



GLOBAL COLLEGE AUSTRALASIA

**RECRUITMENT OF AN OVERSEAS STUDENT
POLICY**



RTO No: 45088 | CRICOS Code: 03564F



GLOBAL COLLEGE AUSTRALASIA

RTO No. 45088 CRICOS CODE: 03564F

Moore St Campus
21 Moore Street, East Perth, WA 6004
Wellington St Campus
176 Wellington Street, East Perth, WA 6004
General Enquiry: 1300 886 340
Marketing & Enrolment: 0448 465 445
E-mail: admissions@globalcollege.edu.au
Website: www.globalcollege.edu.au

Table of Contents

Policy & Procedure – Recruitment of an overseas student	2
Purpose	2
Scope	2
Definitions	2
ASQA	2
Australian Skills Quality Authority.....	2
AVETMISS	2
Moodle	2
COE.....	2
Course Credit.....	2
Credit transfer	3
DoHA	3
English Language Proficiency	3
ESOS	3
International Student	3
National Code 2018	3
Pre-training Review	3
PRISMS	3
Recognition of prior learning [RPL]	3
USI	3
VETTRAK.....	Error! Bookmark not defined.
Written Agreement	4
ESOS Standard	4
Policy	4



Policy & Procedure – Recruitment of an overseas student

Purpose

This policy describes how GCA meets the requirements of recruiting an overseas student.

Standard 2 of the National Code requires registered providers to:

- Recruit responsibly by ensuring students are appropriately qualified for the course for which they seek enrolment, including having the necessary English language proficiency, educational qualifications and work experience.
- Students must have sufficient information to enable them to make informed decisions about studying with their chosen registered provider in Australia.
- 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.

[National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(internationaleducation.gov.au\)](http://internationaleducation.gov.au)

Scope

This policy applies to all staff and agents recruiting overseas students.

Definitions

ASQA	Australian Skills Quality Authority
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard. VETTRAK enables provision of AVETMISS compliant data to ASQA on a regular basis. GCA collects and stores information in accordance with AVETMISS requirements and reports this information as required and in accordance with the Information Privacy Policy (What is AVETMISS? (ncver.edu.au))
Cloud Learning @ GCA	The online method of delivery enabling structured formal learning that emulates the classroom environment using a learning management system (LMS), Moodle, that allows face to face interaction between the trainer and students and participation in various training and assessment activities. For any avoidance of doubt, Cloud Learning @ GCA, may be offered to on-shore international students where classroom-based learning cannot be practically delivered due to extenuating/ exceptional circumstances.
COE	Confirmation of Enrolment (COE) document issued through PRISMS for student to apply for a student visa. The COE is an official document issued to overseas students by education providers in Australia. It confirms that the overseas student has accepted a place in a course and has paid their tuition fees and Overseas Student Health Cover premium (OSHC). The COE must be submitted as part of a student visa application. Confirmation of enrolment (homeaffairs.gov.au)
Course Credit	Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning. Credit cannot be rescinded unless compelling education reasons are presented.



GLOBAL COLLEGE AUSTRALASIA

RTO No. 45088 CRICOS CODE: 03564F

Moore St Campus
21 Moore Street, East Perth, WA 6004
Wellington St Campus
176 Wellington Street, East Perth, WA 6004
General Enquiry: 1300 886 340
Marketing & Enrolment: 0448 465 445
E-mail: admissions@globalcollege.edu.au
Website: www.globalcollege.edu.au

