

## Student Admission & Enrolment Policy

### 1. Purpose

The purpose of this policy is to ensure that Contempo College admits and enrolls learners in a manner that is:

- Transparent, ethical, and consistent
- Compliant with the **Standards for RTOs 2025**
- Compliant with the **National Code of Practice 2018** for overseas students
- Aligned with Australian Consumer Law
- Supportive of learner success and informed decision-making

### 2. Legislative and Regulatory Framework

This policy is informed by and complies with:

- Standards for Registered Training Organisations (RTOs) 2025
- Education Services for Overseas Students (ESOS) Act 2000
- ESOS Regulations 2019
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Australian Qualifications Framework (AQF)
- Australian Consumer Law

### 3. Scope

This policy applies to:

- All prospective and enrolled students (domestic and overseas)
- All courses on the RTO's scope of registration
- All staff involved in marketing, recruitment, admission, and enrolment
- Education agents acting on behalf of the RTO

### 4. Admission Principles

Contempo College ensures that:

- Admission decisions are fair, consistent, and evidence-based
- Students are enrolled only in courses suitable to their needs and background
- Learners receive sufficient information to make informed decisions
- Overseas students meet genuine temporary entrant and visa-related requirements (where applicable)

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## 5. Pre-Enrolment Information

Prior to enrolment, all prospective students are provided with **clear and accurate information**, including:

- Course content and learning outcomes
- Entry requirements
- Delivery mode and attendance requirements
- Assessment methods
- Fees, charges, and refund conditions
- Complaints and appeals processes
- Support services available

Overseas students are also informed of:

- Student visa conditions
- Course progress and attendance requirements
- Deferral, suspension, and cancellation conditions

## 6. Entry Requirements

### 6.1 General Entry Requirements

Applicants must meet:

- Academic prerequisites for the course
- Language, literacy, numeracy and digital (LLND) requirements
- Any course-specific requirements (e.g. work placement, licences)
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### 6.2 Overseas Student Requirements

Overseas students must additionally:

- Meet English language proficiency requirements
- Hold or be eligible for an appropriate student visa
- Maintain Overseas Student Health Cover (OSHC)
- Agree to CRICOS and ESOS obligations
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## 7. Pre-Training Review

A pre-training review is conducted prior to enrolment to assess:

- The learner's existing skills, knowledge, and experience
- LLND capability
- Support needs
- Course suitability

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Outcomes may include:

- Confirmation of enrolment
- Referral to additional support
- Recommendation of alternative pathways

## 8. Enrolment Process

### 8.1 Domestic Students

Domestic student enrolment is confirmed when:

- Admission requirements are met
- The enrolment agreement is signed
- Required fees or payment arrangements are finalised
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### 8.2 Overseas Students (CRICOS)

Overseas student enrolment is confirmed when:

- A Letter of Offer and Written Agreement is accepted
- Required fees are paid as outlined
- Compliance documentation is received

A **Confirmation of Enrolment (CoE)** is issued only after these conditions are met.

## 9. Records and Verification

Contempo College maintains accurate enrolment records, including:

- Student application and enrolment forms
- Identity and eligibility documentation
- Pre-training review outcomes
- Offer letters and written agreements

Overseas student data is reported through **PRISMS** in accordance with legislative requirements.

## 10. Marketing and Recruitment Integrity

Contempo College ensures that:

- Marketing materials are accurate and not misleading
- Agents are monitored and managed in accordance with regulatory requirements
- Inducements or incentives do not compromise ethical recruitment

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## 11. Roles and Responsibilities

- **Principal Executive Officer (PEO)**
  - Ensures admission and enrolment systems meet regulatory requirements
- **Campus Manager**
  - Oversees admission and enrolment processes
  - Ensures staff compliance with this policy
- **Staff and Agents**
  - Provide accurate information
  - Follow documented admission and enrolment procedures

## 12. Monitoring, Review and Continuous Improvement

Admission and enrolment processes are monitored through:

- Internal audits
- Feedback from learners
- Complaints and appeals analysis
- Regulatory reviews

Improvements are recorded in the **Continuous Improvement Register**.

