



ROYAL BUILDING ACADEMY

# Enrolment Kit

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## About Enrolment Kit

Royal Building Academy Pty Ltd, trading as Royal Building Academy (RBA) manages and conducts its recruitment process in a fair, responsible, and detailed manner.

Royal Building Academy (RBA) ensures that the recruitment, selection, and enrolment process is conducted according to the National Code 2018 (Cth) and the Standards of RTO 2015 (Cth).

At Royal Building Academy (RBA), we ensure that recruitment is done in a responsible manner by ensuring that students are appropriately qualified for the course for which they seek enrolment, including having the necessary English language proficiency, educational qualifications, and work experience. Students must have sufficient information to enable them to make informed decisions about studying their chosen course at RBA in Australia.

The kit has been developed to provide important information to manage recruitment, selection, and pre-training review effectively. It contains information about legislation, policy and procedures at RBA and other vital information.

### **Legislation on Recruitment and Enrolment of overseas students**

ASQA uses the Standards to ensure nationally consistent, high-quality training and assessment across Australia's vocational education and training (VET) system. These standards are set to protect the interests of all students in Australia's VET system. The Standards guide nationally consistent, high-quality training and assessment services in the vocational education and training system.

### **Clause 5.1-5.3 of the Standards of RTO 2015 (Cth)**

As per clause 5.1-5.3 of the Standards of RTO 2015 (Cth), RTO is required to provide clear information to prospective students to enable them to decide that the RTO and courses offered at the RTO are suitable for them, based on their existing skills and knowledge and any specific needs.

Before enrolment or commencement of training and assessment activities, RBA will provide clear information to students about full course code and title, where the training and/or assessment will take place, the estimated duration, the delivery mode or modes, entry requirements, support services, Fee information, information about the USI, learner's rights.

All the important information will be provided to the students through pre-enrolment information like the student handbook, etc.

Please refer to the link below for more Enrolment and recruitment details on <https://www.asqa.gov.au/standards/chapter-2/clauses-5.1-5.3>.

### **National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)**

#### ***National Code 2018 (Cth)***

The National Code is a legislative instrument made under the Education Services for Overseas Students Act 2000 (Cth) and sets nationally consistent standards to support providers to deliver quality education and training to overseas students.

ESOS Act: The Education Services for Overseas Students Act 2000 (ESOS Act) sets out the legal framework governing delivery of education to international students in Australia on a student visa. It sets out the registration requirements and the ongoing standards for education providers that offer courses to overseas students.

The framework provides a consistent national approach to the registration of education providers so that the quality of the training, and the care of students, remains high.

