



Sydney College of Professional Education Pty Ltd
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Enrolment Policy & Procedure

Policy Scope

- I. This policy applies to potential overseas students looking to enrol with **Sydney College of Professional Education**.
- II. This policy also applies to potential domestic students looking to enrol with **Sydney College of Professional Education**.
- III. The policy applies to the Sydney College of Professional Education staff involved in assessing the suitability of overseas student for enrolment as per the qualification admission criteria.

Policy Aim

- I. To ensure that Sydney College of Professional Education recruits responsibly by ensuring potential overseas students are appropriately qualified for the course for which they seek enrolment, including having the necessary English language proficiency, educational qualifications, and work experience.
- II. To ensure that potential overseas students have sufficient information to enable them to make informed decisions about studying with their chosen registered provider in Australia.
- III. To ensure that Sydney College of Professional Education remains compliant with Standards, 2, 3 & 8 (National Code 2018) at all times.
- IV. To ensure that Sydney College of Professional Education remains compliant with Clauses 5.1, 5.2, 5.3, 7.3 of the Standards for Registered Training Organisations (RTOs) 2015 at all times.
- V. To ensure that each learner is properly informed and protected.

Clause 2.2.

The registered provider must have and implement 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.

Policy Implementation Guide

- The Policy follows from Marketing Phase (Phase 1). The policy guides the Sydney College of Professional Education staff to Assess students for course admission requirements in the student journey Phase 2.
- The Policy ensures that the Sydney College of Professional Education staff provides accurate, updated, and compliant marketing materials to potential international students who are looking to enrol with RTO.
- The Policy guides the staff to efficiently assess potential international students' suitability for Enrolment by verifying provided documentation and information via various forms and processes in relation to Admission requirements. Specifically, the Policy provides procedure in relation to assessing whether the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.
- Follow **Appendix A** for English proficiency international tests and exemptions.



SYDNEY COLLEGE OF PROFESSIONAL
EDUCATION

Table 1: Admission Requirements / Checklist

Admission Requirements	Requirements	Check
<i>Target Cohorts</i>	<ul style="list-style-type: none"> • Align Training & Assessment strategy for that cohort • Align Marketing brochure for that cohort 	☑
<i>Minimum Age</i>	<ul style="list-style-type: none"> • Align Training & Assessment strategy for that cohort • Align Marketing brochure for that cohort 	☑
<i>Minimum Qualification</i>	<ul style="list-style-type: none"> • Align Training & Assessment strategy for that cohort • Align Marketing brochure for that cohort 	☑
<i>Minimum Work-experience</i>	<ul style="list-style-type: none"> • Align Training & Assessment strategy for that cohort • Align Marketing brochure for that cohort 	☑
<i>Materials</i>	<ul style="list-style-type: none"> • Align Training & Assessment strategy for that cohort • Align Marketing brochure for that cohort 	☑
<i>Minimum language, literacy & Numeracy</i>	<ul style="list-style-type: none"> • Align Training & Assessment strategy for that cohort • Align Marketing brochure for that cohort 	☑
<i>English Proficiency Exemptions (If applicable)</i>	<p>Exemption 1</p> <p>Or</p> <p>Exemption 2</p> <p>See Appendix A</p>	☑
<i>Visa Requirements (Applicable to overseas students only)</i>	<p>Overseas students must meet the requirements for the Student Visa (i.e., Sub-class 500) and,</p> <ul style="list-style-type: none"> ☑ Be of good character with a genuine interest to undertake the qualification. ☑ Are of sound health ☑ Must be able to undertake a minimum of 20-hours of classroom training per week. ☑ Have acceptable health insurance through the Overseas Student Health Cover (OSHC) for self and any family members accompanying student to Australia. ☑ Demonstrate the capacity to meet basic living costs requirements set by the Australian Government ☑ Have a genuine intent of studying <p><i>Note:</i> More information about studying in Australia and student visa requirements can be found at the department of home affairs (www.homeaffairs.gov.au).</p>	☑

Table 2: Staff Job Procedure for Enrolment of Overseas Students

Step No.	Systems / Forms / Policies	Staff Tasks	Student Tasks
<i>Step Number 1</i>	Student Handbook Marketing Flyer (s) Website Marketing Policy & Procedure	<ul style="list-style-type: none"> • Pre-requisite is the implementation of Marketing Policy & Procedure before Enrolment can be commenced. • Staff Ensures that Student are given Marketing Flyers and Student Handbook. • Staff ensures that the Students understand marketing information. 	If students indicate that they have not read Marketing information, staff invites them to read and understand marketing information before Enrolment commencement.
<i>Step Number 2</i>	Enrolment Form	<ul style="list-style-type: none"> • Student completes Enrolment Form. • Staff may have to send the Enrolment Form to the potential student if requested. • Staff may have to clarify information by chatting with the potential student. This communication may take place in the form of email and phone. 	<ul style="list-style-type: none"> • Student completes Enrolment Form.

