



## **RECRUITMENT OF AN OVERSEAS STUDENT POLICY & PROCEDURE CRICOS Provider No. 00553M**

### **POLICY**

St Philip's Christian Education Foundation (SPCEF) will recruit students in an ethical and responsible manner and will provide information that enables students to make well informed decisions about studying with us, prior to enrolment.

The International Student Handbook and/or website links, and Centralised Administration and ESOS Compliance Manual for staff, will provide students and staff with all requirements of the legislation.

3.5.1 Prior to enrolment, SPCEF will ensure that International Students have been provided with access to the International Student Handbook or other supplementary material through print or electronic means in plain English which contains the following information:

- the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable
- the CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods
- course duration and holiday breaks
- the course qualification, award or other outcomes
- campus locations and facilities, equipment and learning resources available to students
- the details of any arrangements with another provider, person or business who will provide the course or part of the course
- indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies
- the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled
- the ESOS framework, including official Australian Government material or links to this material online
- where relevant, the policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for younger overseas students (in accordance with National Code Standard 5)
- accommodation options and indicative costs of living in Australia.

3.5.2 SPCEF endeavours to ensure qualifications, experience and English language proficiency are appropriate for all of its courses.

SPCEF is committed to offering its educational programs to students from a broad range of backgrounds, cultures and languages. In doing so, it recognises its responsibility to ensure that students, whose first language is not English, have sufficient proficiency to undertake the program of their choice.

SPCEF therefore requires applicants for admission to a Course of Study whose first language is not English, to meet established English proficiency requirements. The setting and distribution of English language requirements is in keeping with the expectations of the National Code and ESOS Act.

The purpose of this policy is to set the standard of English proficiency required of an applicant, whose first language is not English, for admission to the College.

Promotional material and website specify the entry standards. Students must undertake the following Integrated Skills English Test in the home country as a prerequisite for Year level.

- Pre-Requisite Entry Requirements

The Student is required to meet the following English language requirements prior to entering the course:

- Students entering Kindergarten to Grade 12 are to provide a comprehensive report from the Australian Education Assessment Service (AEAS).
  - Year 4-6 = 46
  - Year 7-9 = 71
  - Year 10+ = 80
- Students 16 years and over are able to provide evidence of English proficiency equivalent to IELTS Level 5.
  - Year 7-10 = 5.0
  - Year 11-12 = 5.5
- These international tests that are securely supervised must be completed before an offer of enrolment is made.

3.5.3 – 3.5.5 Recognised Prior Learning as it applies to Tertiary courses.

SPCEF does not offer these courses as a part of the CRICOS ISPs.

Related Documents:

- International Student Refund Policy February 2020
- International Student Deferment, Suspension and Cancellation Policy and Procedure

## **PROCEDURE**

International Students presenting for enrolment with SPCEF must be provided with a copy of the International Student Handbook to read (hard copy or electronic). Students must also be directed to the SPCEF website for further information.

SPCEF Registrars will review each application. Each International applicant will undergo an interview with the school Principal or their delegate. Applicants for admission to a Course of Study whose first language is not English, must meet established English proficiency requirements. Following this if accepted, applicants can be provided with a Letter of Offer

SPCEF staff will check all documented student qualifications (including English proficiency) for authenticity, being original copies of documentation or suitably certified original copies.

Students who do not meet entry requirements will not be enrolled or they may be issued with a 'conditional' COE.