Student Enrolment and Selection Policy and Procedure

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Purpose:

Keystone College of Business and Technology (KCBT) is committed to ensure its student selection processes are fair, transparent and non-discriminatory. Students are selected based on meeting core eligibility criteria in line with the program requirements as outlined in our student handbook, course outline and website. Students are selected regardless of religion, gender, disability, sexuality, sexual preference, culture and ethnic background.

The following policy and procedure outline the organisation framework and general principles for the selection and enrolment of our students. This policy and procedure have been designed to ensure all students prior to their enrolment are fully informed and meet the requirements of the qualification or program.

This policy and procedure should be read in conjunction with the "Student Orientation Policy and Procedure", "Recognition Policy and Procedure", "Credit Transfer Policy", "Privacy Policy and Procedure", "Record Retention Policy and Procedure", "Complaint and Appeals Policy and Procedure" and 'Refund Policy and Procedure'."

Relationship to the ESOS National Code and relates to the Standards for RTO:

KCBT has open, fair and transparent procedures that are based on merit for making decisions about the selection, of prospective students who seek to enrol with KCBT in a unit of competency.

The above undertakings do not prevent KCBT taking into account, in making decisions about the selection and treatment of students, educational disadvantages that a particular student has experienced.

Scope

The policy applies to Staff and students at Keystone College of Business and Technology (KCBT).

Procedure

The following outlines entry requirements for students intending to undertake study at KCBT.

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Academic Requirements:

To satisfy the academic requirements for enrolment into a course, applicants must meet the following entry requirements, depending on AQF level they intend to apply for:

- Successful completion of Year 11 in their home country equivalent to an Australian Year 11 qualification (For Certificate IV qualifications)
- Successful completion of Year 12 in their home country equivalent to an Australian Year 12 qualification (For Diploma and Advanced Diploma qualification)
- Academic interview - If a mature age student who has not completed year 11 or year 12 but has substantial work / life experience, an interview is conducted by the Academic / Course coordinator to ascertain minimum entry level requirements. This interview is conducted before accepting the student in course. Enrolment officer makes an appointment for the student with academic coordinator (Face to Face / Skype). Academic coordinator conducts the meeting and notes of the meeting along with the recommendation is communicated to enrolment officer for processing. Enrolment officer takes further actions based on the recommendation.

English Language Requirements:

- o IELTS band score of 5 (For Certificate IV qualifications)
- o IELTS band score of 5.5 (For Diploma and Advanced Diploma qualification)
- o OR equivalent internationally recognised exam result in line with the DOHA regulations
- o Or KCBT English placement test
- o Learner applying for ELICOS must meet the requirements for entry for the ELICOS level enrolling into for example: GE1, GE2 or GE3. ELICOS Coordinator may conduct placement test if required to assess entry level.
- Student who do not have IELTS band score or equivalency will be required to complete KCBT English placement test. This test is assessed by the qualified ELICOS Coordinator. Enrolment application outcome is based on recommendation made by the coordinator.
- In addition, all students must be 18 years of age or over at the time that they commence the course for which they have applied.

Additional Enrolment Requirement:

In addition to the enrolment requirements stipulated above, the following additional requirements which applicants are required to meet in order to verify their identity and demonstrate their capacity for enrolment in the course. These may include, but are not limited to:

- Identification document (Birth Certificate/Passport);

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- International Students to provide a copy of their Student Visa prior to course commencement; (for onshore international students)
- Proof of health cover (for onshore international students)
- Copy of academic transcripts (for onshore and offshore international students)
- Attendance at interviews (if required -for onshore and offshore international students)
- Submission of supplementary information / forms (if required).
- Genuine Temporary Entrant Criteria (for offshore international students)
- Statement of Purpose (for offshore international students)
- Financial Viability (for offshore international students, if required, for assessment level 3 countries)

Application

Online: Applications for enrolment to a course must be made online and lodged in the manner prescribed on KCBT website.

Registered Education Agents: The prospective students to complete and sign KCBT's application form in person or online and provide copies academic and additional requirements.

Assessment of Applications and Verification of Evidence

All applications are assessed by the enrolment officer, director of marketing or KCBT nominated member. Applicants who apply to undertake a course of study at KCBT must submit documentary evidence that demonstrates they meet the published enrolment requirements (including English proficiency) of their chosen course. An original document should be presented to the enrolment officer or a nominated KCBT staff member or agent, or a certified copy of documentation must be provided within the stipulated time period.

Qualifications submitted in a language other than English must be accompanied by a certified official translation. Where there is any doubt about the authenticity of any documentation provided, the enrolment officer or a nominated KCBT staff member member may correspond with the issuer of the document and make relevant enquiries.

All applications and their assessment will be validated by the Enrolment Officer or the Director of Marketing.

Procedures for assessing an applicant's qualifications, experience and English language proficiency

1. Completed Application for enrolment form and documentation are received:

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- Completed Application form for enrolment
- Acknowledgement by student that all entry requirements are met.
- Copy of passport details (for international students).
- Copy of English language test/evidence English language proficiency/ KCBT English placement test
- Copy of academic transcripts
- Copy of OSHC (If student is onshore)
- Genuine Temporary Entrant Criteria (for offshore international students)
- Statement of Purpose (for offshore international students)
- Financial Viability (for offshore international students, if required for assessment level 3 countries)

Enrolment staff Initial assessment (Step 1)

- Create applicant file
- Allot student ID
- Check documentation is complete, including Credit transfer (CT) or Recognition of Prior Learning (RPL) documentation (if applicable)
- Request any documentation outstanding from applicant

When application is deemed complete (Step 2)

- Assess application against enrolment checklist (Consult the course coordinator if required)
- Assess English proficiency (if applicable)
- Check student is 18 years or older
- Verify documentation where appropriate
- Arrange interview with relevant course coordinator (if required)

Outcome of Application (Approved):

- Issue Offer Letter

KCBT may make unconditional or conditional offers as appropriate. Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published regulations of KCBT.

Confirmation of Enrolment
KCBT confirms enrolment of the student when all the following conditions have been met:

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- The student accepts the offer, returns the signed Acceptance Agreement form to KCBT
- Student has paid the minimum balance payable as indicated on the Letter of Offer, and KCBT has confirmed receipt of this amount directly into KCBT bank account or Bank Draft.

Upon fulfilment of the above conditions, KCBT issues an electronic Confirmation of Enrolment (eCOE) through PRISMS, which is the official document confirming the student's enrolment into KCBT for the nominated course of study.

Outcome of Application (Not approved):

- Advise applicant of outcome of application and right to appeal decision.

Concurrent Enrolment

A learner may apply to student concurrently to complete a unit of competency or a qualification with KCBT. KCBT assess the merit of application on the following basis:

- Meet KCBT's entry requirement
- Learner must remain enrolled in the registered course
- achieve satisfactory course attendance, and
- progress in their principal course of study.
- Fill up KCBT concurrent application form

Overseas Student Transfer Request

As stipulated in the National Code of Practice 2018, KCBT does not knowingly enrol a student who wishes to transfer from another provider prior to the student completing six months of their principal course of study except under the following conditions:

- The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered
- The original registered provider to release student on PRISMS
- The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

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- KCBT follows "Transfer Request Policy" when assessing students who wish to transfer from another provider, see KCBT "Transfer Request Policy" for more details.

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