<p>Step Number 3</p>	<p>Interview Phase Enrolment Interview Question Bank Credit transfer RPL Policy and Procedure</p>	<ul style="list-style-type: none"> • Once the potential student completes Enrolment Form and signs the form and provide supporting documentation, the Sydney College of Professional Education staff interviews the student • Interview Question bank is relevant to the qualification • Staff will interview students to assess English proficiency, entry requirements, course credits & student support requirements. 	<p>The potential student completes interview by answering to various questions.</p>
<p>Step Number 4</p>	<p>Credit transfer RPL Policy and Procedure Marketing Flyer Table 1 Checklist</p> <p>Enrolment is assessed including:</p> <ul style="list-style-type: none"> • Assessment for student’s suitability in the course as per admission requirements (See Table 1; Marketing Flyer) • Course credits (At this stage, the RTO staff is in a good position to know whether students meet course credits). 	<p>Once the student completes Enrolment Form, and provides supporting documents, completes Interview, the CEO:</p> <ul style="list-style-type: none"> • Assesses information provided by student via Enrolment Form. • Assesses documents provided along with Enrolment Form • Assesses information as per Table 1 checklist (to be completed by the CEO). • The CEO assesses course credits as per the Credit transfer RPL Policy and Procedure and appoints an assessor if required to finalise course credits. The College assessor and CEO will make the decision on Course Credits as per the Credit transfer RPL Policy and Procedure. If Course Credits are provided, student offer is adjusted for money, duration. • The staff assesses students as per Admission Requirements (English proficiency, educational qualifications, work experience etc.) as per the Enrolment & Enrolment Policy & Procedure. Please see Table 1 for the brief outline of admission requirements. For detailed review, Marketing Flyers are to be seen. 	<p>The potential student provides any information or document requested during this step.</p>

<p><i>Step Number 5</i></p>	<p>Student Offer & Written Agreements</p>	<p>Once the Enrolment assessment has been completed by the Sydney College of Professional Education staff, the following decisions are taken by the CEO:</p> <ul style="list-style-type: none"> • Student Enrolment is either refused. • Student Enrolment is either approved • Course credits are awarded (if student meets the criteria). Course money & duration are also adjusted in Student Offer & Written Agreement. • Finally, the CEO approves the Student Offer & Written Agreement as per the Requirements laid in this Policy. • Delegated staff or the CEO reflects Course credits, any conditions on enrolment, adjusted duration & fees (if applicable), course money and checks the Student Offer & Written Agreement. 	<p>The Student offer is approved and the student is to accept it by way of signing.</p> <p>If applicable, the overseas student is to retain the credit transfer and RPL assessment for 2 years.</p> <p>If enrolment is refused, student is sent Offer refusal letter as per the College format by providing reasons.</p>
<p><i>Step Number 6</i></p>	<p>Student Offer & Written Offer acceptance by Student</p>	<p>The Sydney College of Professional Education Staff sends the Student offer for the student to accept the offer by accepting:</p> <ul style="list-style-type: none"> • College conditions • Course credits and adjusted money and duration • Course Offer and policies and procedures • The student signs every page of the document appropriately. • Information provided about course, duration, fee, refunds, etc. (see Student Offer & Written Agreement Section) 	<p>The student then returns the signed student offer back to the Sydney College of Professional Education staff.</p>

<p>Step Number 7</p>	<p>Issuance of eCoE</p>	<p>Once the College staff receives the Signed and appropriately completed Student Offer & Course Agreement Acceptance:</p> <ul style="list-style-type: none"> • The CEO signs the Student Offer & Written Agreement and sends student a copy to be kept for their records. • Checks whether student has made payment as per outlined in the Student Offer & Written Agreement. • Checks whether the student has requested any extra services (airport pickup, accommodation etc.) • Issues electronic confirmation of enrolment (eCoE) and sends to the student. • The CEO mentions all pre-paid course fees and duration the pre-paid fees covers, adjust course duration & fees as per course credits, provides the Course start date and finish date. 	
<p>Step Number 8</p>	<p>Student Visa approval / rejection</p>	<p>If the student visa is approved, the following steps are implicated.</p> <p>If the student visa is refused, the College refunds all pre-paid course money as per the fees and refund policy and without the student filling the refund form.</p>	
<p>Step Number 9</p>	<p>Airport Pick up Accommodation</p>	<p>CEO organizes the airport pickup and accommodation only if the student has requested and paid for it.</p>	<p>The overseas student shares the flight details with the CEO (if applicable).</p>
<p>Step Number 10</p>	<p>Orientation</p>	<p>Sydney College of Professional Education, International student support officer delivers the orientation session by following orientation power-points, schedule. Sydney College of Professional Education Staff provides contacts of trainers and assessors to the student. This is also an opportunity to get to know students.</p>	<p>The overseas student attends the orientation sessions and receive all materials and important contacts.</p>