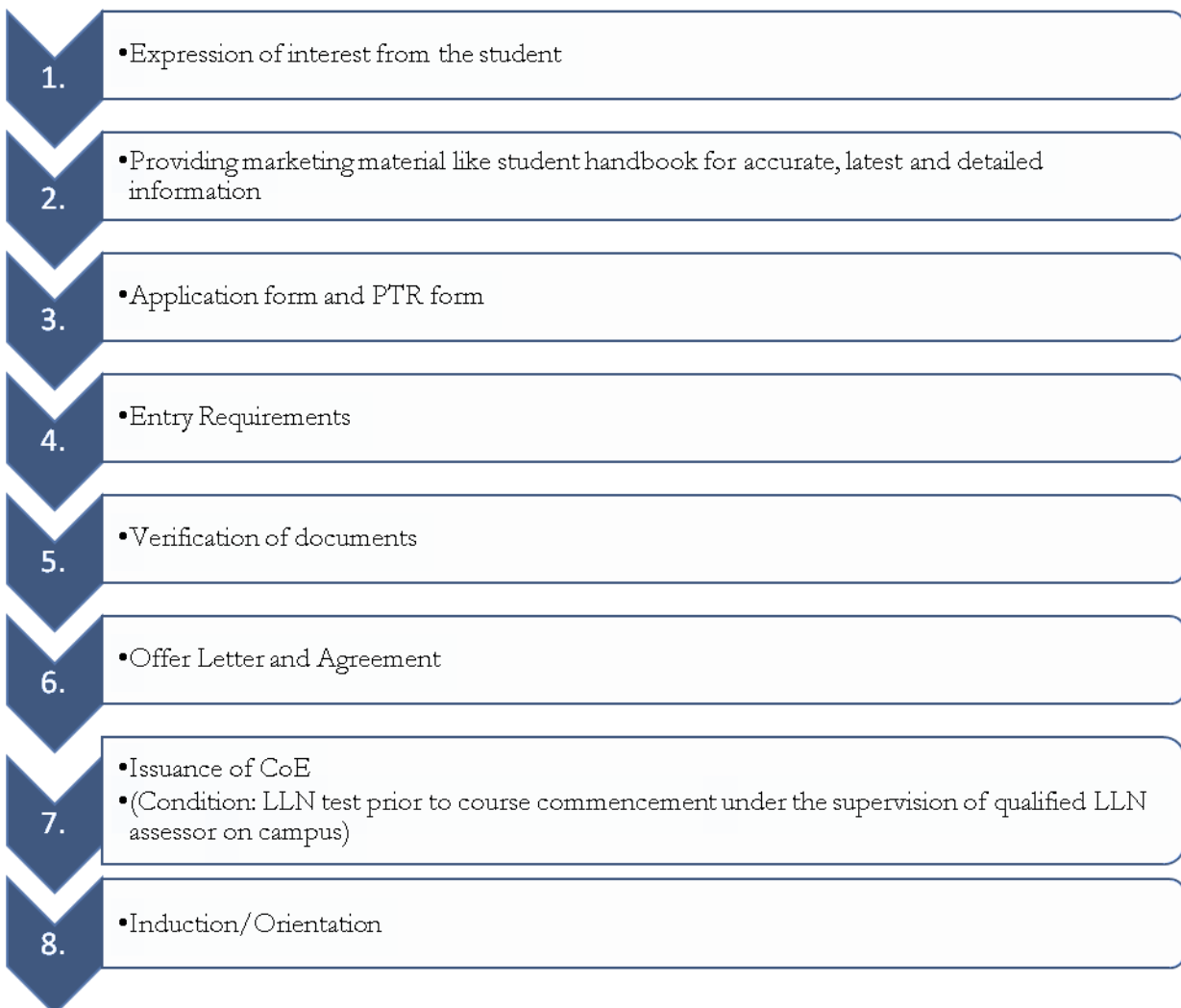
## Standard 2: Recruitment of an overseas student

This standard sets out that registered providers must recruit responsibly by ensuring students are appropriately qualified for the course for which they seek enrolment, including having the necessary English language proficiency, educational qualifications, and work experience. Students must have sufficient information to enable them to make informed decisions about studying with their chosen registered provider in Australia.

Please refer to the link below for details on the Recruitment of Overseas students

<https://www.legislation.gov.au/Details/F2017L01182>

## Step-by-Step Enrolment Process



## Enrolment Policy and Procedures

### 1. *Purpose*

Royal Building Academy (herein referred to as RBA) implements this enrolment policy and procedures to ensure that:

- Students selected to study at RBA can succeed in their chosen course of study once selected,
- the selection process is conducted in an ethical, fair, and equitable manner,
- appropriate access and equity principles are considered in selection criteria,
- the application and selection process is consistent and compliant with relevant standards and legislation.

This policy is created to ensure that prospective learners are advised and aware of the training products that are appropriate to meet the learner's needs, considering the individual's existing skills and competencies.

This policy has been implemented to assess the sufficiency of overseas student's English Language proficiency, educational qualifications, or work experience prior to enrolling in the course through Pre-Training review.

### 2. *Responsibility*

The CEO and Enrolment Officer are responsible for the implementation of this policy and ensuring that relevant staff members are aware of this policy and procedure.

### 3. *Scope*

These procedures apply to the admission, selection and processing of applications received from prospective overseas students who wish to study the courses offered by the Institute.

### 4. *Definitions*

**Admission:** the process by which a prospective student applies for a place in a course offered by the Institute is considered and either selected or rejected.

**Cth:** Commonwealth of Australia

**Australian Qualifications Framework (AQF):** a nationally consistent set of qualifications for all post-secondary education and training in Australia.

