

**Barton College****Policy Number: BP16****Policy: International Student Enrolments and Admissions Policy**

RTO Name: Barton College

RTO Number (TOID): 22048

CRICOS Number: 02908F

Contact Officer: Principal Executive Officer (PEO)

Version Number: 3.0

Refer to "review processes" section below for information on the process for policy review.

Policy context: This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
SRTOs 2015	Standard 1 (Clause 1.7) Standard 3 (Clause 3.1) Standard 4- Accurate and accessible information about Barton College, its services and performance are available to inform prospective and current learners and clients.
Context	<p>Clause 1.7</p> <p>The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses. RTO must be able to demonstrate they identify, for each learner, any additional support required and that this support is made available, either directly or via arrangements with a third party. At minimum, support should include:</p> <ul style="list-style-type: none">identifying particular requirements such as literacy, numeracy, English language or physical capabilities learners would need to complete each coursedeveloping strategies to make support available where gaps are identified. <p>While a formal assessment process is not required, you must be able to demonstrate how your RTO identifies support needs (for example, by requiring learners to complete a self-assessment as part of the enrolment process). Where additional support requirements have been established, you must be able to demonstrate that this support has been made available.</p> <p>Clause 3.1</p> <p>The RTO issues AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.</p>
ESOS/National Code	ESOS Act 2000, the National Code 2018, Standard 1,2,3,7.
Legislation or other requirements	<ul style="list-style-type: none">Education and Training Reform Act 2006 (Victoria)National Vocational Education and Training Regulator Act 2011Victorian Guidelines for VET Providers (Victoria)Privacy Act 1988 (Commonwealth)Information Privacy Act 2000 (Victoria)Public Health and Wellbeing Act 2008



	<ul style="list-style-type: none">• Public Health and Wellbeing Regulations 2009• Education Services for Overseas Students Act 2000.• ESOS Regulations 2001.• The ESOS (Registration Charges) Act 1997.• The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2018).
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1. Purpose

Under the ESOS Act 2000 and the National Code 2007 BC must have in place a written agreement between BC and its students outlining the services to be provided, fees payable and information in relation to refunds of course money. This standard ensures that the obligations and rights of both BC and its students are clearly set out; including the course money payable and the services the provider is obliged to supply.

The purpose of this policy is to ensure that

- all clients are responsibly recruited, correctly enrolled in appropriate course/s and that accurate records are maintained and reported as required, to the relevant Education and Immigration Departments and all other relevant government agencies.
- the students are placed in a class appropriate to their current language proficiency level, learning goals and learning needs and consistent with their written agreement.
- all students have been provided with written agreement, which they have read, and signed to show their agreement.
- the processing of applications from potential students is equitable, fair and according to the requirements laid down for each qualification for which the applicant is applying.
- 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.

All learner data must be entered accurately into the student management system (VETtrak) to ensure BC meets all Government mandated requirements.

Correct qualification, units, USI and student details must be selected to ensure compliant and accurate data.

The proposed duration of each unit and qualification is decided in consultation with relevant Lead Trainer and subject matter experts, who develop the information on unit and qualification timelines, resulting in a Training and Assessment Strategy.

The TAS then becomes the basic course structure and the qualification is then entered into VETtrak.

2. Objective

The objective of this Policy and Procedure for Barton College (BC) is to ensure that BC has:

- suitable and appropriate mechanisms in place for International Student Enrolment and admission
- policy framework to support the International Student Enrolment and admission procedure
- personnel who know their responsibilities and obligations in case of International Student Enrolment and admission

For the purposes of this policy, the term "BC" refers to Barton College.

3. Scope

- This policy is applicable to all international students enquiring and enrolling into qualifications and courses registered on CRICOS
- Staff involved in the payment and refund of all international tuition fees paid to BC.
- BC reserves the right to place an admissions quota on any course it offers

4. Terms and definitions

ASQA means Australian Skills Quality Authority, the national VET regulator and the RTO's registering body

Standards means the Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework which can be accessed at www.asqa.gov.au

DHA Department of Home Affairs.