Table 3: Staff Job Procedure for Enrolment of Domestic Students

Step No.	Systems / Forms / Policies	Staff Tasks	Student Tasks
<i>Step Number 1</i>	Domestic Student Handbook Marketing Flyer (s) Website Marketing Policy & Procedure	<ul style="list-style-type: none"> • Pre-requisite is the implementation of Marketing Policy & Procedure before Enrolment can be commenced. • Staff Ensures that Student are given Marketing Flyers and Student Handbook. • Staff ensures that the Students understand marketing information. 	If students indicate that they have not read Marketing information, staff invites them to read and understand marketing information before Enrolment commencement.
<i>Step Number 2</i>	Enrolment Form	<ul style="list-style-type: none"> • Student complete Enrolment Form. • Staff may have to send the Enrolment Form to the potential student if requested. • Staff may have to clarify information by chatting with the potential student. This communication may take place in the form of email and phone. 	<ul style="list-style-type: none"> • Student completes Enrolment Form.

<p>Step Number 3</p>	<p>Interview Phase Enrolment Interview Question Bank Credit transfer RPL Policy and Procedure</p>	<ul style="list-style-type: none"> • Once the potential student completes Enrolment Form and signs the form and provide supporting documentation, the Sydney College of Professional Education staff interviews the student • Interview Question bank is relevant to the qualification • Staff will interview students to assess English proficiency, entry requirements, course credits & student support requirements. 	<p>The potential student completes interview by answering to various questions.</p>
<p>Step Number 4</p>	<p>Credit transfer RPL Policy and Procedure Marketing Flyer Table 1 Checklist</p> <p>Enrolment is assessed including:</p> <ul style="list-style-type: none"> • Assessment for student's suitability in the course as per admission requirements (See Table 1; Marketing Flyer) • Course credits (At this stage, the RTO staff is in a good position to know whether students meet course credits). 	<p>Once the student completes Enrolment Form, and provides supporting documents, completes Interview, the CEO:</p> <ul style="list-style-type: none"> • Assesses information provided by student via Enrolment Form. • Assesses documents provided along with Enrolment Form • Assesses information as per Table 1 checklist (to be completed by the CEO). • The CEO assesses course credits as per the Credit transfer RPL Policy and Procedure and appoints an assessor if required to finalise course credits. The College assessor and CEO will make the decision on Course Credits as per the Credit transfer RPL Policy and Procedure. If Course Credits are provided, student offer is adjusted for money, duration. • The staff assesses students as per Admission Requirements (English proficiency, educational qualifications, work experience etc.) as per the Enrolment & Enrolment Policy & Procedure. Please see Table 1 for the brief outline of admission requirements. For detailed review, Marketing Flyers are to be seen. 	<p>The potential student provides any information or document requested during this step.</p>

<p>Step Number 5</p>	<p>Student Offer & Written Agreements</p>	<p>Once the Enrolment assessment has been completed by the Sydney College of Professional Education staff, the following decisions are taken by the CEO:</p> <ul style="list-style-type: none"> • Student Enrolment is either refused. • Student Enrolment is either approved • Course credits are awarded (if student meets the criteria). Course money & duration are also adjusted in Student Offer & Written Agreement. • Finally, the CEO approves the Student Offer & Written Agreement as per the Requirements laid in this Policy. • Delegated staff or the CEO reflects Course credits, any conditions on enrolment, adjusted duration & fees (if applicable), course money and checks the Student Offer & Written Agreement. 	<p>The Student offer is approved and the student is to accept it by way of signing.</p> <p>If applicable, the overseas student is to retain the credit transfer and RPL assessment for 2 years.</p> <p>If enrolment is refused, student is sent Offer refusal letter as per the College format by providing reasons.</p>
<p>Step Number 6</p>	<p>Student Offer & Written Offer acceptance by Student</p>	<p>Sydney College of Professional Education Staff sends the Student offer for the student to accept the offer by accepting:</p> <ul style="list-style-type: none"> • College conditions • Course credits and adjusted money and duration • Course Offer and policies and procedures • The student signs every page of the document appropriately. • Information provided about course, duration, fee, refunds, etc. (see Student Offer & Written Agreement Section) 	<p>The student then returns the signed student offer back to the Sydney College of Professional Education staff.</p>
<p>Step Number 7</p>	<p>Orientation</p>	<p>Sydney College of Professional Education, orientation officer delivers the orientation session by following orientation power-points, schedule. Sydney College of Professional Education Staff provides contacts of trainers and assessors to the student.</p>	<p>The overseas student attends the orientation sessions and receive all materials and important contacts.</p>

