NORTH MELBOURNE GRAMMAR COLLEGE

Learn Today Lead Tomorrow

VCEPP323 STUDENT ENGAGEMENT PRIOR TO ENROLMENT POLICY AND PROCEDURE

PURPOSE
The Engagement of Students Enrolment Policy reflects the College's commitment to ensure a fair and transparent approach to enrolment at the College. Enrolment decisions are made by the Principal and their delegates in line with this policy; however, the College reserves the right to exercise discretion in its response to the pastoral needs of individual families.

SCOPE
This policy applies to all staff of North Melbourne Grammar College's (NMGC).

DEFINITIONS	
Agent	A representative who acts on behalf of NMGC to recruit international students
BDO	Business Development Officer
CoE	Confirmation of Enrolment
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
DHA	Department of Home Affairs
Domestic student	A student who is an Australian citizen, an Australian Permanent Resident (includes holders of all categories of permanent resident visas including humanitarian visas) or a New Zealand citizen
International student	A student or applicant for admission to an academic program who is not a citizen of Australia or New Zealand, or who does not hold Permanent Residency status in Australia
National Code of Practice	The National Code of Practice is a set of national standards that governs the protection of overseas students and the delivery of programs to those students by providers registered on CRICOS. Only CRICOS registered programs of study can be offered to international students studying in Australia on a Student Visa
NMGC or College	North Melbourne Grammar College
SWO	Student Welfare Officer(s)
VCE	Victorian Certificate of Education

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VCEPP323
Version 1.0 October 2018

CRICOS Provider Code 02934D
VRQA Registration Number SSP66
ABN 56 121 182 027

Southern Cross Education Institute Pty Ltd trading as North Melbourne C

POLICY PRINCIPLES AND STATEMENT

NMGC applicants are assessed and admitted using fair, equitable and transparent criteria.

Selection and entry to programs at NMGC is based on principles of:

1. Academic merit

2. English language proficiency

3. Access and Equity

Under this Policy, NMGC will actively ensure it is operating in compliance with Standards 2 and 3 of the ESOS Code (2018).

All students or intending students must enter into a written agreement with NMGC as part of the engagement prior to enrolment and acceptance of fees

PROCEDURES

Under this Policy, North Melbourne Grammar College (NMGC) will actively ensure it is operating in compliance with Standards 2 and 3 of the ESOS Code (2018). Specifically:

Engagement with students prior to Enrolment

Recruitment of Students

There are two major ways that applications from prospective students can be received:
1. A student contacts NMGC staff and asks for enrolment information. In this case materials will be provided by a relevant member of NMGCs staff.
2. NMGC engages Education Agents to secure student enrolments. Policies and Procedures relating to this are outlined in VCEPP302 Engagement of Agents Policy and Procedure.

Information provided to Prospective Students

The College provides all prospective students with:
- Information contained on the College's website;
- Information contained within the VCEDOC30001 NMGC Enrolment Handbook.
- Information contained within the VCEDOC30002 NMGC Fee Structure.
- Information contained within the VCEDOC30003 Guide to completing the NMGC Application Form.
- Information contained within our VCEDOC30101 NMGC Prospectus;
- Information contained within our VCEDOC30102 NMGC Prospective Students Handbook.
- Information contained within either of our Flyers VCEDOC30103 and VCEDOC30104.
- We reserve the right to update and change this information – including the mix of documents provided.

The VCEDOC30001 NMGC Enrolment Handbook also contains some of the Terms and Conditions relating to Student Enrolment. Other terms and conditions are contained in sub-documents purpose built to execute a particular function (eg Guardianship of Under 18 International (or Other) Students). This information is also available on our website and relevant links are provided to prospective students through the Agents. In satisfaction of Standard 2 of the ESOS Framework, the VCEDOC30001 NMGC Enrolment Handbook (and our website) provides a range of information including the below points:

- Information relevant to NMGC's course/s including:
- The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) course code, course content, modes of study for the course, including any online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods (Section 3.1 and various other locations);
- The awarding of the VCE and assessment methods used
- Course duration and holiday breaks, course qualification, award or other outcomes;
- Indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course and the registered provider's cancellation and refund policies;
- The grounds on which the overseas student's enrolment may be deferred, suspended or cancelled;
- The Education Services for Overseas Student (ESOS) framework (which is available on the ESOS legislative framework page), including official Australian Government material or links to materials online;
- The policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for younger overseas students, where relevant;
- The requirements for acceptance into a course, including:
  - o eligibility for enrolment at NMGC
  - o academic entry requirements at NMGC
  - o the minimum level of English language proficiency requirements and
  - o whether course credit may be applicable
- Campus locations and a general description of facilities, equipment, and learning and library resources available to students
- details of any arrangements with another registered provider, person or business to provide the course or part of the course
- A description of the ESOS framework made available electronically by DEEWR
- Relevant information on living in Australia, including
  - i. indicative costs of living
  - ii. accommodation options; and
  - iii. where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.

