700-PP-MEGA Student Admission and Enrolment Policy and Procedure

Relevant Standards	Relevant Documents
SRTOs 2015: 3.6 (a)(c), 5.1, 5.2, 5.4 The National Code 2018: Standards 2	Student Orientation Policy and Procedure LLN Policy Access and Equity Policy Student Handbook RPL and Credit Transfer Policy and Procedure

1. Purpose

This policy is intended to provide a broad framework, and minimal requirements for determining admission to training courses and programs of MEGA. This policy outlines procedure for approving admission applications and enrolling students, both international and domestic, in the relevant courses or units of competency.

2. Scope

This policy applies to all the applications for admission and enrolment into MEGA's programs received by MEGA, including international students, Australian citizens and permanent residents. This policy is also relevant to staff handling and processing student admissions and enrolments, decision-making committees, and all the agents of MEGA.

3. Definitions

Course: A program of study leading to a qualification or an award. A course may comprise of units or modules. Also referred as "program".

Pre-requisite: Means specified minimum requirements an applicant must satisfy in order to be considered eligible for admission to a particular program.

Offer: Means the formal notification from MEGA's Student Admissions Office on behalf of MEGA, offering an applicant a place in a nominated program under specified conditions, such as location, mode of study, duration, course fee and type of place offered.

Admission: Acceptance of an applicant as a student of MEGA in the nominated course(s)

Enrolment: Allocation of unit(s) of competency as prescribed under each course as part of student's training plan that leads to attainment of the relevant competency or qualification on successful completion

LMS: Learning Management System

Learning Management System: Software that allows educational institutions to create and host courses on the Internet

USI: Unique Student Identifier – applicable for all VET students

Department: Department of Education and Training - DET (or its successor).

4. Legislative Context

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations (SRTOs) 2015
- The ESOS Act 2000 and subsequent amendments

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Macquarie Education Group Australia Pty Ltd t/a MEGA Education
Provider Code: 91305 CRICOS Code: 02657J
L9, 225 Clarence Street Sydney NSW 2000

Page **1** of **6**

- VET Student Statistical Collection Guidelines
- Student Identifiers Act 2014
- Equal Opportunity Act 1995
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Disability Standards for Education 2005 (Cth)

5. Policy

5.1. Admission Criteria

5.1.1 Candidates are considered on the basis of the following:

- Minimum entry requirements for respective courses
- IELTS score
- Pre-enrolment needs analysis
- Candidate self-assessment

All admission will be subject to review and document verification (6.1.3) and approval by the Academic Manager.

Students will be provided with an opportunity to apply for Recognition of Prior Learning (RPL) or Credit Transfer at the time of application.

English proficiency:

5.1.2 Entry to MEGA award courses assumes proficiency in English. English proficiency must be demonstrated by an applicant for admission to MEGA by one or more of the following:

- For International students, a recent IELTS test; OR
- Equivalent or satisfactory completion of English programme at a nationally accredited ELICOS centre; OR
- An approved English language test, such as TOEFL, Pearson Test of English (PTE).

5.1.3 MEGA shall not enrol an eligible candidate in a course or qualification that is at an inappropriate level for that student, including but not limited to courses that would not provide additional relevant competencies as per student's career/academic objectives.

5.1.4 MEGA shall require that all the students applying for or enrolling in a course first provide MEGA with their **USI number for verification** - unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, MEGA will inform the student prior to either the completion of the enrolment or commencement of course, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

Note: Admissions to take note of the above and ensure that USI verification is conducted in accordance with the requirements and records maintained on student file/system.

6. Admission Procedure

This section describes the processes associated with admission. These processes generally apply to both local and international students.

All the **prospective students** will be provided with the following information:

- Course Brochure/Prospectus, including MEGA and campus details
- Application Form

Version 3.0: Aug 2018   **Document Owner: Admissions Officer**   **Approved: CEO**   **Next Review: Aug 2019**

Macquarie Education Group Australia Pty Ltd t/a MEGA Education
Provider Code: 91305 CRICOS Code: 02657J
L9, 225 Clarence Street Sydney NSW 2000

Page **2** of **6**

- Candidate Self-Assessment Form
- Unique Student Identifier (USI) Consent Form
- Pre-enrolment Information Sheet
- Fee Schedule
- Fee Policy
- Fee Refund Policy
- RPL and Credit Transfer Policy and Procedure
- Language, Literacy, and Numeracy (LLN) Policy

Website links to other MEGA policies and procedures, and the ESOS Framework, will be provided as part of the pre-enrolment process.