ESOS Act: The Education Services for Overseas Students Act 2000 of the Commonwealth of Australia, as amended from time to time.

National Code: The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act 2000, as amended from time to time.

CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students.

Certification/Testamur Certification is the verification and authentication of a student's entitlement to a qualification.



Course When discussing VET qualifications, the term 'course' refers to a state-based curriculum course (not associated with a Training Package) which is accredited under the AQF.

A RTO course is an approved plan of study (collection of approved units) with specific award rules leading to an award of RTO (RTO).

Enrolment Each program of study is made up of multiple individual units of study (subjects). Enrolment is the process whereby the students who are admitted to a program of study select and confirm the units they will study in a particular study period.

Applicant: - A person applies for skills recognition, RPL or RCC. Sometimes called a candidate, participant or client.

Pre-requisites Any requirements that the candidate must meet prior to being accepted on a course.

Course The program defined by RTO that a student will follow (and will include a number of "Units of Competency" in order to be assessed as competent and thus gain the qualification for which they are registered.

Unit of Competency Individual training activity that will be assessed. A student will undertake one or more Units. A Unit can vary from a few hours to up to (but not limited to) 100 hours of training and assessing.

Assessment The process by which the student is judged as Competent or Not Yet Competent in each Unit of Competency.

For a student to be assessed as competent in a qualification they must be assessed as Competent in all the Units they are registered for.

Qualification A subject listed on the training.gov.au website as a course that RTO is registered to deliver.

A formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or commercial needs

Credit A process by which recognition is gained for previous formal and informal learning.

AQF Definition: The value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. It occurs two ways: either through Skills Recognition, Recognition of Prior Learning, and Recognition of Current Competencies or via Credit Transfer of formal education and training. Credit reduces the amount of learning required to achieve a qualification

Credit transfer From the AQF Definition: A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. That is, a recognized qualification from a recognized Registered Training Provider (TAFE College etc.) is transferable across states and institutions.

COE is the Confirmation of Enrolment generated by PRISMS

PRISMS is the Provider Registration and International Students Management System

5. **Policy statement: Our commitment**

BC is committed to maintaining compliance with all regulatory, legislative and contractual requirements.

Specifically, we will:

- *Ensure that all relevant staff have access to the policy*
- *Ensure staff know their obligations and responsibilities*
- *Ensure staff know their limitations*
- *Ensure all clients are responsibly recruited, correctly enrolled in appropriate course/s and that accurate records are maintained and reported as required, to the relevant Education and Immigration Departments and all other relevant government agencies.*
- *Ensure the students are placed in a class appropriate to their current language proficiency level, learning goals and learning needs and consistent with their written agreement.*
- *Ensure the processing of applications from potential students is equitable, fair and according to the requirements laid down for each qualification for which the applicant is applying.*
- *Ensure the students are selected on merit, based on the published entry requirements, on an individual case by case basis and;*
- *Ensure the prospective student is informed about the training, assessment and support services to be provided, and about their rights and obligations*

6. **General Processes**

Policy aspect	BC Implementation
Written Agreements:	<ul style="list-style-type: none">• BC must enter into a written agreement with the student before (or at the same time as) accepting course money from the student. <p>NB: The Student Acceptance Agreement is enclosed in the Letter of Offer.</p>



