending students, including that school fees may be incurred

3.2.3 At the end of the interview the Marketing and Admissions Officer and the student must sign the International Student Enrolment Form declaring that the staff member has conducted the interview in line with the requirements of the Student entry requirements, selection, enrolment and orientation policy

3.2.4 Successful applicants will receive a Letter of Offer and Student Acceptance Agreement

3.2.5 Unsuccessful applicants will be provided with the specific reason(s)

they were not accepted and will be referred to the Director of Studies.

4.0 Sydney City College of Management ensures adherence to the AQF Qualifications Pathway Policy. Sydney City College of Management achieves this through checking mechanisms at the time the student completes the relevant Enrolment Form and during the student interview. Where Sydney City College of Management identifies breaches to the AQF Qualifications Pathway Policy, one of the following rectifications actions will be undertaken:

- (i) Either refusing enrolment into the qualification or;
- (ii) Requesting the student to apply for credit transfer (CT) or recognition of prior learning (RPL) appropriately.

5.0 Enrolment Procedure

5.1 To secure the offer made by Sydney City College of Management, applicants must send the signed Letter of Offer and Student Acceptance Agreement along with the relevant fees as outlined in the Letter of Offer and Student Acceptance Agreement to a SCCM Marketing and Admissions Officer.

5.2 Payment should be forwarded by direct deposit or bank transfer to:

Account Name: TBA
BSB Number: TBA
Account Number: TBA
Bank Name: TBA

5.3 Upon receiving tuition fees and a signed Agreement, Sydney City College of Management will issue a Confirmation of Enrolment (CoE) to the International Student (or their authorized agent) via email, as well as details of their orientation date. International Students are able to then use the CoE to apply for a student visa to study in Australia. More information on visa requirements can be found at <http://www.border.gov.au/Trav/Stud> (Department of Immigration and Border Protection Website)

5.4 Local Students are sent their Orientation details via post or email

6.0 Orientation

Once a student's enrolment is confirmed, the student will be provided with details of their orientation date. All SCCM students must attend orientation prior to commencing their studies. At the orientation program, students will be given information on:

- (i) Student support services available to assist with transitioning to life and study in a new environment, as well as student support services available throughout enrolment
- (ii) Contact details of the Welfare Officer and other relevant staff
- (iii) Legal services
- (iv) Emergency and health services
- (v) Work, Health and Safety procedures

- (vi) Emergency evacuation procedures and meeting points
- (vii) Notification of change of address process
- (viii) SCCM code of practice and student life at Sydney City College of Management
- (ix) Organisation flow chart
- (x) Operating hours
- (xi) Facilities and resources
- (xii) Training and assessment procedures
- (xiii) Purchasing mandatory student workbooks
- (xiv) Access to the SCCM library and local public library
- (xv) Tour of the college
- (xvi) Reporting of non-compliant students to DIBP and internal and external appeals processes (International Students only)
- (xvii) Overseas student health cover (International Students only)
- (xviii) Student visa conditions (International Students only)
- (xix) SCCM's policies and procedures, including:
 - Student assessment, reassessment and repeating units of guidelines policy
 - Complaints and appeals processes
 - Student credit transfer and recognition of prior learning policy
 - Attendance and course progress policies
 - Refund policy
 - Student misconduct policy
 - Internet use policy
 - Fees and charges policy
 - Transfer between providers policy (International Students only)
 - Deferment, suspension and cancellation policy (International Students only)

Relevant Documents

- Course Information Sheet – Certificate IV in Leadership and Management
- Course Information Sheet – Diploma of Leadership and Management
- Course Information Sheet – Advanced Diploma of Leadership and Management
- Course Information Sheet – Certificate IV in Business
- Course Information Sheet – Diploma of Human

Resources Management

- Local Student Enrolment Form
- International Student Enrolment Form
- Letter of Offer and Student Acceptance Agreement
- Checklist for enrolling a Local Student
- Checklist for enrolling an International Student

Relevant Policies

- Transfer between Providers Policy
- Marketing and Advertising Policy