Captain Cook Institute Pty Ltd trading as
George Brown College
Level 4, 56-58, York Street, Sydney NSW 2000
+612 9279 4949

Recruitment, Admissions and Enrolment Policy and Procedure

Name:	**Recruitment, Admissions and Enrolment Policy and Procedure**
Approved by:	PEO
Date Approved:	9 May 2023
Implementation Owner	General Manager – George Brown College
Maintenance Owner	General Manager – George Brown College
Review Date	9 May 2024

SCOPE

This policy applies to George Brown College (GBC) VET students and all GBC staff who deal with matters concerning VET.

POLICY

This policy supports the ESOS National Code 2019 and Standards for Registration Training Organisation (RTOs) 2015

1. GBC recruits students in an ethical and responsible manner and provide information that enables students to make informed decisions about studying with the registered provider in Australia. GBC ensures students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.
2. Written agreements stated in GBC Letter of Offer and Enrolment Agreement between GBC and Students, set out the services to be provided, fees payable and information in relation to refunds of tuition fees.
3. GBC is to have a written agreement with each student. GBC does not accept tuition fees from students before a Letter of Offer and Enrolment Agreement has been signed by the student. GBC enters into a written agreement with the student, signed concurrently with or prior to accepting tuition fee from the student. The agreement must:
    a. identify the course or courses in which the student is to be enrolled and any conditions on his or her enrolment.
    b. provide an itemised list of tuition fees payable by the student.
    c. provide information in relation to refunds of tuition fees.
    d. set out the circumstances in which personal information about the student may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition; and
    e. advise the student of his or her obligation to notify GBC of a change of address while enrolled in the course including change of emergency contact.
4. GBC includes in the written agreement the following information, which is to be consistent with the requirements of the ESOS Act, in relation to refunds of tuition fees in the case of student and provider default:

a. amounts that may or may not be repaid to the student (including any tuition fees collected by education agents on behalf of GBC).
b. processes for claiming a refund.

c. a plain English explanation of what happens in the event of a course not being delivered; and
d. a statement that "This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws".

5. GBC recognises qualifications and Statements of Attainment issued by another RTO. Where a student enrols in a qualification delivered and assessed by GBC, the College will recognize units of competency included on a Statement of Attainment/ Records of results issued to the applicant by another RTO towards the qualification, assuming the units meet the packaging rules of the qualification delivered by the College.
6. GBC recognizes students prior learning. Recognition of Prior Learning (RPL) is a process through which applicants gain course credits based on experience gained through similar study (but not direct equivalent), work experience (in any form) or through informal or formal training or other life experiences.
7. GBC ensures that all procedures and policies for international students enrolling into a course offered by us are followed correctly. GBC has a student record management system called RTO Manager in place that provides data that meets the AVETMISS Standard.
8. GBC ensures that all students have been provided with adequate information in order to enable them to make an informed decision about whether the course will meet their learning needs, including information about the course in which they are enrolling, fees and refund policy, living in Australia and studying at GBC.
9. GBC screens students prior to accepting their application and again on enrolment to ensure that they meet the English language and LLN requirements and have the capacity to successfully undertake the course.

PROCEDURE

1. Student Engagement Before Enrolment

Prior to GBC accepting a student, or an intending student, for enrolment in a course, we provide, in print or through referral to an electronic copy of College brochure (Shape the future) and Student Handbook, current and accurate information regarding the following:

a. the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable.
b. the course content and duration, qualification offered if applicable, modes of study and assessment methods.
c. campus locations and a general description of facilities, equipment, and learning and library resources available to students.
d. indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies.
e. information about the grounds on which the student's enrolment may be deferred, suspended or cancelled.
f. a description of the ESOS framework made available electronically by the Department of Education, and
g. information about the grounds on which the student's enrolment may be deferred, suspended, or cancelled.
h. relevant information on living in Australia, including:
    i. indicative costs of living
    ii. accommodation options; and
    iii. where relevant, schooling obligations and options for school-aged dependents of intending students, including that school fees may be incurred.

