ASSESSMENT OF STUDENT SUITABILITY POLICY AND PROCEDURE

1. PURPOSE

The purpose of this policy and procedure is to ensure that prospective students are enrolled on their merits and George Brown College (GBC) has confirmed they have capacity and capability to commit to the program of training in accordance with the training and assessment strategy and delivery schedule and to ensure overseas students have sufficient English language proficiency, educational qualifications and/or work experience to enrol in the course.

2. POLICY

The College is committed to ensuring each prospective student is enrolled in their chosen course, where it is appropriate to their needs and when they can demonstrate they have the academic suitability to progress and complete the course, taking into account their existing skills and competencies.

Admission and enrolment to the College for international students is determined on the basis of the respective published entry requirements of the qualification, including previous academic achievements, previous work experience and any language, literacy, numeracy and digital capabilities required to progress and complete the course.

The College will not enrol a student where it identifies that the individual does not have capability or capacity to complete their chosen qualification or where the qualification does not support their chosen career pathway.

3. RESPONSIBILITY

The General Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

4. REQUIREMENTS

The requirements under the National Code are
National Code Standard 2.2, “the registered provider must have and implement a documented policy and process for assessing whether the overseas student’s English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.

Applicable Standards 2025 and Instruments

This policy and procedure is additionally subject to the *Standards for RTOs 2025*, the *Compliance Requirements* and *DEWR Policy Guidance*.

Outcome Standards for RTOs 2025

Outcome Standard 2.2

(2) An NVR registered training organisation demonstrates:
2(2)(a): How it determines whether a training product is suitable for a prospective VET student prior to the student’s enrolment, taking into account the prospective VET student’s existing skills and competencies.

DEWR Policy Guidance (March 2025)
States that providers must assess whether a training product is suitable for a prospective student before enrolment, and that such assessments must consider factors such as the student's prior learning, English language proficiency, and academic readiness. pp 35-36

Full procedural and implementation details relating to these national VET requirements are provided in the *Standards for RTOs 2025 Policy and Procedure Manual*.

The entry requirements for each course are detailed in the corresponding training and assessment strategies and on each course's information sheet on the College website.

5. SCOPE

This policy and procedure applies to all prospective international students applying to enrol in nationally recognised courses delivered by the College. It governs the processes used to determine whether applicants are academically prepared, possess the required language, literacy, numeracy and digital (LLND) skills, and have the personal capacity and support needs to successfully undertake the intended training program.

The policy applies to:

- Student Services and Admissions staff responsible for managing the application process;
- General Manager and delegates involved in conducting interviews and assessing student readiness;
- Prospective students seeking to enrol in a course on the College's scope of registration;
- All training products offered under the College's domestic and CRICOS registration.

6. PROCEDURE

Student

The student is required to submit supporting documentation to meet the eligibility criteria to be evaluated as suitably knowledgeable and skilled to undertake the course in English language instruction.

- Entry Requirements – as detailed in the Training and Assessment strategy and on Course pages on GBC website.
- Certified copy of passport personal details, or original. This will be used to provide evidence of date of birth and student photographic identity.
- Copy of the student's last completed academic qualification from their home country and/or Australia, if relevant (translated into English if applicable); or
- evidence of work experience (translated into English if applicable)
- English Language – students will need to provide results of an English language test or equivalent demonstration of English proficiency. Students are required to have IELTS 6, with no band less than 5.5 or equivalent English proficiency.

A prospective student does not need to provide evidence of an English test score with his/her application if one of the following applies:

- Prospective student is a citizen and holds a passport from UK, USA, Canada, NZ or Republic of Ireland.
- Prospective student has completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland.
- In the 2 years before applying for the student visa, the prospective student completed, in Australia and in the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while the prospective student held a student visa.

All prospective students are required to participate in an interview with the General Manager or their delegate and undertake the Language, Literacy, Numeracy and Digital skills (LLND) test. This interview includes the identification of the learners skills and competencies and any support needs. The outcome of this interview together with the outcome of the LLND test report is used to assess the student's suitability and capacity to undertake the course. The interview may be in person or via the phone/video conference.

