

## Application and Enrolment Policy and Procedure

### Purpose

In compliance with Clause 3.5; Clauses 5.1 to 5.3 and Clause 7.3 from Standards for Registered Training Organisations (RTOs) 2015, this document outlines how Australian Global College provide prospective students with the appropriate enrolment experience.

Australian Global College provides full qualification for international students. AGC also deliver full qualifications, short courses and traineeship to domestic students.

### Objectives

1. To provide students with step by step instructions for the AGC enrolment process
2. To ensure students are provided with correct information to be able to make informed decisions about their course and career pathway.

### Scope

This policy applies for International and domestic students. Student Services Officer is responsible for supporting students during the enrolment process.

### Policy

In line with Standard 3 in National Code of Practice for Providers of Education and Training to Overseas Students 2018, all prospective students who wish to apply to any courses offered by AGC will be provided with Application form, Offer Letter and COE (only for international student).

Students are advised with course entry requirements prior and during Orientation. Course entry requirements information will be provided in AGC website: [agc.edu.au](http://agc.edu.au), AGC student handbook, course brochure and pre-enrolment information package. In addition to this, agents will be advised of student entry requirements on a regular basis during meetings, via emails and other written notification.

### Procedures

#### Prior to enrolment

Before enrolling in any course with AGC, students are provided with a course brochure and a Student Handbook. AGC make sure that the information is current and accurate in the following sections:

- Course requirements such as minimum level of English language proficiency, previous academic documents including Academic Transcript and Qualifications Certificate. In some case, students may be required to undertake work experience and pre-requisite units before enrolling in the course. Students can also apply for credit transfer where applicable

- Course duration and list of competency units of each qualification. Most of study and assessment methods are also mentioned.
- Location of training and its facilities, equipment and learning resources
- Fees and charges involved
- Refund policy
- Advice that potential fees may change during their course
- Deferral, suspension, and withdrawal policy. AGC provides information on how to apply for leave, defer and which circumstances students' enrolment may be deferred or cancelled.
- Useful information in Student Handbook such as:
  - Cost of living in Australia
  - Accommodation options
  - Schooling obligations if student has school-age dependents

## Enrolment process

### 1. Domestic students

#### Prepare Application Form

- Let us know about you and the course you would like to enrol
- Provide us necessary documents such as Passport, Driver Licence.

#### Apply for USI

- If you already have an USI number, you can simply add it Application form.
- If you don't have one, you can apply in website [usi.gov.au](http://usi.gov.au)
- if you need help, feel free to contact Student Support Team

#### Apply for Credit Transfer (if applicable)

- Fill in Credit Transfer Form
- Attach your Academic Transcript

#### Submit your Application

- Submit via email to [info@agc.edu.au](mailto:info@agc.edu.au) or directly to the Australian Global College.

Level 1, 127 Castlereagh St.,  
Liverpool NSW 2170  
Phone: 1300 92 92 22

Step 1: Choose your course and check your eligibility

[Smart and Skilled - Are you eligible for Smart and Skilled training? \(nsw.gov.au\)](https://www.nsw.gov.au/smart-skilled)

Step 2: Complete the [Enrolment Form](#) and **Smart and Skilled Eligibility** Form in full

Step 3: Provide necessary documents:

- a verified USI (UNIQUE STUDENT IDENTIFIER)
- Provide evidence of your Citizenship (Australian, New Zealand or Permanent Resident) such as Medicare card, Passport or Citizenship Certificate.
- Provide evidence that you live in NSW (a driver's licence or another document issued by Commonwealth or State Government that clearly shows your address). If you do not live in NSW, but you do work in NSW, you will need to provide a letter from your employer stating this.

Step 4: Submit your application to [info@agc.edu.au](mailto:info@agc.edu.au) or directly to the Australian Global College.

### Australian Global College

W: [agc.edu.au](http://agc.edu.au)

P : 1300 92 92 22

E : [info@agc.edu.au](mailto:info@agc.edu.au)

A : Level 1, 127 Castlereagh St., Liverpool NSW 2170

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Step 5: Apply for Credit transfer if applicable..

Students seeking recognition for credit transfer must apply at the time of making their application. Credit transfer will be assessed and the outcome determined prior to issuing the letter of offer. To apply for credits, they must submit the certified copies of all their academic transcript or results from their previous studies, and copies of the subject syllabuses and grading system. All documents must be translated in English with copies of certified original copies. They will then need to fill up AGC's credit transfer application form. They can also apply for RPL using the college's RPL application form and undergoing RPL assessment process.

### What happens next?

Upon receipt of the application and supporting documents, AGC will assess the application for admission into the course. If the application is successful, an offer will be made in writing.

## 2. International students



Step 1: Choose your course and Intake date.

International students can apply directly to the college or to one of our authorised representatives overseas or in Australia. Before submitting an application, students must carefully read the Conditions of Enrolment and Fees Payment and Refund Policy and then follow the following procedure:

Step 2: Complete the **International Student Application Form**

Step 3: Provide necessary documents:

- Attach certified copies of supporting documents such as English language test results and academic transcripts, and evidence of work experience (if to be applied for the RPL).
- Attach one passport-size photograph.
- Attach copies of the front pages of passport, and, if onshore student, a copy of current visa status.

- previous or current enrolment evidence to any other education providers.
- a personal essay which explains about your future plans and reasons to choose your education provider (Statement of purpose) if apply from offshore.
- a verified USI (UNIQUE STUDENT IDENTIFIER) if international student is onshore. Offshore students will be advised to create an USI during Orientation.

Step 4: Submit your application to [info@agc.edu.au](mailto:info@agc.edu.au) or directly to the Australian Global College.

### **Australian Global College**

Level 1, 127 Castlereagh St., Liverpool NSW 2170

Phone: 1300 92 92 22

### **What happens next?**

Upon receipt of the application and supporting documents, AGC will assess the application for admission into the course. If the application is successful, an offer will be made in writing.

### **Course entry requirements**

#### **1. Domestic students**

All domestic students applying to enter a course being offered by AGC must be:

- 15 years old or over
- no longer at school
- living or working in NSW
- an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen

#### **2. International students**

All international students applying to enter a course being offered by AGC must:

- Age of 18 years or over
- Demonstrate good command of written and spoken English
- Evidence of IELTS Level 5.5 or equivalent
- Have completed an equivalent secondary schooling level of a Higher School Certificate or can demonstrate suitable work or life experience
- Meet the following Student Visa (Sub-class 500) requirements:
  - ✓ be of good character
  - ✓ are of sound health
  - ✓ have acceptable health insurance through the Overseas Student Health Cover (OSHC) for themselves and members of their family unit accompanying them to Australia
  - ✓ have no outstanding debts to the Commonwealth of Australia
  - ✓ demonstrate the capacity to meet basic living costs requirements set by the Australian Government

### **Students with impairment or disability**

Australian Global College is strongly committed to the belief that members of our learning community who have a disability are entitled to the additional support they may require to reach their full potential according Disability Discrimination Act 1992 (Australian Government) and Disability Standards for Education 2005.

The Academic Manager will conduct a consultation session with any student who has impairment and disability to understand their needs and whether an individual support plan can be implemented. An individual support plan is a part of managing personal needs policy and procedures. During the meeting, if it is impossible for the student to enrol in the course, he/she may be advised to change to a difference course.

Once a student has enrolled in the course, he/she will be required to meet the Student Support Officer fortnightly or monthly to monitor their progress. The trainer and assessor will be informed to provide extra support and care.

### **Students under 18**

If a student is under 18 at the time of course start date, a statutory declaration form must be signed by a parent or guardian and provided along with the application.

### **Credit Transfer**

Students can fill in a Credit Transfer form and submit to AGC along with an Academic Transcript to apply for Credit Transfer in accordance with the Credit Transfer Policy and Procedures.

### **Recognition of Prior Learning (RPL)**

See Recognition of Prior Learning (RPL) policy and procedures.

### **Documents**

- Course Brochures
- Domestic - Application Form
- International Application Form
- Student Handbook
- Individual support plan
- Statutory declaration for under 18
- Credit Transfer Form