

<h1>International – Student Engagement before Enrolment Policy</h1>		Alana Kaye Policy Manual	
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**Purpose**

This policy is in place to ensure that all individuals who gain entry into a Nationally Accredited Qualification have the appropriate skills and abilities they require to be successful in their studies.

**Scope**

This policy applies to all International student operations of Alana Kaye Group Pty Ltd (Alana Kaye College).

**Policy**

Prior to accepting a student, or an intending student, for enrolment in a course, Alana Kaye College will provide, in print or through referral to an electronic copy, 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, 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) Details of any arrangements with another registered provider, person or business to provide the course or part of the course
- e) Indicative course related fees including advice on the potential for fees to change during the student’s course and applicable refund policies
- f) Information about the grounds by which the student’s enrolment may be deferred, suspended or cancelled
- g) A description of the ESOS framework made available electronically by the Department of Education, and;
- h) Relevant information on living in Australia, including:
  - a. Indicative costs of living
  - b. Accommodation options, and
  - c. Where relevant, schooling obligations and options for school-aged dependents of intending students, including that school fees may be incurred

## Definitions

<b>CRICOS:</b>	Commonwealth Register of Institutions and Courses for Overseas Students
<b>DIBP:</b>	Department of Immigration and Border Protection
<b>ESOS:</b>	Education Services for Overseas Students Act 2000
<b>International Student:</b>	A person holding an Australian student visa, enrolled in a CRICOS registered course, at Alana Kaye College on shore
<b>National Code:</b>	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
<b>PRISMS:</b>	Provider Registration and International Students Management System
<b>Course:</b>	Program of Education or Training, defined as Course in the ESOS Act.

## Actions

It covers the stages of:

- Pre Enrolment Information

Alana Kaye embraces flexibility and equal opportunity encouraging people to apply for enrolment without discrimination and ensure that an optimal number of students can participate in education and training at the highest level.

The following outlines entry requirements for both Domestic and International students intending to study at Alana Kaye College.

An English Language proficiency level of one of the following:

- IELTS band score of 6.0 or equivalent internationally recognised exam result in line with DIBP regulations. For more information refer to <http://www.immi.gov.au/students/english-requirements.htm>
- Satisfactorily completing ELICOS with a recognised pathway partner (not currently offered for CHC qualifications).

Note: All documents that are presented when applying for enrolment into an Alana Kaye College course must be translated and submitted in English.

## Equal Opportunity

The Alana Kaye College selection process is conducted in an ethical and responsible manner. Entry requirements are in accordance with equal opportunity regulations in Australia which encourages individuals to apply for enrolment without fear of discrimination. Alana Kaye College instead seeks to identify any special requirements that an individual applicant may have.

## International Student Selection

Selection for course enrolment is mostly done by an appointed agent through an interview process to ensure all students meet the minimum requirements as outlined in Entry Requirements for each course (available in our marketing materials), as well as meeting any pre-requisite entry requirements for the course.

During the agent interview, applicants are provided with information on the following:

- Course details (face to face contact hours per week etc)
- Education Pathways
- Teaching and assessment methods and modes

- Fee structures
- Alana Kaye College requirements
- Recognition of other AQF qualifications, Recognition of Prior Learning and Credit Transfer information. The student will be notified of any credit transfer being granted prior to enrolment and will be specified in the Letter of Enrolment Offer
- Student welfare and counselling services at Alana Kaye College
- Legislative and regulatory education guidelines and requirements
- Pre-departure briefing regarding familiarisation of Australian culture for the City of Darwin (see pre-departure handbook)

Note: Alana Kaye College provides all pre-enrolment information on its website – [www.alanakaye.edu.au](http://www.alanakaye.edu.au). The student is directed to the website or given a hard copy if requested.

Policy Author	Alana Anderson	Date:
Approved by	Alana Anderson	Date:
Approver signature	**	
Entered in policy register	Alana Anderson	Date: