

National Code Standard 2 & Standard 5, Clause 5.2

PRE-ENROLMENT INFORMATION POLICY

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Overview

1. National Code Standard 2 and Standard 5, Clause 5.2 of the Standards for Registered Training Organisations 2015 require that the College provide certain prescribed information to prospective students before they enrol. The College will as a minimum provide the prescribed information to prospective students either in print or electronic format.
2. The College will not engage students who have not been provided with the relevant pre-enrolment information.

Availability of Pre-Enrolment Information

3. In light of the extensive use of the internet as a student's tool in exploring educational providers and the availability of courses in Australia, the College believes that the best means by which to provide students with pre-enrolment information is via our website.
4. Accordingly, the information set out in this section will be made available to prospective students in an electronic format on our website before a letter of offer is issued. If, for whatever reasons including technical difficulties, the College website is not operational, the information set out above will be provided to prospective students together with the letter of offer.
5. In addition, because of the critical nature of some of the prescribed information and the impact it may have on prospective students (such as indicative costs of living), some pre-enrolment information will also be printed on the International Student Enrolment Application and Agreement Form.
6. All marketing collateral which includes prescribed information must be authorised by the National Manager or Chief Executive Officer (CEO) prior to its dissemination.

Prescribed Information

7. The College will provide the student with the following information prior to enrolling the student in a course:

7.1. Course Information

- 7.1.1. a general description of the content
- 7.1.2. the qualification or accreditation gained on completion
- 7.1.3. the duration
- 7.1.4. the teaching modes and methods used (including any field trip or work experience requirements)
- 7.1.5. the assessment methods used
- 7.1.6. if another provider is also involved in providing the course, that fact and the location of course delivery by that provider
- 7.1.7. details of any arrangements with other providers for recognition of the course or completed components of the course.

7.2. Facilities

- 7.2.1. A general description of the facilities (for example classrooms, furniture, fittings)
- 7.2.2. the equipment (for example audio-visual teaching aids)
- 7.2.3. the learning resources (for example reference texts and software) available to students undertaking the course
- 7.2.4. campus locations.

7.3. Fees

7.3.1. An itemised list of all fees payable to the college via a Letter of Offer as well as advice on the potential for fees to change during the course and any relevant refund policies.

7.4. Course acceptance requirements

7.4.1. Information about the minimum level of English language proficiency, educational qualifications and work experience required for the student to be accepted for the course (unless this is clearly not relevant)

7.4.2. Whether course credit may be granted.

7.5. Other information

7.5.1. Information about the possible grounds in which the student's enrolment may be deferred, suspended or cancelled

7.5.2. A description of the ESOS framework (which AEI makes available in electronic format)

7.5.3. an accurate representation of the local environment in which the College is operating, including location of campuses and indicative costs of living

7.5.4. advice that any school-aged dependants accompanying prospective students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

Related Forms

- Pre-Enrolment Information document
- Marketing Procedures
- Marketing Checklist
- Flowchart of Marketing Brochures Development Procedures
- International Student Enrolment and Agreement Form

Related Policies

- National Code Standard 1 Marketing policy
- National Code Standard 2 Student selection and induction policy