Forms provided to Prospective Students

The College provides all prospective students with one or more of the following forms (Forms A-I are not relevant in all cases. Sometimes these forms are completed upon arrival at the College to ensure it is properly filled in):
- VCEFOR30301 NMGC Application Form;
- VCEFOR30302 NMGC Application Form – Form A (Additional Parent/Guardian Form)
- VCEFOR30303 NMGC Application Form – Form B (Student Special Circumstances Form)
- VCEFOR30304 NMGC Application Form – Form C (Student Learning Accommodation Form)
- VCEFOR30305 NMGC Application Form – Form D (Allergy/Anaphylaxis Information Form)
- VCEFOR30306 NMGC Application Form – Form E (Other Medical Information Form)
- VCEFOR30307 NMGC Application Form – Form F (Risk Assessment Form)
- VCEFOR30308 NMGC Application Form – Form G (Guardianship Form)
- VCEFOR30309 NMGC Application Form – Form H (Accommodation Form)
- VCEFOR30310 NMGC Application Form – Form I (Arrival Confirmation Form)
- VCEFOR30311 NMGC Admissions Checklist
- VCEFOR30312 NMGC Offer Acceptance Form
- VCEFOR30313 NMGC Application for Administration of Medication Form

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Assessment of a student's English Language levels

- Prospective students are invited to submit evidence of English Language levels. NMGC will accept any international test (eg IELTS, AEAS) that shows the English Language level at an IELTS equivalent level of at least 4.5 or above. If students do not have external assessment results, they are able to sit the internal online test to ascertain their English Level. Where a student receives a test result of 60 or more on this test, they qualify for entry into our VCE program. Students who do the test but do not meet the 60+ result requirement will be placed in one of SCEI General English classes (depending on the level of the test result). Students entering the VCE directly will have evidence of their English Language level placed on their file.
- Alternatively, students may choose to undertake our General English classes as a pathway for entry into our VCE program. Students who choose this pathway are tested using our online English Language test and are placed into the General English class that their result places them into.
- Students completing the General English courses will receive certificates from SCEI indicating they have successfully completed these courses. When available, these certificates will also be placed on the students file.

Assessment of Student Academic Qualifications

- Students undertaking the VCE program will be expected to have successfully completed a Year 10 equivalent program in Australia or in their home country. Depending on the point of entry, one Semester of completion may be deemed as satisfying this requirement.
- NMGC will require reports from the last year completed in the student's home country plus one other year of results (including current reports from local programs).
- The Business Development Officers will be responsible for gathering this documentation from applicants and will make the preliminary assessment.
- The Principal will make the final assessment of the appropriateness of each applicant's qualifications. Previous reports will be placed on the student's file.

Assessment of Work Experience

NMGC do not make any assessments of work experience. This is not relevant to the VCE Course.

Recognition of Prior Learning (RPL)

NMGC do not grant RPL for the VCE qualification – this would be done by the VCAA.

Students who have completed VCE studies at other providers will have those studies recorded in the VCAA's VASS database. In enrolling students into VASS - and ASSUMING the enrolment information provided by the student is accurate – NMGC will strive to link to this existing data. When the student checks the VASS enrolment record, they need to make sure all previous units studied are included on this statement of results.

Assessment of Course Credit

This is dealt with in VCEPP312 Course Credit Policy and Procedure.

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RELATED DOCUMENTS

Enrolment Policy and Procedure

Teaching & Learning Policy and Procedure

Learning Support Policy and Procedure

Formalisation of Enrolment Policy and Procedure

VCEDOC30001 NMGC Enrolment Handbook.

VCEDOC30002 NMGC Fee Structure.

VCEDOC30003 Guide to completing the NMGC Application Form.

VCEDOC30101 NMGC Prospectus;

VCEDOC30102 NMGC Prospective Students Handbook.

VCEDOC30103 Flyer

VCEDOC30104 Flyer

VCEFOR30301 NMGC Application Form

VCEFOR30302 NMGC Application Form – Form A (Additional Parent/Guardian Form)

VCEFOR30303 NMGC Application Form – Form B (Student Special Circumstances Form)

VCEFOR30304 NMGC Application Form – Form C (Student Learning Accommodation Form)

VCEFOR30305 NMGC Application Form – Form D (Allergy/Anaphylaxis Information Form)

VCEFOR30306 NMGC Application Form – Form E (Other Medical Information Form)

VCEFOR30307 NMGC Application Form – Form F (Risk Assessment Form)

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VCEFOR30310 NMGC Application Form – Form I (Arrival Confirmation Form)

VCEFOR30311 NMGC Admissions Checklist

VCEFOR30312 NMGC Offer Acceptance Form

VCEFOR30313 NMGC Application for Administration of Medication Form

VCEPP312 Course Credit Policy and Procedure

LEGISLATIVE CONTEXT

- Education Services for Overseas Students (ESOS) Act 2000
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018'
- Education Services for Overseas Students Regulations 2001
- Education Services for Overseas Students Act 2000

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RESPONSIBILITIES

Role within NMGC	Area of responsibility
Principal	Approval Authority
Principal	Development/Review
Compliance Manager	Monitoring and Evaluation
Compliance Manager	Compliance
Principal	Implementation

Authorised by	NMGC Committee of Management
Effective date	October 2018
Version	V1.0
Review date	October 2020 The policy review should be scheduled 2 years from the approval date

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