1.0 PURPOSE
This policy is in place to ensure that all individuals who gain entry into a National recognized program being offered at Ozford College of Business have the appropriate skills and abilities to successfully complete their studies within the normal duration of the qualification/course. This policy has also been developed to ensure:

a. Ozford College of Business has open, fair and transparent procedures for making decisions about the selection of students, which are based on the published clearly-defined entry requirements;

b. Students are selected on merit, based on the published entry requirements, on an individual case by case basis and;

c. Prospective student are informed about the training, assessment and support services to be provided, and about their rights and obligations.

2.0 SCOPE
This policy and procedure applies to all students seeking a place in a qualification/course provided by the college.

3.0 NVR STANDARDS

<table>
<thead>
<tr>
<th>SNR 16.3</th>
<th>Before clients enrol or enter into an agreement, the NVR registered training organisation informs them about the training, assessment and support services to be provided, and about their rights and obligations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNR 16.5</td>
<td>Learners receive training, assessment and support services that meet their individual needs.</td>
</tr>
</tbody>
</table>

4.0 COMPLIANCE EVIDENCE
To demonstrate compliance with SNR 16.3 and SNR 16.5 Ozford College of Business has the following forms of evidence:

- Student files containing application and enrolment documentation
- Samples of the information provided to students prior to enrolment such as website, student prospectus, application form, letter of offer, acceptance agreement
- This policy and procedure for assessing students’ qualifications, experience and English language proficiency
- Memos authorising marketing materials signed by the marketing officer
- Communications with agents signed by the marketing officer
- Verified copies of qualifications on student files
- Authorisations to make an offer signed by the Student Coordinator
• RPL and national recognition applications
• Induction checklists
• Professional development for application and enrolment staff
• Student surveys

5.0 POLICY

OZFORD specifies all entry requirements and other conditions necessary for enrolment within the delivery and assessment strategies for each course. These requirements are consistent with training package or accredited course requirements.

Ozford enrolment processes take into account the requirements of laws relating to privacy, discrimination and equal opportunity. Refer to Ozford website (www.ozford.edu.au) for the relevant policies.

Every member of Ozford community has the opportunity to learn, work and participate in an environment that is free from discrimination, harassment, bullying, vilification and victimization.

6.0 ENTRY REQUIREMENTS

The following outlines entry requirements for local students intending to undertake study at the college. Specific requirements for each qualification/course are specified in each delivery and assessment strategy and qualification/course information sheet.

6.1 Entry Requirements

• Entry into diploma courses generally requires successful completion of 12 years of schooling to the level of higher secondary education. However, selection is not based purely on educational performance. Relevant work experience, work samples and other document submitted will also be considered.

• In addition to the above points specific entry requirements and preferred pathways specified in Training Packages must also be addressed.

• In addition to meeting the academic/pathway requirements applicants must demonstrate their competence in English language levels when submitting their application.

• Students over 21 years of age, without the minimum academic requirements but with relevant work experience within chosen area of study may be admitted if the level of English language is appropriate.

• A requirement of entry into a college program is for applicants to attend an interview with an admissions officer or nominated Education agent

• All students must be at least 18 years of age at commencement of study.

7.0 APPLICATION AND ENROLMENT PROCESS

The application and enrolment process involves the following steps:

7.1 Enquiry – the prospective student makes an enquiry directly to Ozford College of Business or through one of Ozford College of Business’s nominated education agents.

7.2 Ozford College of Business or its nominated education agent supplies the prospective student with the following information:
• Detailed and up to date information on the course of interest, including course content, duration of study, commencement dates and qualifications awarded upon successful completion
• The requirements for acceptance into a course including the expected level of English language proficiency and academic requirements
• Fees and charges and refund policies
• Campus locations and general description of facilities
• That Ozford College of Business does not accept students under the age of 18
• Terms and conditions of enrolment
• Details on any collaborations with other training providers to provide whole or part of the course

As part of the application process a staff member may also meet with applicants to discuss their needs and training requirements and English proficiency using a Pre-training Review form which is completed as a part of the application process. A suitable course will be recommended for an applicant and course information will be provided which include Fees and charges information.

