

ACCLM - CRICOS Formalisation of Enrolment Policy

These guidelines are to assist ACCLM staff with admissions and recruitment of new students.

These guidelines articulate the ACCLM's practices as they apply to international students in compliance with ESOS Act 2000 and the National Code 2017.

Under Standard 3 of the National Code 2017, Formalisation of Enrolment, registered providers have to ensure that:

Written agreements between registered providers and students set out the services to be provided, fees payable and information in relation to refunds of course money.

Policy

The policy elements can be found in the ACCLM Offer Letter and Acceptance Form.

Basis of Admission

The entry requirements for each course are approved by the ACCLM Academic Board noting the advice of the relevant Advisory Committee.

The applicant must satisfy the course entry requirements. Satisfying these requirements permits an applicant to be considered for a place but does not guarantee an offer of a place. In cases where a course is in high demand, applicants may need to satisfy a higher standard than the minimum entry requirement.

The course's entry requirements comprise the minimum academic requirement or equivalent experience for admission to the course, the minimum age at which applicants may be admitted to the course, and English Language test score in the case of international students.

Students are admitted into courses based upon published entry criteria that are specified on the ACCLM website.

To gain entry into a course at ACCLM, students will be required to demonstrate they have the required English language proficiency.

Applicants who have completed a degree within the past two years in which English was the language of instruction may not be required to complete an English Language Proficiency test. This is assessed on an individual basis.

The table below outlines a general guide to the English language proficiency required for entry into the various award levels. Please note that some courses require higher English language proficiency than others. Please check the relevant course entry before applying.

In some circumstances, we will accept test results from other methods of examination not listed in this table.

Applicants who fail to meet the English language requirements, are encouraged to seek a conditional offer of a place until they meet the English language requirements of ELSIS.

| | IELTS (Academic) | TOEFL (Internet) | | | TOEFL (Computer) | | TOEFL (Paper) | | ELI Package Available |
|---------------|------------------|-------------------|------------|----------------------|------------------|-----|---------------|-----|-----------------------|
| | Overall Score | No band less than | Test Score | No section less than | Test Score | ER | Test Score | TWE | |
| Certificate | 5.5 | 5 | 70 | 18 | 197 | 4 | 525 | 4 | Yes |
| Diploma | 5.5 | 5 | 70 | 18 | 197 | 4 | 525 | 4 | Yes |
| Undergraduate | 6 | 6 | 80 | 20 | 213 | 5 | 550 | 5 | Yes |
| Postgraduate | 6.5 | 6 | 92 | 22 | 237 | 5 | 580 | 5 | Yes |
| | 7 | 7 | 100 | 25 | 250 | 5.5 | 600 | 5.5 | Yes |

The ACCLM Director of Studies and Compliance Manager ensure that general entry requirements and course selection criteria and procedures are readily available to prospective students.

The entry requirements and course selection criteria must be designed to enable measurement of an applicant's potential to succeed in the course.

The entry criteria must be kept up-to-date through regularly reviewing them and, with the approval of the ACCLM Governance and Academic Board.

Amendments to course entry requirements and selection criteria may be proposed by the ACCLM Director of Studies and approved by the ACCLM Governance and Academic Board.

Administration of Admission Processes

The ACCLM will administer all applications and will be responsible for monitoring of the conditions of offer, in conjunction with the ACS. All applications will be reviewed by the ACS's Education Program Manager prior to an offer being made.

All applications will be processed in accordance with this policy, and related policies and admission rules.

Students may receive recognition for their prior work history, education, skills and knowledge upon assessment using the Recognition of Prior Learning and Credit Transfer Policy. All such recognition can only be assessed and provided by the ACCLM Director of Studies.

The Letter of Offer for admission to any program must be made only by the authorised Student Services Officer, in consultation with the ACCLM.

Refusal of Admission

Applicants who have met the entry requirements may be refused admission if the applicant has outstanding fees owing to the ACCLM and has not completed the period of exclusion, or the maximum number of students that can be accepted to the course has been met.

The student can make an appeal if admission has been refused (see ACCLM Complaints and Appeals Policy and Procedure).

Withdrawal of Offers

The ACCLM reserves the right to withdraw an offer and/or cancel enrolment if a student provides incomplete or incorrect information. A student has the right to appeal decisions based on the provision of incorrect or incomplete information. (See ACCLM Complaints and Appeals Policy and Procedure)

The ACCLM reserves the right to discontinue a course that is not viable, and to cancel any offers of admissions to the course that have been made. The ACCLM Director of Studies will make the decision to cancel a course and offers of admission.

Failure to Enroll

An applicant who has accepted an offer of admission and has failed to complete the enrolment process stated in the letter of offer by the date specified in the letter of offer will have a "failure to enroll status".

If the applicant has applied for deferment of commencement of study and it has been approved, the applicant's admission will be deferred.

Review of Decision

An applicant may request a review of the course selection decision set out in the admissions procedure. That review will be conducted by the ACCLM Director of Studies.

Applications

Students applying for the courses provided by the ACCLM are required to apply using the ACCLM International Student Application form located on the ACCLM website. Students may apply directly either through post or online.