		This is also a opportunity to get to know students.	
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Appendix A – Only Overseas Students (applicable if the pre-requisite qualification is not met)

Accepted English Proficiency tests at Sydney College of Professional Education

1. Cambridge English Scale
2. Pearson Test of English (PTE) Academic
3. CAE grade
4. Cambridge English Advanced (CAE)
5. IELTS
6. TOEFL
7. TOEIC
8. EIKEN
9. CISL SF
10. CISL SF
11. CISL SD
12. CEFR

English Proficiency Exemptions

Exemption 1 (If applicable)

The student is exempt from providing evidence of English language proficiency due to the following?

- 1) Citizen of, and passport issued by: United Kingdom
- 2) Citizen of, and passport issued by: United States of America (USA)
- 3) Citizen of, and passport issued by: Canada
- 4) Citizen of, and passport issued by: New Zealand
- 5) Citizen of, and passport issued by: Republic of Ireland
- 6) Enrolling, or enrolled, in principal course study: Non-English language course
- 7) Enrolling, or enrolled, in principal course study: ELICOS
- 8) Enrolling, or enrolled, in principal course study: Schools
- 9) Enrolling, or enrolled, in principal course study: Post-graduate Research
- 10) Student is a: Foreign affairs Student
- 11) Student is a: Defence Student
- 12) Student is a: Secondary exchange student
- 13) Completed (within last 2 years) in Australia in English: Requirements for senior secondary certificate of education
- 14) Completed (within last 2 years) in Australia in English: Substantial Component of AQF Level 4 or higher on a student visa
- 15) Minimum 5 years of study in English in: Australia
- 16) Minimum 5 years of study in English in: Canada
- 17) Minimum 5 years of study in English in: New Zealand
- 18) Minimum 5 years of study in English in: South Africa
- 19) Minimum 5 years of study in English in: Republic of Ireland
- 20) Minimum 5 years of study in English in: United Kingdom
- 21) Minimum 5 years of study in English in: United States of America (USA)

Exemption 2 (If applicable)

Sydney College of Professional Education has assessed the student for English language proficiency for the Qualification requirements as per the following criteria:

- 1) Interview
- 2) GCE A-Levels
- 3) GCE O-Levels
- 4) International Baccalaureate
- 5) English Test
- 6) Pathway with ELICOS
- 7) Pathway without ELICOS
- 8) Continuing Student
- 9) Medium of Instruction
- 10) Language of Instruction
- 11) Other



SYDNEY COLLEGE OF PROFESSIONAL
EDUCATION

Appendix B – English Tests’ Equivalency Chart (for LLN interview purpose)

CISL SF Level	CISL SF Course	CISL SD Level	CISL SD Course	CISL SD Entrance Score	CEFR	Cambridge English Scale	Pearson Test of English (PTE) Academic	CAE grade	Cambridge English Advanced (CAE)	IELTS band	IBT TOEFL	TOEIC	EIKEN	
C1/C2	Advanced	10	Proficient	100%-95%	C2	230-200	86	A	93	9	118-120	990	1+	
							83		87					
		9	Advanced	94%-90%	C1	199-180	65	B	79	80	8.5	115-117	945-990	1
									73	74				
B2	Upper-Intermediate	8	Low Advanced	89%-80%	B2+	179-160	58	58	6.5	79-93	785-940	Pre- 1		
		7	Upper-Intermediate	79%-70%	B2		50		52	6.0			60-78	
B1	Intermediate	6	Intermediate	69%-60%	B1+	159-140	42	47	5.5	46-59	550-780	2		
		5		59%-50%	B1		36		41	5.0			35-45	2A
A2	Low Intermediate	4	Low- Intermediate	49%-40%	A2+	139-120	30	36	4.5	32-34	225-545	Pre- 2		
		3		39%-30%	A2		29		32	4.0			31	
A1	Basic	2	Basic	29%-20%	A1+	119-100					120-220	3-5		