Administration - Assess student eligibility

Prior to issuing a CoE, the following requirements must be assessed by the Student Services Officer. A record of the assessment is to be kept in the student file.

<u>Entry Requirements</u>

- Student Services Officer sights a certified copy of passport personal details, or the original is sighted. Look for evidence of date of birth at commencement of course. Keep a copy in the student file.
- Student Services Officer ensures the copy of student's last completed academic qualification from their home country and/or Australia, if relevant (translated into English if applicable) addresses the entry requirement. Keep a copy in the student file; **OR**
- evidence of work experience (translated into English if applicable). This will need to be assessed by the General Manager (GM) to establish the work experience is equivalent to the skill needed to commence the course. The GM can take assistance from the trainer in the Course (if required) to annotate the document to show whether the skill level is suitable or not. The GM/trainer can use the Australian Core Skills Framework (ACSF) as a benchmark for assessing skills. Keep the evidence including the GM/trainer evaluation in the student's file.
- English language proficiency must be assessed against the policy options. The provided results of an English language test are equal to or higher than an IELTS 6, no band less than 5.5 (or equivalent in another English proficiency test): **OR**
- Entry into diploma level if the student has successfully completed an English Language course with an Australian educational institution exiting at an Upper Intermediate level; **OR**
- Entry into diploma level if the student has undertaken at least 5 years' prior study in an educational institution from selected countries where English was the medium of instruction (see above); **OR**
- Entry into diploma level if the student has successfully completed at least 6 months of study in an Australian educational institution.

Where discrepancies exist, the Student Services Officer is to make contact with the student via email or telephone, to verify data, to request more evidence or to advice student that they do not meet the suitability requirements to be issued a letter of offer.

Where the student meets the suitability requirements the Student Services Officer is to continue to the process to offer a student a place in the course.

After submitting an application for enrolment, the information provided by the prospective student will be reviewed by the Student Services Team Leader or his/her delegate.

If a prospective student is *unable* to demonstrate they have the academic suitability for the course they wish to enrol in, the College will inform the prospective student of the outcome and provide advice or a referral to a suitable alternative depending on the reasons for the refusal. The record of all correspondence with the prospective student will be maintained.

If a prospective student is *able* to demonstrate they have the academic suitability for the course they wish to enrol in, the College will progress the application to the next step of the enrolment process. Any special training or assessment needs identified during this process will then be recorded on the student's file and appropriate arrangements made so they can be implemented. The record of all correspondence with the prospective student will be maintained

Additional student support

During the enrolment and assessment process, all prospective students are asked to identify

- their existing skills and competencies
- any pre-existing learning difficulties, disabilities or other conditions that may inhibit their learning or ability to undertake their chosen course

When the application is checked initially by the Student Services Officer or delegated College representative and a prospective student has identified any pre-existing learning difficulties, disabilities or other conditions that may inhibit their learning or ability to undertake their chosen course, they notify the College's Student Services Team Leader, who is responsible for reviewing all additional student support needs.

The Student Services Team Leader will review the information provided by the prospective student, and if required, request additional information. After all of the required information has been collected, the Student Services Team Leader will make a determination on the College's ability to provide the required support to the prospective student.

If it is deemed that the College can provide the required support to the prospective student, then the application will continue to be processed as normal. After successful enrolment and prior to course commencement, the agreed support strategies will be implemented. All affected staff will be informed.

Implemented support strategies will be reviewed at the end of each term to ensure the student is being supported in an appropriate manner.

If it is deemed that the College cannot provide the required support to the prospective student, then the College will work with the prospective student to identify another provider that has

the necessary support available. The prospective student's application will be cancelled in this situation.

