

Australian Computer Society Policies and Procedures: Formalisation of Enrolment

National Code Standard 3

Purpose and Scope

These policies apply to the ICT50115 Diploma of Information Technology (“Diploma” or “DIT”). These Policies and Procedures will apply to all ACS DIT Partners (“Partners”).

These guidelines are to assist ACS DIT Partner staff with admissions and recruitment of new students.

These guidelines articulate the Australian Computer Society’s practices as they apply to international students in compliance with the [ESOS Act 2000](#) and the [National Code 2007](#).

Under Standard 3 of the National Code 2007, Formalisation of Enrolment, registered providers have to ensure that:

Written agreements between registered providers and students set out the services to be provided, fees payable and information in relation to refunds of course money.

Policy

The National Code states:

- 3.1** ***The registered provider must enter into a written agreement with the student, signed or otherwise accepted by that student (or the student’s parent or legal guardian if the student is under 18 years of age), concurrently with or prior to accepting course money from the student. The agreement must:***
- a. identify the course or courses in which the student is to be enrolled and any conditions on his or her enrolment***
 - b. provide an itemised list of course money payable by the student***
 - c. provide information in relation to refunds of course money***
 - d. set out the circumstances in which personal information about the student may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition, and***
 - e. advise the student of his or her obligation to notify the registered provider of a change of address while enrolled in the course.***

- 3.2** *The registered provider must include in the written agreement the following information, which is to be consistent with the requirements of the ESOS Act, in relation to refunds of course money in the case of student and provider default:*
- a. amounts that may or may not be repaid to the student (including any course money collected by education agents on behalf of the registered provider)*
 - b. processes for claiming a refund*
 - c. a plain English explanation of what happens in the event of a course not being delivered, and*
 - d. a statement that “This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws”.*

All of the above elements can be found in the ICT50115 Diploma of Information Technology Offer Letter and ICT50115 Diploma of Information Technology Acceptance Form.

Please see below for Admissions Policy and Procedures.

Policy

Basis of Admission

The entry requirements for each course are approved by the ACS Professional Education Governance Board noting the advice of the relevant Advisory Committee.

The applicant must satisfy the course entry requirements. Satisfying these requirements permits an applicant to be considered for a place but does not guarantee an offer of a place. In cases where a course is in high demand, applicants may need to satisfy a higher standard than the minimum entry requirement

The course’s entry requirements comprise the minimum academic requirement or equivalent experience for admission to the course; the minimum age at which applicants may be admitted to the course; and English Language test score (in the case of international students), specifically:

- Completion of Year 12 or equivalent
- 18 years of age or above
- IELTS score of 5.5 (no band below 5) or equivalent

Students are admitted into courses based upon published entry criteria that are specified on the website(s) <https://www.acs.org.au/education/diploma-of-information-technology> and the Partner’s website, and course guide.



The ACS and the Partner's Marketing Coordinator (or similar), in coordination with the Academic Coordinator (or similar), ensures that general entry requirements and course selection criteria and procedures are readily available to prospective students.

The entry requirements and course selection criteria must be designed to enable measurement of an applicant's potential to succeed in the course

The entry criteria must be kept up-to-date through regularly reviewing them and, with the approval of the ACS Academic Board

Amendments to course entry requirements and selection criteria may be proposed by the ACS Industry Advisory Committee or ACS DIT Partner's Academic Coordinator (or equivalent), and approved by the ACS Academic Board.

Administration of Admission Processes

The ACS DIT Partner will administer all applications and will be responsible for monitoring of the conditions of offer, in conjunction with the ACS. All applications will be reviewed by the ACS's DIT Coordinator prior to an offer being made.

All applications will be processed in accordance with this policy, and related policies and admission rules.

Students may receive recognition for their prior work history, education, skills and knowledge upon assessment using the Credit Transfer Policy. All such recognition can only be assessed and provided by the ACS.

The Letter of Offer for admission to any program must be made only by the authorised Student Services Officer, in consultation with the ACS.

Refusal of Admission

Applicants who have met the entry requirements may be refused admission if the applicant has outstanding fees owing to the Partner Institution or has been excluded from the Partner Institution (or another institution) and has not completed the period of exclusion, or the maximum number of students that can be accepted to the course has been met.

The student can make an appeal if admission has been refused (see ACS Complaints and Appeals Policy & Procedure).

Withdrawal of Offers

The Australian Computer Society reserves the right to withdraw an offer and/or cancel enrolment if a student provides incomplete or incorrect information. A student has the right to appeal decisions based on the provision of incorrect or incomplete information (See ACS Complaints and Appeals Policy & Procedure)

The ACS reserves the right to discontinue a course that is not viable, and to cancel any offers of admissions to the course that have been made. The Partner's Academic Director will make the decision to cancel a course and offers of admission, only in consultation with the ACS.

Failure to Enrol

An applicant who has accepted an offer of admission and has failed to complete the enrolment process stated in the letter of offer by the date specified in the letter of offer will have a "failure to enroll status"

If the applicant has applied for deferment of commencement of study and it has been approved, the applicant's admission will be deferred.

Review of Decision

An applicant may request a review of the course selection decision set out in the admissions procedure. That review will be conducted by the Partner's RTO Manager (or equivalent) or a nominee of the RTO Manager, in conjunction with the ACS.

Procedures

Applications

Students applying for the ICT50115 Diploma of Information Technology are required to apply using the ICT50115 Diploma of Information Technology International Student Application form located on the ACS DIT Partner's website. Students may apply directly either through post or online.

All documentation sent with the application should be either original or certified copies.

If not certified, a request for certified documents will be inserted under Special Conditions in the International Student Offer. Acceptance, fee payment and issuing of CoE cannot occur until certified documents are provided.