Education agents are responsible for providing offshore students with this information or referring them to the relevant document prior to enrolment.

Agents are also responsible for ensuring that students have adequate information about the courses on offer to be able to make an informed decision about the most suitable course to meet their learning needs and goals.

2. Application Process

a. On receipt of a completed Application Form, the Student Services Team or authorised delegate will make a decision on eligibility.
b. Each enrolment application is to be assessed to ensure that the student's qualifications, experience, and English language proficiency are appropriate for the course for which enrolment is sought. This is completed through completing the Admission Checklist.
c. The Admissions Officer or authorised delegate assesses the applicant's previous educational qualifications (either obtained in Australia or overseas) necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the particular qualification in which the applicant wants to enrol.

CII and CIII Courses entry requirements

UNDER 18

Although there are no pre-requisites for this qualification, students at George Brown College must meet the following entry requirements to obtain admission in this training product:

- Have completed an Australian School level year 7, or equivalent.
- Age of 14 years or over,
- Obtain a minimum IELTS 4.5 (or equivalent TOEFL 32-45, PTE 29). For exceptions, refer to our English Language Requirements Policy on our website.
- Successfully complete the Pre-Training Review

ABOVE 18

- Have completed an Australian School level year 10, or equivalent or mature students
- Age of 18 years or over,
- Obtain a minimum IELTS 4.5 (or equivalent TOEFL 32-45, PTE 29). For exceptions, refer to our English Language Requirements Policy on our website.
- Have successfully completed the Pre-Training Review English Language Requirements Policy on our website.
- Successfully complete the Pre-Training Review

CIV courses entry requirements

UNDER 18

Although there are no pre-requisites for this qualification, students at George Brown College must meet the following entry requirements to obtain admission in this training product:

• Have completed an Australian School level year 8, or equivalent
• Age of 14 years or over,

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• Obtain a minimum IELTS 5.5 (or equivalent TOEFL 46-59, PTE 36). For exceptions, refer to our English Language Requirements Policy on our website.
• Have successfully completed the Pre-Training Review

ABOVE 18

Although there are no pre-requisites for this qualification, students at George Brown College must meet the following entry requirements to obtain admission in this training product:

• Have completed an Australian School level year 10, or equivalent or mature students.
• Age of 18 years or over,
• Obtain a minimum IELTS 5.5 (or equivalent TOEFL 46-59, PTE 36). For exceptions, refer to our English Language Requirements Policy on our website.
• Have successfully completed the Pre-Training Review

Diploma courses entry requirements

Although there are no pre-requisites for this qualification, students at George Brown College must meet the following entry requirements to obtain admission in this training product:

- Have completed an Australian School level year 12, or equivalent, or mature students.

or

- Minimum one year of working experience at a supervisor level
- Age of 18 years or over,
- Obtain a minimum IELTS 5.5 (or equivalent TOEFL 40-44, PTE 36). For exceptions, refer to our English Language Requirements Policy on our website.
- Successfully complete the Pre-Training Review

* Diploma of Human Resources Management and Diploma of Marketing & Communication are limited to those who have completed the required units or have two years equivalent full time relevant work experience. The rest of the requirements matches with the above. Please refer to GBC Website for further details.

BSB60420 Advanced Diploma of Leadership and Management

Entry to this qualification is limited to those who:

- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or super-seded equivalent versions).

or

- Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
- Have completed an Australian School level year 12, or equivalent, or mature students.

or

- Minimum three years of working experience at a middle management level.

- Age of 18 years or over,

- Obtain a minimum IELTS 5.5 (or equivalent TOEFL 40-44, PTE 36). For exceptions, refer to our English Language Requirements Policy on our website.

