

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

Relevant Standards SRTOs 2015: 3.6 (a)(c), 5.1, 5.2, 5.4 The National Code 2018: Standards 2; 5	Relevant Documents Student Orientation Policy and Procedure LLN Policy Access and Equity Policy Student Handbook RPL and Credit Transfer Policy and Procedure
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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, 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. 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 or Student 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.

PRISMS: Provider Registration and International Student Management System - is a computer system developed by the Department in association with the Department of Home Affairs for the purpose of receiving and storing information about accepted overseas students that is given to the Secretary under section 19 of the ESOS Act.

eCOE: eConfirmation of Enrolment - is an electronic document issued by a registered educational provider to an international student who intends to enrol and study with that institution.

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
- 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 or English language proficiency level
- 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 (CT) at the time of application.

English proficiency:

5.1.2 Entry to MEGA award courses assumes proficiency in English. Unless otherwise the applicant met the conditions and granted exemptions in PRISMS, the applicant must demonstrate English proficiency in 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.

All applications that do not meet this condition will be required to provide appropriate reason(s) for the application and the Academic Manager will conduct an interview with the applicant and make a final decision. The interview conducted must be recorded in form *726-FM-MEGA Pre-Enrolment Student Interview Record*. The interview record will become part of the application for admission documents and kept in student file.

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
- Candidate Self-Assessment Form
- Unique Student Identifier (USI) Consent Form
- Where applicable under clause 5.1.3, a duly completed form *726-FM- MEGA Pre-Enrolment Student Interview Record*
- Pre-enrolment Information Sheet
- Fee Schedule
- Fee Policy
- Fee Refund Policy
- RPL and CT 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 International Student Acceptance 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

- Where applicable under clause 5.1.3, a duly completed form *726-FM- MEGA Pre-Enrolment Student Interview Record*
- 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.

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 Admissions Manager or the Admissions Officer for further enquiry
- Determination of course/program suitability for applicants seeking a place in a course through the Academic Manager interview record where exception to clause 5.1.3 is affected.

6.1.4 The Academic Manager shall conduct an interview with the applicant and record the interview for all new admissions that contravene Clause 5.1.3. An approval signature from the Academic Manager must be obtained on the interview record form before the Admissions Officer or Admissions Manager could issue an offer.

6.2 Offers and managing capacity

To ensure that MEGA does not exceed the approved capacity, the Admissions Officer will:

- Generate a weekly PRISMS report to check on capacity for the CEO
- The capacity report will also be presented to all staff during our fortnightly Operations meeting
- When capacity is at 90%, the CEO will be notified and CEO will convene a meeting with IR Managers and admissions staff to discuss recruitment strategy of keeping the numbers within capacity.

If capacity less than 90%, Admissions Officer or Admissions Manager will continue to issue offers 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.

The issuance of eCOE for accepted students will be monitored closely by the Admissions Officer or Admissions Manager and follows the same process above in order to keep the accepted students within the approved capacity.

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*.

Where deferment has been approved, the Admissions Officer or Admissions Manager must cancel the current CoE and issue the student with a new CoE with the new commencement date. The process of assessing the deferment and re-issuance of the new CoE in PRISMS must be completed within 31 days (or within 14 days if the student is less than 18 years old) from the initial commencement date. Admissions Officer will be responsible to file all supporting documents in the student's file for future reference.

6.4.2 The Admissions Officer or Admissions Manager will prepare a fortnightly report to be presented during the fortnightly MEGA Operations Meetings for monitoring and management purposes. The report presented will include but not limited to the following requirements:

- Number of deferment application received, with student's name and SID
- Reasons for deferment and date of return to re-commence study
- Date of application and required documentations received
- Date processed or deferred for further documents etc
- Date student has been advised of decision
- Any application pending and reasons.

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 MEGA's *Deferral, Suspension, and Cancellation Policy*.

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

8. Acceptance of 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 VET 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 Unique Student Identifier for any purpose.

8.3 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; and
- A signed written International Student Acceptance Agreement; and
- Payment of the required tuition fee is received by MEGA.

8.4 The student's bio data details and course(s) enrolment details are entered and recorded into the PRISMS. For ELICOS students who are under 18 years of age, the welfare arrangements that are approved by MEGA will be recorded in PRISMS.

8.5 Students are sent a copy of their enrolment details and eCOEs.

8.6 Student is provided with the details of the next orientation program usually held 1 to 2 weeks before the commencement of an academic term for vocational students. For English students, orientation is held on Mondays, which is the first day of their study.

9. Issuance of eConfirmation of Enrolment (eCOE) via PRISMS

9.1 All eCOE can only be issued via PRISMS.

9.2 Student will only be issued with eCOE(s) subject to meeting the criteria set forth under clause 8.3 above.

9.3 Only staff approved and authorised by the Chief Executive Officer or the CEO's delegated staff, have access to PRISMS and have the authority to issue eCOE.

9.3 The authorised staff must undergo and pass the required training in PRISMS website. On passing the on-line PRISMS training, the CEO will officially approve the authorised staff the access to PRISMS for issuance of eCOEs for accepted students.

9.4 The authorised staff will be closely monitored for a probationary period of 3 months and any COEs issued during the probationary period will require the final approval of the Admissions Officer or Admissions Manager before issuance.

9.5 After the 3 months probationary period, the Admissions Officer or Admissions Manager will conduct random checks on COEs issued in order to maintain accuracy and proficiency.

9.6 The Admissions Officer or Admissions Manager will continue do random checking to ensure accuracy and minimise error as part of management and control in issuance of eCOEs.

9.7 The Admissions Officer or Admissions Manager will generate and monitor the total student number on a weekly basis to ensure that MEGA does not exceed the approved maximum student number. If and when the students enrolled or issued with CoEs, MEGA will stop accepting students (Clause 6).

10. Responsibility

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

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

The Admissions Officer or Admissions Manager is responsible for updating PRISMS of any changes to a student's enrolment status within the prescribed 31 days (or within 14 days if the student is less than 18 years old) from the last commencement date.

The Admissions Officer or Admissions Manager is responsible for implementation and administration of this policy.

The Academic Manager is responsible for implementation and administration clause 5.1.3 for applications that contravene the clause.

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
4	April 2019	Review of policies as per ASQA audit report 19 & 20 Feb 2019	CEO
5	June 2019	Review and amended based on external Compliance Consultant feedback	CEO
6	July 2022	Review and update policy and procedures based on Internal audit feedback by eSKILLS in April 2022	CEO
7	July 2023	Review of PP – preparation for another Internal Audit by RTO Advance	CEO
8	January 2024	Review and update PP for internal audit - updating of PRISMS policy clause 8.3	CEO
9	February 2024	Review and update PP for internal audit - monitoring of capacity	CEO
10	March 2024	Update PP clauses 6; 8; 9.7	CEO
11	June 2025	Review and update policy to include Admissions Manager in all relevant clauses	CEO