



# Student Enrolment Policy and Procedure

Vibe College is the trading name of Adore Education Pty Ltd

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## Version Control

Date	Version	Changes made	Author
<b>Nov 2015</b>	V1.0	Reviewed and implemented	Administrative Officer
<b>July 2016</b>	V2.0	Updated policy and procedures in line with CRICOS	Administrative Officer
<b>May 2017</b>	V2.1	Updates to address and contact details	Administrative Officer
<b>Feb 2018</b>	V2.2	Reviewed and implemented	Administrative Officer
<b>Feb 2019</b>	V3.0	Updated policy and procedures in line with changed Standards	Compliance Officer
<b>22 Nov 2019</b>	V4.0	Reviewed and implemented Updated policy and procedures in line with the National Code 2018	Administrative Officer
<b>2 Nov 2021</b>	V5.0	Reviewed and implemented Updated policy and procedures in line with the National Code 2018	Administrative Officer
<b>15 May 2024</b>	V6.0	Reviewed and Implemented Updated Policy and Procedures with the National Code 2018, Updated English Language Requirement	Administrative Officer

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**Scope**

This policy applies to assessing international students’ enrolment with Vibe College’s courses of study and outlines the process of assessing and documenting requests for students’ English language proficiency, as required by the National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 2.

**Policy**

All international students will be provided with a copy of this policy prior to enrolment in order to inform of the basis on which applications are accepted. The purpose of this procedure is to define the system used to assess international students’ English language proficiency as required by the National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 2, as well as academic qualifications and/or work experience required by Vibe College to enter one of its promoted courses.

This policy is also available on the Vibe College website: [www.vibecollege.edu.au](http://www.vibecollege.edu.au)

**Definitions**

- **English Language Proficiency:** English Language Proficiency is the ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their program of study.
- **Academic Proficiency:** Academic standards students must meet to be considered academically successful to enter into a course.

### **International Students to Meet Entry Requirements**

International students must meet the minimum Age, English and Academic entry requirements of the course they are applying for. The details are listed on Vibe College's course webpages, course flyers, and the corresponding Letter of Offer. All entry requirements are drawn from the relevant curriculum document or training and assessment strategy, as issued by the Compliance and Training Department.

### **Age Requirement**

At the time of application, international students must be 18 years and older to be admitted into the College programs.

### **English Language Proficiency Level Requirement**

#### ***Certificate III Level:***

- students must provide evidence of attaining an overall IELTS score of 6.0 or equivalent scores on a similar test (such as PTE) or;
- attained at least Intermediate Level of English and must provide evidence of the same; or
- student must pass Vibe College's relevant Internal English Placement Test

#### ***Certificate IV, Diploma and Advanced Diploma Level:***

- student must provide evidence of attaining an overall IELTS score of 6.0 bands or equivalent scores on a similar test (such as PTE );or
- student must have attained at least Upper Intermediate Level of English and must provide evidence of the same; or
- student must pass Vibe College's relevant Internal English Placement Test

### **Academic Requirement**

#### ***Certificate III Level:***

- have completed at least an Australian year 10 or equivalent.
- must pass Vibe College's internal LLN/ English Placement test.

#### ***Certificate IV, Diploma and Advanced Diploma Level:***

- depending on upon the nationality of the student year 12 (Australian equivalent year 11) may be sufficient - please check with Vibe College prior to enrolment
- must pass Vibe College's internal LLN/ English Placement test.

### **Student Enrolment Procedure Procedure**

1. All enquiring students will be informed of where to access course information and relevant policies and procedures by either being directed to Vibe College's website ([www.vibecollege.edu.au](http://www.vibecollege.edu.au)) or receiving a copy of the marketing material i.e.. course flyers