- Successfully completed the Pre-Training Review

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BSB60520 Advanced Diploma of Marketing & Communications

Entry to this qualification is limited to those who:

- Have completed the following units (or equivalent competencies): BSBMKG541 Identify and evaluate marketing opportunities; BSBMKG542 Establish and monitor the marketing mix; BSBMKG552 Design and develop marketing communication plans; BSBMKG555 Write persuasive copy; and BSBPMG430 Undertake project work. Equivalent competencies are predecessors to these units, which have been mapped as equivalent.

or

- Have four years equivalent full-time relevant work experience.

- Have completed an Australian School level year 12, or equivalent, or mature students

or

Minimum of three years of working experience at a middle management level

- Age of 18 years or over,
- Obtain a minimum IELTS 5.5 (or equivalent TOEFL 40-44, PTE 36). For exceptions, refer to our English Language Requirements Policy on our website.
- Successfully complete the Pre-Training Review

BSB60320 Advanced Diploma of Human Resource Management

Entry to this qualification is limited to those who:

- Have completed one of the following qualifications: BSB50320 Diploma of Human Resource Management; or BSB50618 Diploma of Human Resources Management (or a superseded equivalent version).

or

- Have four years equivalent full-time relevant work experience.

- Have completed an Australian School level year 12, or equivalent, or mature students

or

- Minimum three years of working experience at a middle management level.

- Age of 18 years or over,
- Obtain a minimum IELTS 5.5 (or equivalent TOEFL 40-44, PTE 36). For exceptions, refer to our English Language Requirements Policy on our website.
- Successfully completed the Pre-Training Review

ICT60220 Advanced Diploma of Information Technology (Telecommunications Network Engineering, Cyber Security)

Although there are no pre-requisites for this qualification, students at George Brown College must meet the following entry requirements to obtain admission in this training product:

- Have completed an Australian School level year 12, or equivalent, or mature students
- Age of 18 years or over,

- Obtain a minimum IELTS 5.5 (or equivalent TOEFL 40-44, PTE 36). For exceptions, refer to our English Language Requirements Policy on our website.
- Successfully completed the Pre-Training Review

RII60520 ADVANCED DIPLOMA OF CIVIL CONSTRUCTION DESIGN

Although there are no pre-requisites for this qualification, students at George Brown College must meet the following entry requirements to obtain admission in this training product:

- Have completed an Australian School level year 12, or equivalent, or mature students

or

- Minimum three years of working experience at a middle management level

- Age of 18 years or over
- Obtain a minimum IELTS 5.5 (or equivalent TOEFL 40-44, PTE 36). For exceptions, refer to our English Language Requirements Policy on our website
- Successfully completed the Pre-Training Review

CHC52021 Diploma of Community Services (Case Management)

Although there are no pre-requisites for this qualification, students at George Brown College must meet the following entry requirements to obtain admission in this training product:

- Have completed an Australian School level year 12, or equivalent, or mature students.
- Successfully completed the Pre-Training Review in the Application Form.

All applications from international students will be assessed against the following criteria:

- Genuine Temporary Entrant (GTE) requirements as set by the Department of Home Affairs to establish genuine intent to enter Australia temporarily.
- Students must be/have:
  - Over 18 years of age
  - Physically capability for manual handling activities.
- English language requirements
  - Entry into this course – students must be able demonstrate a IELTS 5.5 or equivalent.

  OR
  - English proficiency – Copy of any international English test results (e.g., IELTS / TOEFL / PTE).

  OR
  - Proof that the student has successfully completed an English Language course with an Australian educational institution exiting at an Upper Intermediate level.

  OR
  - Confirmation that the student has successfully completed in Australia in the English language either the Senior Secondary Certificate of Education or studies at the Certificate III or higher level, in the two years before applying to George Brown College.

BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

Although there are no pre-requisites for this qualification, students at George Brown College must meet the following entry requirements to obtain admission in this training product:

Entry requirement:

- 18 Years Old
- IELTS Overall 5.5 and Basic Computer skills

Vocational requirement:

- Diploma or Advanced Diploma qualification in relevant field of study

OR

- 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility in an enterprise.

d. For onshore applicants, if an applicant does not have evidence to prove the English level, and they are unsure of their proficiency, they will be required to attend a meeting with the General Manager, who may (at the GM's discretion) allow enrolment into the College. Each case will be examined on an individual basis and students may be required to sit an English Language Proficiency Test set out by the College.

e. For offshore applicants, if an applicant cannot produce English level evidence and if there are doubts about the English language skills to cope in an academic environment, the applicant will be asked by the agent to complete an English Language Proficiency Test. Based on the test result, the applicant will be advised to enrol in an English as a Second Language course, for an appropriate duration until the student achieves an equivalent English level score required by the course.

f. In a situation where the student can demonstrate that he or she can communicate in English but cannot produce any formal English qualification as described above, the applicant will be required to complete an English Language Proficiency Test. If the applicant passes the test, the applicant will be deemed as meeting the English language skills requirement.

g. In a situation, where a mature student aged 30 or more, cannot demonstrate any previous academic qualification, their work experiences will be assessed to determine their eligibility to enroll in a Course. Student must provide their detailed CVs describing their job roles and responsibilities.

h. If the application is successful, a Letter of Offer and Enrolment Agreement will be sent to the applicant/ their agent/ representative (including details of tuition fees, commencement dates, OSHC and Visa information).

i. Applicants wishing to accept the offer must pay the fee requested in the Letter of Offer and Enrolment Agreement, complete, sign and date the Letter of Offer and Enrolment Agreement and return it to GBC.

j. Once the completed acceptance agreement and the fee is received (and cleared by the bank) an electronic Confirmation of Enrolment (eCOE) will be generated and sent to the student/ the student's agent/ representative.

k. Applicants must then apply for a student visa at their Australian Student Visa issuing centre and make travel arrangements to arrive in Australia in time to commence their course.

l. All completed applications are to be filed into the respective students' folders.

m. For students aged less than 18 years, please refer to the Younger Students Recruitment Admissions, and Enrolment Policy.

Student with Impairment and disability

Students will be assessed based on the questionnaire given in the application form under Impairments and disability.

Students are required to respond with a "Yes" to a minimum of 10 of the 15. If the student answers include more than 5 "No", an interview with the students' advisor and trainer is conducted to determine whether the student need to be transferred to a different course.
An individual support plan is established, describing educational support measures to be used to support students learning.

Students will need to meet with the students' advisor fortnightly to monitor progress. During these meetings, the student will be continuously reassessed. Educational support measures will be used until the student demonstrates that can independently perform all tasks listed in the questionnaire.

Those students that answer "No" to 1-4 of the tasks included in the questionnaire, will meet with their trainer to establish an individual support plan, including measures to be used to support students learning.

The trainer will reassess the student periodically and will continue to provide educational support until the student demonstrates that can independently perform all tasks listed in the questionnaire.

All records must be kept in the student file.

Credit Transfer

- Course credits may be gained by applicants who are transferring from another RTO or have studied one or more units in the same qualification at another RTO.
- See Credit Transfer Policy and Procedure

Recognition of Prior Learning (RPL)

- Each qualification defines how RPL is to be assessed for that course and the units within that course.
- It is important that students lodge an application for RPL with their Application Form.

See Recognition of Prior Learning (RPL) Policy and Procedure.

GBC reserves the right to vary, replace or terminate this policy from time to time.

This policy / procedure is to be reviewed a minimum of twelve (12) months from this date.

Disclaimer:
A printed copy of this document may not be the most recent version. Please check X:\GBC Central for current version

Change History

Version	Approval date	Reviewed by	Approved by	Change
V.9	15 June 2022	General manager	PEO	Development of policy
V.10	9 May 2023	General manager	PEO	Development of policy