**Department of Home Affairs (DHA):** The Department of Home Affairs is the Australian Government's interior ministry with responsibilities for national security, law enforcement, emergency management, border control, immigration, refugees, citizenship, and multicultural affairs. DHA's Student Visa Program provides student visas to international students to allow them to study on campus onshore with an accredited provider.

**ESOS Act (2000):** Federal Government Act that regulates the provision of education and training services to international students in Australia and which stipulates student VISA conditions. It sets out the legal framework governing the delivery of education to overseas students studying in Australia on a student visa.

**Confirmation of Enrolment (COE):** This is proof of the student's enrolment and acceptance of the offer letter and student agreement provided by the Institute. The DHA requires the CoE for visa processing for international students. This is generated through PRISMS for international students.

**IELTS:** a comprehensive test of English language proficiency designed to assess the ability of non-native speakers of English who intends to study or train in the medium of English.

**Letter of Offer:** a formal invitation to a prospective student to commence study at the Institute in the course offered.

**International Student:** a student studying in Australia who is the holder of a student visa granted by the Australian Government.

**Pre-Training Review (PTR):** a review conducted prior to the enrolment into your course of studies to ensure that the training and assessment provided by RBA can meet the student's individual needs and their host workplace requirements (if applicable).

**PRISMS:** Acronym for Provider Registration and International Students Management System (PRISMS). This site provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) legislation.

**Selection Process:** process undertaken to assess the suitability of the applicants for a program according to specified selection criteria, and subsequent notification of applicant's eligibility to enroll.

**SMS:** Student Management System.

## 5. Policy Requirement

- Application procedures will be student-focused, consistently applied, and equitable.
- All applications will be treated fairly, with respect and sensitivity, and in accordance with the institute's Privacy Policy.
- Applications for admission will be lodged according to the relevant guidelines provided to the applicants in the student handbook.
- Institute reserves the right to request additional information from the applicants which may be relevant to their application, including documentation of previous academic records, medical certificates, or other supporting documentation in case of special consideration applications on any of the established grounds for Special consideration.
- The Institute reserves the right to request applicants' authorisation to obtain further information from the relevant third parties, where necessary, regarding their application.
- Applicant's personal information will remain confidential, protected, and will only be utilised as per the Privacy Policy "National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020".

## 6. Procedures

### Step by Step RBA's Enrolment policy

#### 6.1. Expression of Interest from the student.

Expression of interest will be highly regarded at Royal Building Academy (RBA). Staff will ensure that students receive all the necessary information about their courses at RBA. RBA respects student's decision in showing interest at RBA and ensures that students will be provided with all the support they might need.

#### 6.2. Student handbook and other relevant marketing material

Once a student shows interest to study at RBA, they will be provided with relevant marketing materials like student handbook, which contains accurate, latest and all the vital information including:

- Course offered at the institute, duration of the course including holiday breaks, study requirements and assessments.
- Modes of delivery, location of the course available
- Fees payable, fee refund policy, all the costs included in fee payable.
- Details of complaints and appeals policy and process.

### 6.3. Application form and Pre-Training Review form

Application procedures shall be applicant-focused, consistently applied, and equitable. All applications shall be treated fairly, with respect and sensitivity.

Once all the enquiring students have received marketing materials like a handbook, which contains relevant policies and procedures in line with relevant government regulations before enrolment, they will be provided with a student Application form.

Prospective overseas students are required to apply by completing Application Form along with Pre-Training Review form (included in the application form) prior to the enrolment to allow adequate time for the Institute to assess the application.

Applicants must sign and date the application form and attach all the supporting documents including:

- Pre-Training Review Form,
- Academic transcripts,
- Evidence of English language level (e.g., IELTS, TOEFL),
- Educational or academic certificates (in both the original language and in English),
- Copy of passport/photo ID,
- Other relevant documents

Other documents that may be required include:

- English translations of all documents
- Academic transcripts from previous educational institutions (if applying for advanced standing/credits)

Applications can be sent via email or in person or through an authorised representative. Upon receipt of the application, a student file is created, and relevant details are recorded.

Applicant's information shall remain confidential between the designated parties.

