Assessing Student’s Qualifications, Experience and English Proficiency

Policy / Procedure Number: 010

1. Policy

This policy/procedure supports ‘Standard 2.2 – Student engagement before enrolment’ of the ‘National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007’ which states:

“The registered provider must have documented procedures in place, and implement these procedures to assess whether the student’s qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought”

Policy Statement

AITT will assess all students’ enrolment applications to ensure that they meet the enrolment requirements of the course to ensure their ability to complete the qualification.

2. Procedure

- All enrolment applications received will be assessed by Student Administration department against the entry requirements for applied course of study

- Only completely filled application form accompanied with all the required documents will be processed. All International students are required to submit the following with their application form:
  
  - An authorised copy of their visa (if applicable)
  - Evidence of English proficiency
  - Personal details page of the passport
  - Proof of age
  - Any other supporting information such as previously attained qualifications, current OSHC (If required OSHC can also be arranged by AITT for students. Any amount towards OSHC is separately payable by the student.)
  - Copy of release letter where applicable

- An International student’s English proficiency is required to be evidenced by a recognised English Language testing score (IELTS = 5.5) or equivalent

- A copy of the enrolment form and all the supporting documents will be kept on student file

- If an application meets the entry requirements, then Offer of Enrolment along with the “Enrolment Acceptance Agreement” is issued to the applicant