7.3 Application.
The prospective students complete and sign Ozford College of Business’s Domestic Enrolment Application form and provide originals or certified copies of the following documentation:
• Proof of English Language proficiency where required
• Academic qualifications

The Domestic Enrolment Application form requires students to provide all AVETMISS data and information about the student’s intention in relation to RPL.

All information on the Application form is then recorded directly into Ozford Student Management Systems (VETTrak) to meet reporting requirements. This includes:
1. Personal Information
2. Language at home
3. Disability
4. Schooling
5. Previous Qualification Achieved
6. Employment Status
7. Study Reason
8. Course preference
9. Student Type
10. Funding Source Code
11. Fee Exemption
12. Fee Concession

Once data is recorded in VETTrak, OZFORD will retain the application form and all supporting evidence for applicants. The information recorded into VETTrak is reviewed by a second officer to ensure its accuracy.
7.4 Letter of Offer and Agreement form:
Upon receipt of a completed application form and all the required relevant documentation, the Student coordinator will ensure that all necessary entry requirements using the Domestic Enrolment Checklist form are met and authorise the issuing of a Letter of Offer and an Acceptance Agreement to the prospective student.

As Ozford College of Business is also an approved VET provider under the Commonwealth VET FEE-HELP Assistance Scheme. Eligible students can access VET FEE-HELP with Ozford. VET FEE-HELP is available for Ozford vocational courses at the Advanced Diploma and Diploma level. Applicants will also be informed that tuition fee (full Fee for Service) will incur if they do not meet the eligibility rules.

Applicants are neither advantaged nor disadvantaged by their eligibility for any loan scheme or program.

All applicants who are eligible for funding under VET FEE-HELP, are advised of this after the eligibility checklist process is completed.

7.5 Confirmation of Enrolment
Ozford College of Business will confirm the enrolment of the prospective student when all the following conditions have been met:
- The student accepts the offer, and returns the signed Acceptance Agreement form to the Institute
- The student has paid the minimum balance payable as indicated on the Letter of Offer, and Ozford College of Business has confirmed receipt of this amount directly into the college’s nominated account.

7.6 Use of Education agents
The entry requirements as well as the application and enrolment process remain the same whether a student is recruited directly by Ozford College of Business or through a nominated Education agent

8.0 ORIENTATION & TRANSITION SUPPORT
All on-site students go through an Orientation Program during their first week at Ozford. The Orientation program involves familiarisation with studying at OZFORD.
Contents of Orientation program include:
- A tour of Ozford
- Details of the course, training plan, timetable, teachers contact
- Details of other Student Services and Support available in Student Handbook
- Information on other support available e.g. Legal, emergency and health services available
- Contacts for assistance with payment, welfare and academic issues
- Details of RPL and national recognition
Ozford also offers all students the opportunity to undertake a pre-entry English Proficiency Test (EPT) as part of the student enrolment process. Students can choose to undertake the English Proficiency Test (EPT) to confirm their level of English proficiency. Other students will be encouraged to undertake the English Proficiency Test (EPT) if for any reason there is doubt or concern about their English language Proficiency. The results of this test will be provided to trainers and assessors in order to structure and/or manage an appropriate learning program.

Students are provided with:

- A copy of Student Handbook
- A copy of Student Enrolment Checklist
- A copy of Student Profile form to complete
- A copy of timetable and training plan
- A copy of RPL and National Recognition application forms.

9.0 RESPONSIBILITIES

- It is the responsibility of the Business Development Manager to ensure that all marketing information provided to prospective students is accurate and complete as per the guidelines of this policy
- It is the responsibility of the Business Development Manager to authorise the issuing of letters of offer on being satisfied that all entry requirements are met.
- It is the responsibility of the Head of VET to confirm any applications for RPL or national recognition and take the necessary action.
- It is the responsibility of any officer acting as an admissions officer to ensure that the guidelines for entry requirements and issuing of Letters of Offer are strictly followed.
- It is the responsibility of any officer acting as an admissions officer to ensure that all selection information is maintained in accordance with this policy

10.0 PROCEDURE OWNER

The owner of this procedure is the Manager Academic Programs.