All documentation sent with the application should be either original or certified copies.

If not certified, a request for certified documents will be inserted under Special Conditions in the International Student Offer. Acceptance, fee payment and issuing of CoE cannot occur until certified documents are provided.

Assessment of Applications

1. All application documents (application forms and supporting documents) will be forwarded to the ACCLM Student Services. Clear and legible copies are required. All documents attached to the application form must be certified by a Justice of the Peace or by another authorized agent:

- Passport Copy
- Academic Qualifications
- IELTS
- Others

2. Student Services will check the completeness of the documents and assesses the equivalency and authenticity of the qualifications provided.
3. Student Services will determine if the applicant meets all the general and course entry requirements.
4. All work experience used for recognition of prior learning will be assessed based on the relevance and currency of the experience and normally should be within 2 years of the date of application. An employment certificate or statement of service on the official company letterhead must be provided including contact details of the employer. In some cases, past employers will be contacted to verify the employment. All such assessments will be undertaken by the ACCLM.
5. If the student applicant is an overseas student already studying in Australia, Student Services will check that the applicant has completed at least six (6) months of studies of their primary course of study before processing the application.
6. If the student has not yet completed the 6 months, Student Services should check if one of the following is correct before processing the application:
 - The student has a valid release letter from the original institution;
 - The student's course from the original institution is no longer registered (or discontinued).
7. All admissions must be finalized through the ACCLM by submitting them to the ACCLM Student Services.

Overseas Qualifications not in English

Applicants holding qualifications from overseas which are not in English, must have them translated by an authorized translator.

The ACCLM can only accept translations done by NAATI translators or other authorised translators.

All the applicants must provide the translations and the original document or a certified copy with the application form.

Note: The means of assessment of international student qualifications will be via the Australian Government AEI Country Education Profiles (CEP) online at <https://internationaleducation.gov.au/Services-And-Resources/services-for-organisations/Pages/Services-for-organisations.aspx>

Recognition of Prior Learning (RPL) and credit transfer

Students may receive Recognition of Prior Learning (RPL) in a course, either because they have covered the work in other studies or have undertaken relevant employment activities.

Credit transfer enables students to gain credit in the unit of competency by producing an authentic transcript to ACCLM for study that they have previously undertaken. They are required to attach to the application, detailed syllabuses/curricula of all subjects they have successfully completed and would like credit for, in addition to certified copies of qualifications and academic transcripts.

The documents are part of the application and must be certified by a Justice of Peace.

Students seeking RPL must apply before the commencement of the course.

RPL and credit transfer will only be granted by the ACCLM Director of Studies.

Late Admissions

In exceptional circumstances, an applicant may be approved by the ACCLM Director of Studies for admission to a course after no more than two weeks of the initial study period has elapsed.

Late admission is subject to the following conditions:

- The student agrees to undertake an orientation and additional support identified in the intervention plan provided by the ACCLM.
- The student must take responsibility for completing all outstanding work that has been missed.

Letters of Offer

Letters of Offer (and Rejection) must be printed on the ACCLM Letterhead and either emailed or posted to the applicant.

The ACCLM's International Student Offer and Acceptance Form is the only offer and acceptance agreement that should be issued to international students.

Special Conditions (where applicable) must be listed under Conditions (Conditions of Enrolment) on the Student Offer. These can include providing evidence of meeting the English Language Requirement, and the provision of Original or Certified Documents.

Any condition(s) must be met before a CoE can be issued.

Acceptance of a Place

In order to accept a place:

1. The student must sign the ACCLM Acceptance Form before or at the time of payment of the first instalment of fees.
2. The student must meet any Condition(s) as stated on their Offer Letter before a CoE can be issued.
3. The student is required to pay the first semester's Tuition Fee due and OSHC (for the length of the visa) in advance before Confirmation of Enrolment (eCoE) is issued.
4. Staff must be registered to create eCoEs on PRISMS.
5. Payment information is listed in the ACCLM Acceptance Form.
6. An eCoE can be issued when copy of a bank draft or receipt of payment at the bank is received.
7. An eCoE is issued to the student's closest DIBP Office within 2 days of the student accepting the offer.

8. Information to be included in the eCoE:

- Student's full name as on passport, gender, date of birth, nationality and country of birth;
- DIBP Office where visa application is to be made;
- Course title and CRICOS Code;
- Course start date (refer offer letter);
- Course end date (refer offer letter);
- Fee paid in advance;
- Total course fee (allowing for adjustments due to RPL and Credit Transfers);
- OSHC paid;
- English test type and score;
- Passport and visa number if student is already in Australia;
- Enter in Comments section any extra information e.g.: RPL Granted, Family OSHC paid.

9. eCoEs must then be approved by the ECA College.

Accepted Payment methods

Students may choose from the following options:

- Bank Transfer
- Credit card
- Bank Cheque
- Visa Debit/ MasterCard Debit
- Other payment method as agreed by the ACCLM.

The monitoring of compliance with this requirement will be undertaken by the ACCLM, as the registered provider, through the Governance and Academic Board.