Once accepted in the course, students will be provided with:

- A Letter of Offer
- Student Agreement (to be signed and returned)
- Pre-paid Fee Information and Bank Details
- Fee Policy
- Fee Refund Policy
- Complaints and Appeals Policy and Procedure

For international students, information on the ESOS Framework, their rights, responsibilities and terms of enrolment will be contained in the Letter of Offer and the Student Agreement.

International students will additionally receive:

- eCoE (subject to conditions of the offer)
- Enrolment and program details, key dates and academic schedules
- Pre-Departure Information Pack
- Overseas Student Health Cover (OHSC) details
- Student Orientation Policy and Procedure
- Orientation program dates and details
- Learning Pathways Policy
- Student Code of Conduct

Website links to other MEGA policies and procedures will be provided.

6.1 New Applications

For all applicants, copies of the following documents will be received along with the application form:

- Photo ID: Passport
- Copies of previous transcripts, testamur, or any other formal or informal awards/achievements
- Valid English proficiency evidence
- Applicant Pre-enrolment Self-assessment form
- Address and current contact details
- Unique Student Identifier (USI) or USI Consent Form
- Additional documents as per course entry requirements

6.1.1 Prospective students seeking to be admitted to a course offered by MEGA must make application directly to MEGA or to a MEGA/agent authorised to act on behalf of MEGA, as required.

Application forms and instructions, including the documentation to be submitted with the application, the method of application and application due dates are available on MEGA's web site as well as MEGA reception.

Version 3.0: Aug 2018   **Document Owner: Admissions Officer**   **Approved: CEO**   **Next Review: Aug 2019**

Macquarie Education Group Australia Pty Ltd t/a MEGA Education
Provider Code: 91305 CRICOS Code: 02657J
L9, 225 Clarence Street Sydney NSW 2000

Page **3** of **6**

6.1.2 All students must provide their **USI** number for verification purpose. If provided by the student, MEGA shall verify the **USI** with the Registrar, before using that Student Identifier for any purpose.

Where an exemption applies under the Act, the student will be informed (via email or letter) prior to either the completion of the enrolment or commencement of course, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

6.1.3 Administrative staff processing new applications must verify the applicant's academic credentials, eligibility criteria, and the status of the awarding institution by means of, but not limited to;

- Where possible, sighting and certifying original transcripts, awards and other supporting documents
- Accepting only certified copies of original documents for all applications made through electronic medium, post or through education agents
- Ensuring that all the supporting documents are in good condition, legible; and if containing foreign language, accompanied by certified and verifiable translation in English
- Matching and comparing the details of academic history and achievements stated in the application with that of accompanied documents, including full name, date of birth and date of completion
- When available, comparing official academic seals, testamurs and transcripts with academic records of other past or present students from the same institute
- Checking the current status of awarding institutes/MEGAs on state registers
- When in doubt, bringing any illegible or doubtful documents or concerns to the attention of the Academic Manager and/or the Student Admissions Officer for further enquiry
- Determination of course/program suitability for applicants seeking a place in a course through the Academic Manager

6.1.4 The Academic Manager shall approve all new admissions. Approval signatures must be obtained on the application form.

6.2 Offers

6.2.1 Admission offers are made to applicants who are eligible for admission to the particular course under this admission policy. An offer letter with course(s) code, name, duration, fee, study period, and other relevant information is sent to applicants.

6.3 Acceptance or Lapsing of Offer

6.3.1 An applicant receiving an offer of admission must respond to accept the offer by the due date and by the process specified in the letter of offer.

6.3.2 If an applicant fails to accept the admission offer by the due date specified in the notice of offer, the offer will lapse and the applicant may have to lodge another admissions application.

6.4 Deferment

6.4.1 Deferment is accepting the offer of a place in the program but deferring commencement in the program for a specified period, especially where the circumstances do not permit students to commence their studies on planned dates. The maximum period of deferment is one year. The process deferment will be guided by MEGA's *Deferment, Suspension, Cancellation and Exclusion Policy*.