Credit transfer	Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s). The student must provide the original certificate to be sighted by GCA to verify the Credit Transfer. Verification can also be enabled via the USI if applicable.
DoHA	Department of Home Affairs (DoHA). To keep Australia safe, the DoHA brings together Australia's federal law enforcement, national and transport security, criminal justice, emergency management, multicultural affairs, settlement services and immigration and border-related functions (https://www.homeaffairs.gov.au/).
English Language Proficiency	English language proficiency is the demonstrated ability to speak, write, read and comprehend English to a standard set by the institution [GCA] or regulatory authorities.
ESOS	Educational Services for Overseas Students Act as amended from time to time
International Student	A person holding an Australian student visa and defined as an 'Overseas Student' in the ESOS Act
National Code 2018	The National Code of Practice for Providers of Education and Training to Overseas Students
Pre-training Review	A Pre-training Review ensures that the learning and assessment strategy is designed to meet individual needs and workplace requirements. <ul style="list-style-type: none"> • Understands learner's objectives for completing the course. • Determines whether the learner is enrolled in a suitable course. • Explores learner's current competencies that are related to the course. • Identifies how to engage with learners to determine their needs (including special needs). • Discusses the opportunity to have learner's current competencies assessed through Recognition of Prior Learning (RPL) and Credit Transfer (CT) • Verifies English Language proficiency evidence
PRISMS	Provider Registration and International Student Management System used to process information to DoHA by registered providers via the Department of Education, Skills and Employment (DESE). This site provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the ESOS Act.
Recognition of prior learning [RPL]	The acknowledgment of skills and knowledge that have been gained through training, work, or life experiences into formal competencies. The assessment of RPL is made from the evidence provided against the units of competency (elements and performance criteria) as described in the relevant endorsed Training Package. To support this type of application evidence of where and how the skills were obtained are required. That is, a certificate where the codes do not match but are of similar skills and knowledge would require an ability to assess the learning the outcomes against the learning outcomes of the current course. RPL is awarded for a total unit of competency (no partial RPL of a unit will be awarded).
USI	All students doing nationally recognised training need to have a Unique Student Identifier (USI). https://www.usi.gov.au/about
VETTRAK	Student management system used by GCA to maintain student records and enable collection of AVETMISS [Australian Vocational Education and Training Management Information Statistical Standard] data for reporting.



Written Agreement	Education providers are required by the ESOS Act to enter into a written agreement with each overseas student they enrol. The written agreement accepted by a student is a legal contract, under Australian law, between the student and the education provider. Written agreements can take any form provided they meet the requirements of the ESOS Act and the National Code. This means that an application form or a letter of offer could be the basis for the written agreement once it is signed or accepted by an overseas student.
--------------------------	--

E=related ESOS Standard

Policy

GCA will recruit students in an ethical and responsible manner and provide information that enables students to make informed decisions about studying with GCA in Australia.

1 INFORMATION PROVIDED TO STUDENTS PRIOR TO ENROLMENT

Prior to accepting a student, or an intending student, for enrolment into a course, GCA will provide, in print and/or through referral to an electronic copy, comprehensive, current and plain English information regarding the following:
[E2.1]

- 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. [E2.1.1]
- 1.2 The CRICOS course code, course content, modes of study for the course, including any compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods. [E2.1.2]
- 1.3 Course duration and holiday breaks. [E2.1.3]
- 1.4 The course qualification, award or other outcomes. [E2.1.4]
- 1.5 Campus locations and facilities, equipment and learning resources available to students. [E2.1.5]
- 1.6 The details of any arrangements with another provider, person or business who will provide the course or part of the course [E2.1.6] [if applicable].
- 1.7 Indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course and GCA's cancellation and refund policies. [E2.1.7]
- 1.8 The grounds on which the overseas student's enrolment may be deferred, suspended or cancelled. [E2.1.8]
- 1.9 The ESOS framework (which is available on the ESOS Legislative framework page), including official Australian Government material or links to materials online. [E2.1.9]
- 1.10 Information about Moodle(if applicable)
- 1.11 Where relevant, the policy and process GCA has in place for approving the accommodation, support and general welfare arrangements for younger overseas students (in accordance with EOS Standard 5: Younger overseas students). [E2.1.10] Please note: GCA only enrolls students 18 years and older.
- 1.12 Accommodation options and indicative costs of living in Australia. [E2.1.11]. Relevant information on living in Australia includes:
 - ♦ *Indicative costs of living and Accommodation options; and*



- ◆ *Where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred; plus*
- ◆ *Details of all costs associated with each including application fees, deposit, material fees and course fees.*

Important: Applicants must be 18 years of age at the time of the issuing of the Confirmation of Enrolment (COE)

2. Assessing students' qualifications, experience and English language proficiency

2.1 GCA implements 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. [E2.2]

Related GCA Policy and Procedures:

- Student engagement before enrolment
- Formalisation of enrolment
- Informing and protecting students and Written Agreements

2.2 The Admissions Team will assess and determine whether or not the applicant meets the relevant entry requirements.

2.3 An applicant must meet the entry requirement guidelines, for example, published in the International Student Handbook and on GCA website.