	<ul style="list-style-type: none">• BC's policy stipulates that to confirm that the student has entered into the written agreement; the written agreement must be signed by the student. I.e. a student signs the agreement or accepts the agreement via written correspondence.• The written agreement must clearly stipulate the following (in keeping with the ESOS Act 2000 and the ESOS Regulations 2001):<ul style="list-style-type: none">o The course or courses in which the student is to be enrolled and any conditions on his or her enrolment;o An itemized list of course fees payable by the student;o Information in relation to the refunds of course money (see Appendix A "Refund Policy") in the case of student and BC default, including:<ol style="list-style-type: none">1. Amounts that may or may not be repaid to the student (including any course money collected by education agents on behalf of BC);2. A plain English explanation of what happens in the event of a course not being delivered; and3. A statement that "This agreement, and the availability of complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws."o The circumstances in which personal information (i.e. personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition) about the student may be shared between BC and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS) and the ESOS Assurance Fund Manager. This statement will read as follows:<p>"I understand that BC may distribute my personal details as indicated in the statement:</p><p>Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS) and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law."</p><ul style="list-style-type: none">o The student's obligation to notify BC of a change of address while enrolled in a course with BC.o NB: Section 21 of the ESOS Act requires BC to maintain a students' current address and to update the address in PRISMS every 6 months.o Letters of Offer and Student Acceptance Agreements must be printed on Barton's letterhead.o The formatting of the Letter of Offer and Student Acceptance Agreement should be as displayed in Letter of Offer and Student Acceptance Agreement (Sample). Staff should be careful to ensure that the Letter of Offer and Student Acceptance Agreement correctly identify the course(s) and corresponding course fees in accordance with the student's application for enrolment.
Policy regarding the acceptance of Course Money	<ul style="list-style-type: none">• BC cannot accept course money from a student until the students has signed and accepted the written agreement. The accepted agreement must be stored in the student's file.• BC accepts payments into their nominated bank account via the following methods: cheque, money order, and direct transfer cash or via EFTPOS.• In the event that a student sends course money via post (through a cheque or money order) or makes payment into BC's bank account prior to BC receiving the accepted written agreement; BC must not use the course money received and should immediately contact the student or agent to inform them that the payment cannot be processed (and the enrolment cannot progress) until BC receives the accepted written agreement. In this case, BC must document on the student's file (via SMS-Student Management System) the action taken to notify the student that their enrolment cannot be progressed and keep evidence that the money has not been used.• In the event that BC has inadvertently received money prior to the student accepting the written agreement, BC will hold (but not use) the students' funds for a maximum of 4 weeks before actively endeavouring to return the funds to the student.• BC's letter of offer will actively discourage the receipt of money into their account prior to the receipt of the written agreement by instructing students to send the accepted agreement through to BC before arranging electronic payment. This will be done so via a statement in the letter of offer.



	<ul style="list-style-type: none"> BC will accept receipt of the accepted written agreement via email. BC must not request, in respect of an overseas or intending overseas student, more than 50% of the student's total tuition fees for a course before the student has begun the course.
Procedure for Acceptance of Place	<p>1. Once the letter of offer and student acceptance agreement has been accepted and signed by the student, the student may proceed with arranging payment of their fees (including, as a minimum, the non-refundable enrolment fee, tuition fee deposit and costs of the Overseas Student Health Cover (OSHC)). A copy of the signed letter of offer and student acceptance agreement is stored in the student's file. The student is provided with a receipt for their payments.</p> <p>NB: Receipts are given to students for all payments made throughout the course of their enrolment. Copies of student receipts or evidence of payment is stored in the finance office. Invoices for payments made are provided to students on a quarterly basis or earlier (only if requested).</p> <p>2. Within 14 days of receiving the student's signed letter of offer and acceptance agreement and initial fees; the Records Manager/Administrator will proceed with issuing the Electronic Confirmation of Enrolment (eCoE) to the student's closest DHA office via PRISMS. The student will also be sent a copy of their CoE and a second copy will be placed in the student's file.</p> <p>a. The information which is to be included in the eCoE:</p> <ul style="list-style-type: none"> Student's full name as on passport, gender, date of birth, nationality and country of birth; DHA Office where visa application is to be made; CRICOS Code; Course start date (refer to offer letter); Course end date (refer to offer letter); Fee paid in advance; Total course fee (allowing for adjustments due to RPL); OSHC paid; English test type and score; Passport and visa number if student is already in Australia; Enter in Comments section any extra information e.g. RPL Granted, Family OSHC paid. <p>Concurrent to the abovementioned process, for each student who receives a letter of offer and student acceptance agreement, an Enrolment Checklist needs to be completed to ensure that all enrolment processes are covered. This is to be completed by the Office Administrator.</p>
Procedure regarding Enrolled Students wishing to Change their Enrolled Course	<p>1. Students must complete a new student enrolment form and submit it to the Office Administrator for review.</p> <p>2. If the student's application is accepted, then the Student will receive an Offer Letter and Student Acceptance Agreement. If the student's application is rejected then the student will be advised of such via a Rejection Letter.</p> <p>3. Students who wish to accept the agreement must sign the Offer Letter and Student Acceptance Agreement and return to the Office Administrator.</p> <p>4. Upon receipt of the Signed Offer Letter and Student Acceptance Agreement for the new course, the Office Administrator will create a new eCoE within 14 days and/or before student commences his/her course.</p> <p>NB: The students' course variation must be documented on PRISMS.</p>
Implementation	<p>This Procedure will be implemented using the following strategies:</p> <ol style="list-style-type: none"> On BC website under policies and Procedures and downloads. Correspondence to all staff members, PEO endorsing the implementation of the ESOS Framework if any updates. Administrative staff during their Induction. Documentation distribution, e.g. Posters, brochures, ESOS Policy and Procedure Folder.
Total VET activity reporting	<p>BC must collect and report 'Total VET Activity' data. This includes full Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data, in accordance with the National VET Provider Collection Data Requirements Policy.</p> <p>For more Information, please visit:</p>



