

## **Admissions Policy and Procedure**

### **Purpose**

To ensure that the criteria and process for the admission of students into any course offered by Melbourne Education Institute (MEI) is clearly specified and made available to students prior to and during an application process. The practices followed will be in compliance with the Standards for RTOs 2015 (SRT0 2015) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (ESOS National Code 2018).

### **Scope**

This policy applies to all prospective students and the Melbourne Education Institute staff who are involved in assessing applications, issuing the Letter of Offer and Enrolment Acceptance Agreement and processing applications in PRISMS.

### **Policy**

The course information and entry requirements will be clearly described in the Melbourne Education Institute Student Prospectus on the Melbourne Education Institute website ([www.mei.edu.au](http://www.mei.edu.au)). The admissions team will ensure that a rigorous assessment process is followed in line with the admissions criteria for all applications for courses.

Students who apply for Recognition of Prior Learning (RPL) or Credit Transfer from a previous qualification will be assessed according to the RPL/Credit Transfer Policy. In cases where RPL or Credit Transfer has been awarded after the issuance of the student visa, Melbourne Education Institute will report the change on course duration in PRISMS.

Melbourne Education Institute must retain records of all International Student Enrolment Written Agreements and receipts of payments made under any Written Agreement for at least 2 years after the person ceases to be MEI's student.

### **Entry requirements**

Melbourne Education Institute (MEI) has admission requirements as follows:

- Students must be at least 18 years of age at the time of their course commencement at MEI.
  - Students applying for Diploma level courses will need to provide evidence of satisfactory completion of Australian Year 12 or equivalent or Diploma or higher. For Certificate IV level courses, it is Australian Year 11 or equivalent or higher.
  - Either a minimum IELTS test score of 5.5 or equivalent for direct entry into a VET course or IELTS score of 4.5 or equivalent with an ELICOS (20 weeks) or IELTS score of 5.0 or equivalent with an ELICOS (10 weeks) to be taken before the main VET course. ELICOS must be at least at General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- OR



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- Evidence that, within two years of their application date, they have successfully completed at least 2 years of qualification in Australia leading to AQF level 6 Advanced Diploma qualification or higher.

**Please note:** All the students commencing this course are required to complete an LLN test (other than those who have successfully completed Bachelor or higher qualification in Australia) and a pre-training review to assist MEI to identify student's skills, experience and knowledge and needs for additional support during their study with Melbourne Education Institute.

### Language, Literacy and Numeracy Test

In addition to the Entry and Admission requirements of the qualification, all intended students will undertake a Language, Literacy, and Numeracy (LLN) test through the enrolment process to determine if any students require LLN support in completing the course. This test will occur prior to enrolment in the course. The outcome of the LLN test will determine student language skills appropriateness towards the qualification. The LLN tests will be assessed by a qualified staff having adequate TESOL qualification.

Students must achieve an ACSF level of 3 or above to gain entry into this qualification. If the student cannot complete the LLN test satisfactorily then an LLN Report will be completed which includes the required action to be taken to assist the student to be able to complete the course. The LLN Report has the provision to schedule and document processes to provide support and guidance to the student in line with issues identified in the LLN test. The LLN report also allows for the monitoring and evaluation of the support being provided.

In addition to LLN and in accordance to standard 5.1 of SRT0 2015, Pre-Training Review is also conducted in addition to LLN (wherever applicable) to identify student existing skills and knowledge. If it is identified that student does not pre-existing skills and knowledge appropriate to the level of the qualification in which student is enrolled in, student will be counselled/advised to enrol in another suitable qualification, which would be more appropriate to his/her existing skills and knowledge. This will also assist the student to identify their appropriateness for enrolling in the intended qualification.

### Enrolment Acceptance Agreement for overseas students

Upon application and meeting entry requirements (with or without support) of the qualification (*please note that the LLN need to be successfully completed prior to enrolment or commencement, whichever comes first*) Enrolment Acceptance Agreement between Melbourne Education Institute and the student will be issued. The Enrolment Acceptance Agreement sets out the services that Melbourne Education Institute will provide and the student's obligations upon accepting the Enrolment Acceptance Agreement. This agreement will:

- Be signed by the student prior to, or concurrently with, making the payment of the tuition fee



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- Outline the course(s) in which the student is to be enrolled, the expected course start and end date, the location(s) of the delivery of the course and the course qualification.
- Specify the prerequisites (if any) for entry to the course, including the academic and English language proficiency level
- Mode of Delivery
- Conditions of enrolment (if any)
- Indicate the enrolment fee, tuition fee and material fees for the periods to which the fees relate, payment options, late payment charge and refund policy.
- Include an outline of the Melbourne Education Institute internal and external complaints and appeals processes
- Include any conditions imposed on the student's enrolment
- Provide details of any non-tuition fees that may incur in the circumstances of late payment of tuition fees or any other circumstances where additional fees may apply.
- Set out the circumstance in which personal information about the student may be disclosed by Melbourne Education Institute to the Australian Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988
- Provide a statement that states 'I understand that this agreement, and the availability of Melbourne Education Institute complaints and appeals process, does not remove my right to protection under Australia's consumer protection laws'
- Advise the overseas student of their responsibility to notify Melbourne Education Institute of a change of address while enrolled in their course(s), to provide emergency contact details and to inform the Institute within 7 days of changes to these
- Advise students that in the event of a course not being delivered by Melbourne Education Institute, Melbourne Education Institute will refund the tuition fees paid or under the Tuition Protection Service (TPS) will arrange a refund or transfer as per the TPS Framework.
- Include a statement that clearly advises the student to retain a copy of the Enrolment Acceptance Agreement and any receipts of payment of fees.