2.4 Pre-training review: A Pre-training Review ensures that the learning and assessment strategy is designed to meet individual needs and workplace requirements.

3. Recognition of Prior Learning [RPL]

3.1 GCA implements 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. [E2.3]

3.2 GCA offers Course Credit - RPL and Credit Transfer in accordance with GCA Policy and Procedure– Course Credit.

- a. A written record of acceptance of course credit - Credit Transfer, if granted, will be provided to the overseas student to accept. This written record of acceptance by the student will be retained for two years after the overseas student ceases to be an accepted student. [E2.4]
- b. Should the acceptance of Course Credit - Credit Transfer reduce the course duration, the student will be advised of this and be issued a COE for the reduced duration of the course; [E2.5] and
- c. GCA will report any changes of this course duration on PRISMS if the Course Credit - Credit Transfer are granted after the overseas student's visa is granted. [E2.5]

4. Retention of documents

- a. Retention of documents is in accordance with GCA Policy, and Procedure – Record Management.

5. References

- [Education Services for Overseas Students Act 2000 \(legislation.gov.au\)](http://legislation.gov.au)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(legislation.gov.au\)](http://legislation.gov.au)
- [Education Fact Sheet Title \(internationaleducation.gov.au\)](http://internationaleducation.gov.au) – Standard 2 Recruitment of an overseas student
- [General Factsheet - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](http://dese.gov.au)



- [Factsheet student written-agreements.pdf \(ombudsman.gov.au\)](#)
- [esosforstudents | ISANA](#)
- [Do providers need to test the English language proficiency of overseas students? | Australian Skills Quality Authority \(ASQA\)](#)

Procedure

Responsible staff for relevant area (as per Organisational Chart) to process the procedure:

Assess – Review aspects of situation as applied to this policy and any other related policies and specific documentation to be completed (and where relevant advising students of requirements of same as required), including relevant timeframes and any reporting mechanisms.

Plan – Identify strategies and actions to be taken, including timeframe/s and relevant personnel.

Implement - Strategies and take actions in accordance with policy, associated information and documentation required, documentation where necessary

Retain documentation in accordance with policy, procedure and practices.

Report in relation to practice outcomes as related to policy and procedure.

Review – process with view for continuous improvement including reporting to relevant personnel/Quality and Compliance Committee (QACC).

Dissemination of information/updates relating to this policy and procedure is provided by QACC, via electronic means and/or staff meetings. GCA policy and procedures are accessible to all staff via GCA internal repository system and /or via GCA webpage.



GLOBAL COLLEGE AUSTRALASIA

RTO No. 45088 CRICOS CODE: 03564F

Moore St Campus
21 Moore Street, East Perth, WA 6004
Wellington St Campus
176 Wellington Street, East Perth, WA 6004
General Enquiry: 1300 886 340
Marketing & Enrolment: 0448 465 445
E-mail: admissions@globalcollege.edu.au
Website: www.globalcollege.edu.au

Responsibility

The following parties are responsible for the implementation and adherence to this policy:

- DIRECTOR/CEO
- Student Support Supervisor
- Training Manager.
- Administration Team.

Associated Documents

Continuous Improvement & Quality Enhancement Procedure

Related Standards

- Standards for Registered Training Organisations (RTOs) 2015.
- Education Services for Overseas Students Act 2000 (ESOS Act)
- Education Services for Overseas Students Regulations 2019, and
- National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Version Control

Version	Created by:	Date	Reason for Update	Reviewed by	Implementation Date Note: Must be after circulation to all stakeholders.
1.0	James Rayne	10/01/2022	New Format	Brodie Smith	24/01/2022
2.0	James Rayne	09/01/2023	Review Point	Brodie Smith	06/02/2023
3.0	Michelle Tilley	26/03/2024	New Format	Brodie Smith	03/04/2024