Version 3.0: Aug 2018   **Document Owner: Admissions Officer**   **Approved: CEO   Next Review: Aug 2019**

Macquarie Education Group Australia Pty Ltd t/a MEGA Education
Provider Code: 91305 CRICOS Code: 02657J
L9, 225 Clarence Street Sydney NSW 2000

Page **4** of **6**

6.5 Transfer

6.5.1 A student who is currently enrolled in a program and who has not completed the requirements for graduation from the program may under certain conditions transfer to another program as per MEGA's *Change Of Course Policy and Procedure*. To be eligible for transfer, the applicant must satisfy the entry requirements for the intended program.

6.5.2 A student may also make an application to transfer to another institute. Recognising student's right to exercise freedom of choice as consumers, as a principle, MEGA will grant a student's request to transfer to another provider, where it will not be of detriment to the student.

6.5.3 Where appropriate MEGA will counsel students, to consider their personal or academic reasons for transferring. Outcomes of counselling may include the identification of alternative academic programs within MEGA, and/or the recommendation of appropriate student support or study skills support as an alternative to the transfer

6.5.4 In an unlikely event that MEGA needs to transfer students to another RTO as required and instructed by the regulatory agencies, MEGA shall ensure that it facilitates all the information and assistance to enable students to continue their training, including (but not limited to);

- Prompt and timely student notification
- Up-to-date student file
- Up-to-date student training information and competency records
- Academic testamurs and statements
- Delegated staff member(s) to personally assist the students

6.6 RPL and Credit Transfer

6.6.1 A person applying for an admission offer or having received an admission offer may apply for credit transfer on the basis of prior study or on the basis of relevant skills and experience according to MEGA's *RPL* and *Credit Transfer Policy and Procedure*.

7. Enrolment

7.1 MEGA will enrol students in their respective courses once their application for admission into a course has been approved by MEGA and the conditions of offer, including the entry requirements and pre-enrolment assessments, have been met by the applicants.

7.2 Administrative staff completing enrolment will ensure that the students are placed in appropriate groups and provided with student ID, course information, timetable, and student log-in information at the time of enrolment.

7.3 Students not able to enrol in their scheduled courses as per the start date of their enrolment must defer their studies according to *Deferral, Suspension, and Cancellation Policy* of MEGA.

7.4 All newly enrolled students must attend MEGA's Orientation Program (*Student Orientation Policy and Procedure*)

8. Enrolment Procedure

8.1 Student file is checked to confirm that all the required documentations as per the application requirements have been obtained and advance fees have been received.

8.2 For all the students, a **USI** is either provided by the students or applied by MEGA on behalf of the student by prior communication and consent. If provided by the student, MEGA shall verify the **USI** with the Registrar, before using that Student Identifier for any purpose.

Version 3.0: Aug 2018   **Document Owner: Admissions Officer**   **Approved: CEO   Next Review: Aug 2019**

Macquarie Education Group Australia Pty Ltd t/a MEGA Education
Provider Code: 91305 CRICOS Code: 02657J
L9, 225 Clarence Street Sydney NSW 2000

Page **5** of 6

8.2 Students are issued with a Confirmation of Enrolment when their application for admission into a course has been approved by MEGA and the conditions of offer have been met by the applicants.

8.3 A written Student Agreement is prepared and singed by both the parties.

8.4 Student details are entered into the Student Management System and student enrolment details are extracted and printed.

8.5 Students are sent a copy of their enrolment details.

8.6 Student is provided with the details of the next orientation program (usually held a day before the commencement of an academic semester).

9. Responsibility

The Admissions Officer has the responsibility to receive, review, and process all the new enrolments, and undertake due diligence as per the policy requirements.

The Admissions Officer has authority to make offers of admission to coursework programs offered by MEGA.

The Academic Manager is responsible for implementation and administration of this policy.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: ceo@mega.edu.au

Revision History:

Version No:	Date	Description of modifications	Staff responsible
1	Dec 2017	First Review and alignment of PP to new National Code 2018 and SRTOs 2015.	CEO
2	Jan 2018	New PP approved and review of process.	CEO
3.	Aug 2018	Academic Coordinator to Academic Manager	CEO

Version 3.0: Aug 2018   **Document Owner: Admissions Officer**   **Approved: CEO   Next Review: Aug 2019**

Macquarie Education Group Australia Pty Ltd t/a MEGA Education
Provider Code: 91305 CRICOS Code: 02657J
L9, 225 Clarence Street Sydney NSW 2000

Page **6** of **6**