## 13. Records Management

All records relating to admission and enrolment are:

- Accurate, complete, and secure
- Retained in accordance with record-keeping requirements
- Accessible for audit and regulatory review

## 14. Related Policies

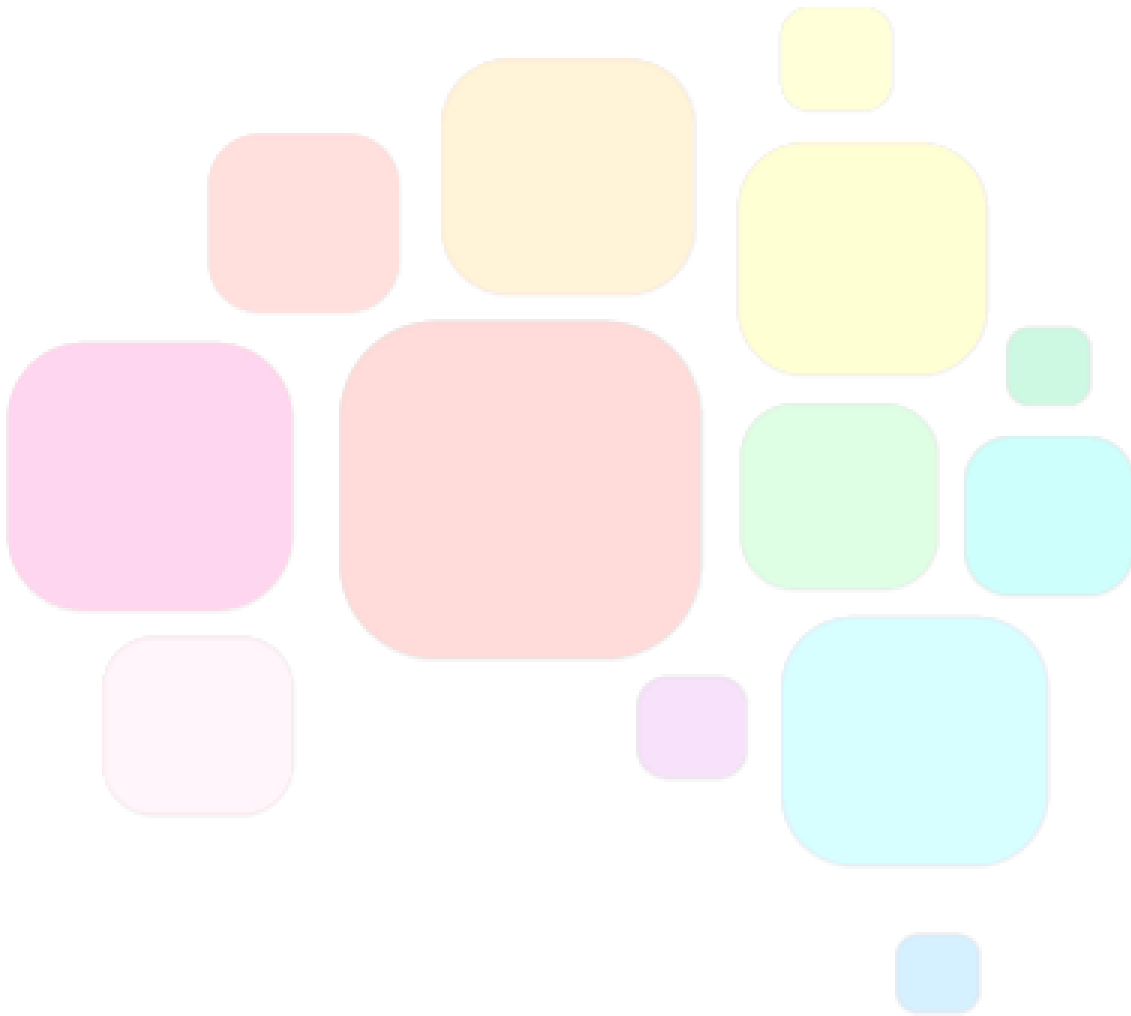
- Fees, Charges, Refunds & Provider Default Policy
- Complaints & Appeals Policy
- Training & Assessment Framework Policy
- Overseas Student Course Progress & Attendance Policy
- Deferral, Suspension & Cancellation Policy
- Document & Records Management Policy

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## 15. Status

This policy addresses:

- Consumer protection
- Informed enrolment
- CRICOS entry requirements
- One of ASQA's **most closely scrutinised lifecycle stages**



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