



## Purpose

Kirana Colleges Australia (KCA) is committed to recruiting responsibly and ensures that overseas students are appropriately qualified for the course they are seeking to enrol in. Overseas students will be provided sufficient information to enable them to make informed decisions about studying with KCA.

## Scope

This policy applies to international students having an understanding of what entry requirements including English and Language proficiency, educational qualifications or work experience, and course credits to study in Australia and provides a benchmark to international admissions staff when assessing an application from a potential international student.

## Responsibility

Responsibility (R)	Accountability (A)	Consult (C)	Inform (I)
Student Admissions	Director International Education PEO	Education Manager	Quality Assurance

## Applicable Legislation/Contracts

- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- ESOS Act
- VET Quality Framework – National Standards for RTO's, AQF

## Related Policies/Procedures

- QMSP001: Marketing Information Practices
- QMSP004: Formalisation of Enrolment Policy
- QMSP005: International Refund Policy
- QMSF003: Letter of offer and acceptance

## Reference

### National Code: Standard 2 – Recruitment of an overseas student.

2.1 Prior to accepting an overseas student or intending overseas student for enrolment in a course, the registered provider must make comprehensive, current and plain English information available to the overseas student or intending overseas student on:

- 2.1.1 the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable
- 2.1.2 the CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods
- 2.1.3 course duration and holiday breaks
- 2.1.4 the course qualification, award or other outcomes
- 2.1.5 campus locations and facilities, equipment and learning resources available to students
- 2.1.6 the details of any arrangements with another provider, person or business who will provide the course or part of the course
- 2.1.7 indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies
- 2.1.8 the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled
- 2.1.9 the ESOS framework, including official Australian Government material or links to this material online
- 2.1.10 where relevant, the policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for younger overseas students (in accordance with Standard 5)
- 2.1.11 accommodation options and indicative costs of living in Australia.



2.2 The registered provider must have and implement a documented policy and process for assessing whether the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.

2.3 The registered provider must have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

2.4 If the registered provider grants RPL or course credit to an overseas student, the registered provider must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

2.5 If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must:

2.5.1 inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course

2.5.2 report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

## Policy

All international students must meet the following entry requirements to accept a place in any of the CRICOS registered qualifications at Kirana.

### English Entry Requirements

All international students are to have achieved a score of 5.5 across all bands of the IELTS exam or equivalent and provide evidence of their results along with application.

### Other Entry Requirements

In addition to the English entry requirement above, International Students must:

- be 18 years of age or older
- Completed Year 12 or high school or equivalent in applicant's home country (\* Subject to the country Assessment Level).

### Providing Students with Entry Requirements Information

Students will be informed of their entry requirements by way of:

- Understand that all courses are offered on a full time basis of a minimum of 20 hrs per week with attendance monitored
- Website and downloading course information
- Course flyers
- Requesting a hard copy of course information
- Engaging with KCA staff
- Receiving information from an education agent (if and when agents are engaged)