Enrolment Application, Enrolment and Orientation Policy (Australian Students)

1.0 PURPOSE
This policy is in place to ensure that all individuals who gain entry into a nationally recognised program being offered at Ozford College of Business (Ozford) 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:

- Ozford has open, fair and transparent procedures for making decisions about the selection of students, which are based on the published, clearly-defined entry requirements;
- Students are selected on merit, based on the published entry requirements, on an individual case by case basis and;
- 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 staff, contractors and students involved with delivery of VET courses.

3.0 POLICY
3.1 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.

3.2 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 the Ozford community has the opportunity to learn, work and participate in an environment that is free from discrimination, harassment, bullying, vilification and victimisation.

3.3 Ozford meets the requirements of the Student Identifier scheme

4.0 DEFINITIONS
Student Identifier has the meaning given in the Student Identifiers Act 2014.

5.0 ENTRY REQUIREMENTS
The following outlines entry requirements for local students intending to undertake study at Ozford. Specific requirements for each qualification/course are specified in each delivery and assessment strategy and qualification/course information sheet.
5.1 Entry Requirements for Australian students

- 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 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.

6.0 APPLICATION AND ENROLMENT PROCESS

The application and enrolment process involves the following steps:

6.1 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.

6.2 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 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.

6.3 Application.

The prospective students complete and sign the Ozford College of Business 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 the Ozford Student Management System (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.

6.4 Letter of Offer and Agreement form:

Upon receipt of a completed application form and all the required relevant documentation, a Student Services officer will ensure that all necessary entry requirements are met (using the Domestic Enrolment Checklist form) and will 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 levels. 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.

6.5 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 Ozford
The student has paid the minimum balance payable as indicated in the Letter of Offer, and Ozford College of Business has confirmed receipt of this amount directly into the college’s nominated account.

6.6 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.

6.7 Unique Student Identifier
Ozford cannot issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014.

At enrolment, students apply for their USI. Ozford verifies with the Registrar a Student Identifier provided to it by an individual before using that Student Identifier for any purpose.

Ozford ensures that where an exemption applies, it informs the student prior to either the completion of the enrolment or commencement of training and assessment, 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.

7.0 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, teacher contacts
- 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.