	<ul style="list-style-type: none"> • National VET Provider Collection Data Requirements Policy • Department of Industry website • NCVER AVETMISS Frequently asked questions page • NCVER AVETMISS Data reporting fact sheets
Higher Education Support Act 2003	<p>In accordance with the Higher Education Support Act 2003 the Provider will have open, fair and transparent procedures that are based on merit for making decisions about:</p> <p>a) The selection, from among persons who seek to enroll with the Provider in a unit of study; and</p> <p>b) The treatment of students undertaking a unit of study.</p> <p>The above undertakings do not prevent the Provider considering, in making decisions about the selection and treatment of students, educational disadvantages that a particular student has experienced.</p>
Admission	<ul style="list-style-type: none"> • Students who have enrolled with or have CoEs from another provider must not be enrolled until they have completed the first six months of their principal course or have been released from the provider of the principal course in PRISMS. The methods for checking if a student is enrolled or has a CoE from another provider include: <ul style="list-style-type: none"> ○ Asking the student ○ Checking the student visa ○ Flagged on PRISMS when BC tries to issue a CoE. • All the above methods should be applied to each student attempting to enroll. • Onshore: If there is any doubt about the student's status then BC should not provide the student with an offer letter or attempt to enroll them. <ul style="list-style-type: none"> ○ Applicants must complete the student application form, sign and date where required and attach verified evidence of qualifications, work experience (if relevant) and English proficiency test results, if any. ○ Offers must not be made to students who will be less than 18 years of age at the proposed commencement date. ○ An offer can be made to a student who is less than 18 years of age at the time of the offer, however, will have attained the age of 18 at the time of proposed commencement date. ○ If a COE is made for a student still under 18 but will have attained the age of 18 at the time of proposed commencement date, a CAAW letter will be generated by PRISMS and BC will need to create a CoE. BC's PRISMS Administrator will have access to print the "Under 18 Student Visa Applicant – Education Provider's Confirmation of Appropriate Accommodation/Welfare" letter. Once the CoE status changes from Approved to Visa Granted/Studying, BC will then have access to print the "Under 18 Student – Education Provider's Approval to Change Accommodation/Welfare Arrangements" letter if required. ○ BC will ensure that the student is informed that their welfare arrangements become applicable once they enter the country, even before the course commencement, as long as they are under the age of 18. If the student has turned 18 before entering Australia, the welfare arrangements will not be applicable. ○ The Admissions Staff must review the student applications and determine if an offer should be made on the basis of the entry requirements for the qualification. ○ The Admissions Staff must check the following: <ul style="list-style-type: none"> ▪ the applicant meets the academic entry requirements and the minimum IELTS or equivalent requirement ▪ the applicant's Australian or overseas qualification is equivalent or higher to Australian year 12. As per BC policy where Admissions Officer is not able to find