### Procedure

#### Steps of Assessing an Application

- 1) On receipt of an application, the Admissions Department will ensure the application documents are complete for assessment. This would include:
  - An application form with all the required fields completed
  - Copies of the academic qualifications and transcript (in English)
  - English results (where appropriate)/Melbourne Education Institute LLN test result.
  - A copy of the passport (main page and visa page where appropriate).
- 2) Each application is to be assessed to ensure that the applicant's qualifications and English language proficiency meet the requirements of the course being applied



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for. The requirements are described in this Procedure. The Administration Manager completes an admissions checklist to ensure the requirements are met.

- 3) The Admissions Department checks the student visa status on VEVO.
- 4) Applicants that meet the entry requirements will be offered a place in the course being applied for. An Offer Letter and Enrolment Acceptance Agreement will be issued by Melbourne Education Institute and sent to the applicant and/or their education agent.
- 5) Along with Offer Letter and Enrolment Acceptance Agreement, a link of current student prospectus is also emailed to the student/education agent so that intended student has correct and up-to-date information of the course/s in accordance with Standard 2 of National Code 2018 and Standard 5.2 of SRT0 2015.
- 6) The Administration Manager issues a CoE on PRISMS. When a concurrent CoE is identified on PRISMS where a release letter is required from the student's principle course provider, the Administration Manager will contact the student or their education agent seeking for the release from other provider before an MEI CoE can be issued.
- 7) Upon the receipt of the release information on PRISMS, the Administration Manager will issue the CoE.

### Assessing Recognition of Prior Learning (RPL)/Credit Transfer

If an applicant is applying for RPL (for domestic applications only), the applicant is required to make an appointment with the Training Manager/Compliance Manager to discuss their eligibility and the process. The Training/Compliance Manager will notify the admissions team, with the RPL outcome for the course and then a revised offer is to be made, if required.

If an applicant is applying for a credit transfer (for domestic and overseas applications), the applicant is required to complete the Credit Transfer Form detailing all the units they have successfully completed. The applicant must also provide the certified copies of their qualifications and academic transcripts. Applications for RPL and Credit Transfer are governed by the RPL/Credit Transfer Policy and Procedure.

In the case of accepted RPL or Credit Transfer, Melbourne Education Institute will inform the student in writing of the outcome of the application and advise the student of reduced course duration and issue a revised CoE.

### Admission Student Files

Within 10 business days of receiving the signed agreement from an overseas student, the admissions team will enter the following enrolment details into PRISMS:

- Student's full name
- Gender
- Date of birth
- Country of birth



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- Nationality
- Passport number
- Student's Australian contact details
- Student's overseas contact details
- Education agent details
- Start and end date of the course
- Course name, course code and the location of delivery
- Amount of tuition and non-tuition fees received by Melbourne Education Institute
- Total amount of tuition fees in accordance with the International Student Enrolment written agreement
- OSHC details (if arranged by Melbourne Education Institute)
- Onshore or offshore applicant
- If the student has undertaken an English language test, the name of the test and the results the applicant received
- Australian visa number (where appropriate)
- Any conditions for the course commencement

Once entered into PRISMS, a copy of the Confirmation of Enrolment (CoE) is sent to the student and/or their education agent.

### Enrolment variations

#### **Pre-commencement deferral, withdrawal and change of course**

When a student applies for a deferral, withdrawal or change of course after they receive the CoE and before the course commencement, the student must:

- 1) Complete the Student Deferral/Suspension/Cancellation/Leave Request Form. If it is a change of course application, then the International Student Application Form must also be completed for the new course being applied for.
- 2) The application will be assessed by the Admissions Department according to the admissions criteria. The outcome will be communicated to the student and/or education agent.
- 3) When the student meets the admissions criteria, a revised Letter of Offer and Enrolment Acceptance Agreement will be sent to the student and/or their education agent.
- 4) Upon the receipt of the student signed International Student Enrolment Written Agreement, the change of course will be reported on PRISMS and the new CoE will be issued to the student and/or their education agent.
- 5) Deferral and withdrawal applications will be assessed by the Admissions Manager and the Administration Manager in accordance with the Deferring, Suspending or Cancelling the Overseas Students' Enrolment Policy and Procedure.



**Post-commencement withdrawal, deferral and change of course**

- 1) All student-initiated applications for deferral/cancellation/suspension must be in writing using the Student Deferral/Suspension/Cancellation/Leave Request Form. Supporting documents must be submitted with the application as appropriate.
- 2) The completed form must be submitted in writing to student administration.
- 3) The application will be assessed according to the Deferment, Suspension or Cancellation Policy and Procedure and will be reported in PRISMS according to ESOS Act.
- 4) The enrolment variation will be communicated to the student via email with the attachment of a new CoE/canceled CoE.
- 5) The Melbourne Education Institute Admissions Department will document the whole process of the enrolment variation in the individual student files.
- 7) If the application is rejected, the student will be communicated via email of the outcome and be advised that they have the rights and access to appeal in accordance with the Complaints and Appeals Policy and Procedure.