Assessment of Applications

1. All application documents (application forms and supporting documents) will be forwarded to the Partner's Student Services Officer. Clear and legible copies are required. All documents attached to the application form such as:
 - Passport Copy
 - Academic Qualifications
 - IELTS
 - Others

must be certified by a Justice of the Peace or by another authorized agent.

2. The Student Services Officer will check the completeness of the documents and assesses the equivalency and authenticity of the qualifications provided.
3. The Student Services Officer will determine if the applicant meets all the general and course entry requirements.
4. All work experience used for recognition of prior learning will be assessed based on the relevance of the experience and normally should be within 2 years of the date of application. An employment certificate or statement of service on the official company letterhead must be provided including contact details of the employer. In some cases, past employers will be contacted to verify the employment. All such assessments will be undertaken by the ACS.
5. If the student applicant is an overseas student already studying in Australia, the Student Services Officer will check that the applicant has completed at least six (6) months of studies of their primary course of study before processing the application.
6. If the student has not yet completed the 6 months, the Student Services Officer should check if one of the following is correct before processing the application:
 - The student has a valid release letter from the original institution;
 - The student's course from the original institution is no longer registered (or discontinued).
7. All admissions must be finalized through the ACS by submitting them to the ACS Diploma of IT Coordinator.

Overseas Qualifications not in English

Applicants holding qualifications from overseas which are not in English must have them translated by an authorized translator.

The ACS DIT Partner can accept translations done by NAATI translators or other authorised translators.

All the applicants must provide the translations and the original document or a certified copy with the application form.

Note: The means of assessment of international student qualifications will be via the Australian Government AEI Country Education Profiles (CEP) online at <http://www.aei.gov.au/Services-And-Resources/Services/Country-Education-Profiles/About-CEP/Pages/default.aspx>

Recognition of Prior Learning (RPL) and credit transfer

Students may receive Recognition of Prior Learning (RPL) in a course, either because they have covered the work in other studies or have undertaken relevant employment activities.

Credit transfer enables students to gain credit in the ICT50115 Diploma of Information Technology for study that they have previously undertaken.

If an applicant is applying for advanced standing (credit exemption) they are required to attach to the application, detailed syllabuses/curricula of all subjects they have successfully completed and would like credit for, in addition to certified copies of qualifications and academic transcripts.

The documents are part of the application and must be certified by a Justice of Peace. Students seeking RPL must apply before the commencement of the course.

RPL and credit transfer will only be granted by the ACS DIT Coordinator.

Late Admissions

In exceptional circumstances, an applicant may be approved by the Academic Coordinator (or equivalent) for admission to a course after no more than two weeks of the initial study period has elapsed.

Late admission is subject to the following conditions:

- The student agrees to undertake an orientation and additional support identified in the intervention plan provided by the ACS DIT Partner
- The student must take responsibility for completing all outstanding work that has been missed.

Letters of Offer

1. Letters of Offer (and Rejection) must be printed on Australian Computer Society Letterhead and either emailed or posted to the applicant.
2. The Australian Computer Society's International Student Offer and Acceptance Form is the only offer and acceptance agreement that should be issued to international students.
3. Special Conditions (where applicable) must be listed under Conditions (Conditions of Enrolment) on the Student Offer. These can include providing evidence of meeting the English Language Requirement, and the provision of Original or Certified Documents. Any condition(s) must be met before a CoE can be issued.

Acceptance of a Place

In order to accept a place:

1. The student must sign the ACS DIT Acceptance Form before or at the time of payment of the first instalment of fees.
2. The student must meet any Condition(s) as stated on their Offer Letter before a CoE can be issued.
3. The student is required to pay the first semester's Tuition Fee due and OSHC (for the length of the visa) in advance before Confirmation of Enrolment (eCoE) is issued.
4. Staff must be registered to create eCoEs on PRISMS.

5. Payment information is listed in the ICT50115 Diploma of Information Technology Acceptance Form.
6. An eCoE can be issued when copy of a bank draft or receipt of payment at the bank is received.
7. An eCoE is issued to the student's closest DIBP Office within 2 days of the student accepting the offer.
8. Information to be included in the eCoE:
 - Student's full name as on passport, gender, date of birth, nationality and country of birth;
 - DIBP Office where visa application is to be made;
 - Course title and CRICOS Code;
 - Course start date (refer offer letter);
 - Course end date (refer offer letter);
 - Fee paid in advance;
 - Total course fee (allowing for adjustments due to Credit Exemption/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.

Accepted Payment methods

Students may choose from the following options

- Bank Transfer
- Credit card
- Bank Cheque
- Visa Debit/ MasterCard Debit
- Other payment method as agreed between the Partner Institution and the ACS.

The monitoring of compliance with this requirement will be undertaken by the ACS, as the registered provider, through the Management Oversight Committee (MOC) the details of which are appended at the end of this document. This is through the MOC meetings which take place every 6 months and the quarterly reports issued to the MOC by the ACS DIT Coordinator with regard to compliance with this requirement.



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End of Document
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Version History

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September 2014	1	Original draft	DS
September 2014	2	Minor changes resulting from editing by AJ	DS
November 2014	3,4	Clarification of roles of ACS and Delivery Partner incorporated	DS
March 2015	5	Addition of CRICOS Code to header	DS
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Approvals

This document requires the following approvals.
 Date of issue and version details must be entered upon approval.

Name	Title	Date of Issue	Version
Asheley Jones	Director, Education	September 2014	1
Asheley Jones	Director, Education	March 2015	2-5
Simon Taylor	Director, Education	September 2015	6

Distribution

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