2. In order to study at Vibe College, all enquiring students must complete (in full) and sign the Vibe College International Student Application Form. The application form can be downloaded from: <https://vibecollege.edu.au/downloads/>
3. The prospective student must submit attested copies of academic documents, resume, passport, and English Test Result such as IELTS/PTE or similar (if these tests are not available depending upon the Nationality of the student, we can let them take an Internal English Placement Test) via their education agent or direct to Vibe College Admissions at [info@vibecollege.edu.au](mailto:info@vibecollege.edu.au)
4. The above, along with the application form, may be submitted directly by the prospective student or on their behalf by an education agent
5. Admissions staff will assess proof of English proficiency and academic/work experience in line with the accepted list of evidence within this document for the course/s applied. Staff may need to communicate further with the student and/or agent to secure the correct evidence
6. Entry Requirements have been set in place to ensure that all individuals who gain entry into a Nationally Accredited Program have the appropriate skills and abilities they require to be successful in their studies. Some courses may have higher entry requirements, please check specific course brochures for more information. Please also check with our Admissions staff about any country specific English requirements.
7. The following outlines entry requirements for international students intending to undertake study at Vibe College
8. Where a prospective student is unable to provide the required evidence, Admissions staff will ensure that they are sent a unique email link and login to access Vibe College's internal English and academic entry test. This test assesses the four macro-language skills of speaking, writing, reading, and listening and is available via Vibe College's online learning platform Moodle. The test is benchmarked to literacy and numeracy (ACSF) standards for intending VET students
9. If the intending student is not successful on the test, they and/or their agent will be informed of the result via email as soon as practicable. The International team may then provide them with alternative study options.
10. If the intending student is successful in meeting the minimum course entry requirements, they and/or their agent will be informed of the result via email as soon as practicable. The remainder of the application will be assessed according to the Admissions procedures stated within the Student Handbook and on Vibe College's website.
11. Note: All documents that are submitted upon application for enrolment at the College must be translated into English and be certified a true copy of the original.

12. Admin Staff also checks if needed the qualifications overseas meet the requirements on few of the websites:

- Overseas qualification recognition – Assessing your qualifications:  
<https://training.qld.gov.au/training/osqrecognition/assessqual>
- Qualifications Recognition by Australian Government  
<https://internationaleducation.gov.au/services-and-resources/pages/qualifications-recognition.aspx>

13. Once the application is received, Vibe College will assess and issue a conditional offer letter

14. Once your application has been assessed and approved by Vibe College Admissions staff, a conditional offer letter is sent out which includes instructions on how to accept your offer, pay your tuition and Overseas Student Health Cover (OSHC) fees, and any conditions that must be met before we can issue your Confirmation of Enrolment (CoE)

15. Offshore students may be interviewed on Skype/Teams if needed to determine if students satisfy GS requirements. Offshore students may be asked to submit financial documents from the sponsors, GS, financial sponsorship declaration form as other necessary documents. Once everything is received and the assessing officer is satisfied, he/she would advise you to deposit the tuition fee. Please remember to have your reference number on the transaction. The transfer receipt of the tuition fee deposit along with signed acceptance letter has to be submitted while requesting for an eCOE. The designated officer then prepares and issues the eCOE.

16. An external LLN Test is conducted before the student starts the course or during the orientation to access the student's Language, Literacy, Numeracy and Digital literacy. Further training adjustment plans are created based upon the results.

#### **Accepted evidence and record keeping**

In line with Vibe College's obligations under the Education Services for Overseas Students (ESOS) Act 2000, all records are to be retained for a minimum period of 2 years from the date the student completes their final course with Vibe College, or from the date on which the student's internal appeal is finalised if later than the enrolment end date, and where applicable.

For the purposes of the below, an 'accepted equivalent' of English proficiency refers to:

- An internal literacy and numeracy test (LLN) test provided by Vibe College
- Proof of successful completion of Secondary School (eg. year 11 or 12 depending on the course) or a qualification at Certificate IV level or higher in Australia within two years of the application; or
- Evidence that the student has studied for at least 2 years in the English medium in any one of the following countries: Australia, New Zealand; the United Kingdom; Canada; the USA; South Africa; the Republic of Ireland.

For the purposes of the below, an ‘accepted equivalent’ of academic experience refers to:

- An internal literacy and numeracy test provided by Vibe College; or
- Proof that the student has successfully completed a qualification at Certificate IV level or higher in Australia or overseas equivalent

### Forms/Record Keeping

Title of Document	Location	Responsible Officer
Official proof of English proficiency documentation (eg. IELTS)	Student file uploaded onto Teams – VIBE Students – Students - Documents	Admissions Officer
Accepted equivalent of English proficiency documentation	Student file uploaded onto Teams – VIBE Students – Students - Documents	Admissions Officer
Official proof of academic experience documentation (eg. high school transcripts, graduation certificates etc)	Accepted equivalent of academic experience documentation	Admissions Officer
Copies of correspondence confirming the student has met the entry requirements (eg. emails, written confirmation letter)	Student file uploaded onto Teams – VIBE Students – Students - Documents	Admissions Officer

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