Procedure Summary Table

Step	Action	Responsible Person	Supporting Documents / Systems
1	Submit completed application form with required supporting documentation: certified passport, academic records and/or work experience, English language test results (or equivalent).	Prospective Student	Application Form, Academic Records, Work Experience Evidence, Passport, English Test Results
2	Assess age and identity by sighting certified passport or original;	Student Services Officer	Passport, Student File
3	Verify academic qualifications or assess equivalent work experience. If work experience is submitted, refer to the General Manager for evaluation and annotation.	Student Services Officer & general Manager	Academic Records, Work Experience Evidence, Trainer Assessment (using ACSF if needed)
4	Assess English proficiency. Accept IELTS 6.0 (no band <5.5) or equivalent, or confirm student meets exemption criteria (citizenship, previous English study).	Student Services Officer	IELTS or Equivalent Test Result, Exemption Evidence
5	Conduct suitability interview and administer LLND test (in person or video). Assess academic readiness and identify support needs.	General Manager / Delegate	LLND Test Report, Interview Notes
6	Review LLND test and interview outcomes. Document support needs and determine capacity to undertake the course.	General Manager / Delegate	Student File, Interview Summary
7	Where eligibility is not met or evidence is insufficient, contact student to request more information or advise of unsuitability.	Student Services Officer	Email/Phone Record, File Notes
8	If eligibility criteria are met, progress to next step of enrolment process. Document findings and attach to student file.	Student Services Officer	Student Assessment Checklist
9	Assess any declared learning difficulties, disabilities, or conditions. Notify General Manager for review.	Student Services Officer	Application Form, Notification Log
10	Review additional support needs. If required, request more information from the student. Determine if required supports can be provided.	Student Services Team Leader	Student File, Support Needs Assessment
11	If support can be provided, proceed with enrolment and notify relevant staff of required adjustments. Plan to implement support before course commencement.	General Manager	Student Support Plan, Staff Notification

12	If support **cannot** be provided, assist student to find a more suitable provider and cancel application.	General Manager	Referral Notes, Application Cancellation Record
13	Ensure all correspondence, decisions, and supporting evidence are retained on the student file.	Student Services Officer	Student File, Correspondence Log

7. Policy Implementation

This policy is implemented through structured application and enrolment procedures, standardised documentation, staff training, and quality assurance practices that ensure consistent and equitable assessment of student suitability.

Implementation includes:

- Provision of clear instructions and documentation requirements to all prospective students during the enquiry and application process;
- Use of documented checklists and assessment tools to guide staff in verifying entry requirements, English language proficiency, and LLND competencies;
- Standardised interview procedures and LLND testing protocols to assess the individual learning and support needs of each student;
- Oversight by the General Manager to evaluate complex or discretionary admissions and determine whether the College can reasonably accommodate support needs;
- Integration with the student management system to maintain accurate and complete records of all suitability assessments, communications, and determinations;
- Communication of required support arrangements to relevant staff in advance of course commencement;
- Ongoing monitoring of students receiving support to ensure strategies remain appropriate, with regular review each term.

This policy is supported by procedures for appeals and complaints, ensuring students have access to a fair review process should concerns arise regarding their eligibility assessment.

8. Review and Continuous Improvement

This Policy and Procedure will undergo an annual review, or sooner if required, to ensure it remains relevant and effective in guiding the operations and strategies or as needed to reflect any changes in the regulatory environment or operational practices.

Feedback will be collated and analysed and discussed at the monthly management meetings, for noting or action with any necessary changes documented in a Continuous Improvement Form and in the Continuous Improvement Register.

Document Control

Version number:	V1	Approved by:	PEO
Approval date:	27/06/2025	Review date:	28/06/2026
Standards: NC Std 2.2, Standards 2025 2.1, 2.2			

Version Control

Version #	Changes	Approval By	Approval Date
1.0	Original Version	Preeti Singh	27/06/2025

Associated Documents

Application and Enrolment Policy and Procedure
Assessment of Eligibility of International Student for Entry to Study Checklist
Continuous Improvement Form
Continuous Improvement Register
Identifying Student Support Needs and Support Services Available Procedure
Student Enrolment Interview Form
Student Intervention Strategy Agreement
Student Support Policy and Procedure