



Purpose

ANC 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. ANC will determine the amount of training they provide to each learner with regard to their existing skills, knowledge and the experience.

Scope:

This policy applies to:

- Prospective and current students enrolled at ANC
- ANC Marketing, Admissions, Academic, Student Services and Administrative staff.

All staff are made aware of the requirements of this policy through regular meetings, staff updates and continuous improvement practices. Students are made aware of this policy through Student Handbook, during the enrolment and orientation processes and also throughout the course.

Procedure

- All enrolment applications received will be assessed by ANC 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
 - Other supporting information such as previously attained qualifications, current OSHC (Overseas Student Health Cover)
(If required OSHC can also be arranged by ANC 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 or other test results as outlined in the English language requirements
- 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.

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AUSTRALIAN NATIONAL COLLEGE Pty Ltd (ANC) CRICOS 03009M TOID: 22134		Page Sequence:	Page 1 of 2



Pre-Training Review

For each Eligible Individual, ANC will conduct a Pre-Training Review of current competencies including literacy and numeracy skills prior to commencement in training. The Pre-Training Review is designed to:

- identify any competencies previously acquired (Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer);
- identify LLN levels are either sufficient for the qualification level, or support will need to be provided
- ascertain the most appropriate qualification for that student to enrol in, including consideration of the likely job outcomes from the development of new competencies and skills; and
- ascertain that the proposed learning strategies and materials are appropriate for that individual.

Reference:

This policy/procedure supports 'Standard 2.2' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007' and 'Standard 1.2' of the 'Standards for Registered Training Organisations (RTOs) 2015'.

Documents/Forms:

1. Application Form
2. LLN Assessment

Revision History

Version	Date	Revision Description
1	Dec 2012	Original
2	Feb 2013	Modified
3	June 2013	Modified
3.2	Dec 2013	Modified
4.0	1 March 2015	Modified

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		Page Sequence:	Page 2 of 2