	<p>out whether overseas qualification is equivalent or higher to Australian Year 12, then assess the overseas qualification against the Australian AQF with the Overseas Qualifications Unit,</p> <ul style="list-style-type: none"> ▪ Check that the IELTS statement comes from an accredited IELTS testing authority and that the photocopy is clear. ▪ Check evidence of age from the front page of the passport ▪ Check that the rest of the application form has been completed ▪ Check that the student has signed and dated the application <p>If the applicant's educational qualifications do not meet BC admission requirements, other factors may be considered at the discretion of BC. Verified evidence of these other factors must be included with the application. These other factors may include:</p> <p>Mature age, and/or proof of being 18 years or older at the proposed date of commencement</p> <ul style="list-style-type: none"> ○ Work experience ○ Attitude and aptitude, ○ Previous academic results, ○ Ability and skills to function in an academic environment ○ Possibility to succeed in his/her academic endeavours <ul style="list-style-type: none"> • The entry requirements can be assessed using the BC International Qualifications Matrix to align overseas qualifications and establish equivalence with Australian qualifications. If an applicant applies for an assessment of their prior learning at the time of applying, BC will ensure that experienced staff will do assessment of prior learning for all applicants using appropriate RPL application kits. • Where possible, RPL shall be assessed prior to admission of a candidate and shall be a part of the formal offer of a place at BC. Such applicants may or may not be granted RPL in the form of full or partial credit transfer, unit exemptions or unit substitution. The COE duration for such students will be suitably adjusted. • Where it is not possible to give candidates a definitive assessment of RPL prior to admission, BC shall indicate a minimum level of recognition which the candidate will receive on admission, as part of the formal offer of a place at the BC. In such cases a definitive assessment of the recognition to be granted and the associated specific unit exemptions shall normally be confirmed at enrolment, after an interview with the student. • The Administration Office shall maintain a record of RPL granted. • BC will grant credit on the basis of work completed at another Australian training institution as per the RPL and CT policy. • All applicants/students will have access to BC's complaints and appeals policy. <ul style="list-style-type: none"> ○ Having arrived at an admission decision, the English language skills (language and literacy) will be assessed. If student has a satisfactory IELTS score (listed under entry requirements), the applicant will be offered a place in the chosen course. ○ If an applicant cannot produce a satisfactory IELTS score, and there are doubts about the English language skills to cope in an academic environment, the applicant will be advised to enrol in an English ELCOS course for an appropriate duration until the student achieves the English language proficiency required for the course entry. ○ IELTS testing may not be required where an applicant clearly has the required English language skills. The application of this rule will be on a case-by-case basis and in accordance with the English language requirements that apply to the visa eligibility for the country. Any evidence supplied in support of an application under this rule would require original copies of reliably
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	<p>authenticated evidence. Generally, an IELTS test will not be required in the following situations:</p> <ul style="list-style-type: none"> ▪ Students educated in an English-speaking country ▪ Students who have completed the last two years of school in an English language speaking course. ▪ Students who have completed at least six months of a Certificate IV level qualification in Australia. ▪ Students have completed an alternative and equivalent test to the required level. <ul style="list-style-type: none"> • Where an offer is to be made to an applicant the Admissions Officer must complete and sign and date on the student application form. • Once an offer has been approved by the Admissions Officer an offer letter must be prepared and dispatched to the student accompanied by a student agreement. The student agreement must be completed and returned to BC. At the same time an Electronic Confirmation of Offer (CoE) must be generated on PRISMS. The CoE must be prepared in accordance with the requirements of the PRISMS User Guide. There must be a CoE issued for each qualification that the student is going to be enrolled in and for which an award will be issued if the student is successful. • Applicants wishing to accept the offer must pay the (\$200 non-refundable Application Fee) mentioned in the letter of offer and complete the written agreement and send it to BC. Once the completed written agreement and the fee is received (and cleared by the bank) an Electronic Confirmation of Offer will be generated and sent to the Australian Student Visa issuing center to facilitate the issuing of a student visa. • The completed written agreement must be reviewed and accepted by the Admissions Officer. Where a written agreement is to be accepted by BC, the Admissions Officer must sign and date the appropriate section on the student agreement. • All the admission documents are then filed in a newly created student file.
Enrolment on arrival in Australia	<p>BC will organize an orientation for new students to:</p> <ul style="list-style-type: none"> • obtain a completed enrolment form • obtain a completed LLN Test or ELICOS Placement Test. • obtain passport and other details • provide them with timetables • provide them with information about support services, OSHS, DHA rules and requirements • assess the student's individual needs and circumstances. • provide them with a Student Handbook • inform them about their rights and obligations • explain the training and assessment involved in the relevant training program • inform the student about opportunities for RPL and credit transfer • familiarize them with the campus and introduce them to their teachers/trainers/ counselors • photograph them to prepare their student ID card • obtain their permission/ refusal to the use of photographs for marketing purposes • obtain their opinion on the effectiveness of the enrolment/orientation procedure • obtain views of selected students on their experiences with their education recruitment agent.
Administration	<ul style="list-style-type: none"> • All completed enrolment forms will be collected and checked to determine any special requirements and permission to use photographs identified for further action • All placement tests will be forwarded to the relevant department for assessment of levels • Once a student's level is ascertained, the Trainer will meet with the student to explain their results, and if any re-issuing of their COE is required, to obtain their agreement and understanding • The Admin Staff will then revise the student's COE and inform the students agent accordingly



	<ul style="list-style-type: none">• All student files will be checked for completion and then filed• Student details must be entered in Student Management System• PRISMS must be updated within 14 days of required details for each accepted student.
Cancellation/Withdrawal Offer	If subsequent enquiries or information shows that the documents used as evidence are not genuine, then the offer will be cancelled and withdrawn.

7. Procedures

Title	Location	Responsible Officer	Minimum Retention Period
Enrolment Form	Student File Enrolment Register	Administration Officer	7 Years
Student Refund Request Form	Student File	Finance Manager	7 years
BC Refund Calculation Statement	Student File	Finance Manager	7 years
Letter of Offer and Student Acceptance Agreement	Student File	PEO Administration Officer	7 Years
Enrolment Checklist	Student File	Administration Officer	7 Years
Rejection Letter	Student File	PEO Administration Officer	7 Years

8. Continuous Improvement

A summary of all international student enrolment related matters and concerns will be presented as a part of the Continuous Improvement policy and procedure at the Management Meeting for review. The purpose of this is to ensure management become aware of:

- repeat issues
- common threads relating to the compliance and quality assurance.
- (when viewed collectively) any general adverse trend that needs correcting.

9. Confidentiality and Privacy Statement

For more Information, please refer to our Privacy and Confidentiality Policy. You can obtain this policy by contacting us at admissions@barton.edu.au or read it online via our website www.barton.edu.au.

10. Publication

This policy, once approved, will be available to all students on college website.

This policy and procedure will form part of the information distributed and communicated during administrative staff orientation.

11. Other related policies and procedures

Related policies	<ul style="list-style-type: none">• Complaints and Appeals Policy & Procedures• RPL and CT Policy & Procedures• Access and Equity Policy & Procedures• Transfer Between Provides Policy & Procedures• Quality and Continuous Improvement Policy and Procedure• Marketing and Agent Management Policy & Procedures• Training and Assessment strategies
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Forms or other organizational documents	<ul style="list-style-type: none">• Student Application Form - International• Letter of Offer and Acceptance Agreement• Enrolment Form• CoEs
Documents related to this policy	<ul style="list-style-type: none">• Checklist – International Application• Course Credits -National Recognition• COE Summary Record• Placement Test

12. Review processes

Policy review frequency: Annually	Responsibility for review: Principle Executive Officer (PEO)
Documentation and communication: Describe how the policy decisions will be documented and communicated	
Version 1.0 <ul style="list-style-type: none">• Policy is reviewed for grammatical errors• Policy is uploaded on college website	