### Enrolment Information

Royal Building Academy's enrolment requirements for the courses are:

- A completed application form, PTR form and signed agreement.
- Identification and verification of documents.
- Identity verification: one of which is a photo of the student such as a passport and/or a driver's license.

### 6.4. Pre-Training Review (PTR)

#### Undertake Pre-Training Review (PTR)

Royal Building Academy will assess learner's needs by conducting PTR. PTR will be conducted prior to the enrolment to review student's current competencies, student needs, English level, and support requirements including their oral communication skills, to enrol them in the most appropriate course to achieve their intended outcomes. Applicants are required to fill in the PTR form included in the application form and answer all the questions in a true and correct manner. Any competencies previously acquired will be identified during PTR and the most appropriate qualification for that student to enrol in will be ascertained, including consideration of the likely job outcomes from the development of new competencies and skills (Recognition of Prior Learning (RPL) or Credit Transfer).

The pre-training review ensures that RBA:

- understands the student's reasons for undertaking the course.

- ensures the suitability of the training to the students.
- understands the student's current competencies and therefore provides opportunities for these to be assessed.
- provides students with information necessary for them to make enrolment decisions and to ensure that students' reasons for undertaking qualification with RBA aligns with their previous experience in a particular sector (If any), educational and career goals.
- Identifies possible Recognition of Prior Learning (RPL) and/or Credit Transfer (CT), student's English level, oral communication skills, knowledge on Language Literacy and Numeracy skills.
- check if the training and assessment strategies employed to deliver the course suit the student's needs, and
- provides relevant support required for the student to succeed in the course.

Enrolment Officer will take information from the Application form and Pre training review to identify the support and needs required by the student which includes disability support, RPL/CT, English language support, etc.

### Guidelines for PTR

1. Students are required to fill out the PTR form (included in the Application form) and submit it along with the application form.
2. Students are required to read all the details of their course, policies, and procedures of the Institute before filling in the answers and complete all the answers of the PTR form in a true and correct manner.
3. Enrolment officer will conduct PTR Interview via Telephonic Conversation or via Face to Face.
  - **PTR Interview conducted via Telephone**-If PTR Interview is conducted via telephone, Enrolment officer will call the student and check student's identity like name, date of birth and/or course undertaken to ensure that the student has genuinely completed the information by himself/herself. For telephonic Conversation, a communication log will be retained and will be recorded by the Enrolment officer in Summary of Discussion section of PTR Evaluation form.
  - **PTR Interview conducted Face to Face**- During face-to-face PTR interview, Enrolment officer will verify with the student if all the answers have been completed by the student. Discussion notes will be maintained and recorded by Enrolment Officer in Summary of Discussion section of PTR Evaluation form.
4. During both Telephonic and/or Face to face PTR Interview, Enrolment officer will verify the answers provided by the student and check:
  - if the student is aware of the policies, procedures, and other information necessary for the students.
  - if the student has received true and accurate information and if they are suitable to undertake the course/s.
5. Enrolment officer will ensure that PTR form received along with the application form is completed by the student intending to apply for the course.
6. **If students have not received sufficient information i.e.,** are not aware of the policies, procedures and other information necessary for students to make enrolment decisions to study at RBA, Enrolment officer will provide the necessary information to the student required to make enrolment decisions.
7. **For example: If students have answered "No" or have not answered the questions in the PTR form,** Enrolment officer will provide students with true and accurate information so that students can make an informed decision about their enrolment in the courses at RBA.
8. While conducting PTR, Enrolment officer will take information from the Application form and Pre training review form to identify any support and needs required by the student which includes disability support, RPL/CT, English language support, etc.
9. At the final stage of the PTR, the Enrolment officer will fill up the pre training evaluation checklist to ensure that the student is enrolled in a course suitable to his/her needs, abilities, and study/career goals, and to recommend appropriate learning or other support.

**Please Note:** Enrolment officer will take a holistic approach while assessing student's answers during Pre-Training Review by ensuring that all the answers provided by students align with their educational and future goals. The enrolment officer will have a thorough discussion with the student and offer support or guidance if required.



## Application Rejection

Student's Application will be rejected if:

- Student does not have the appropriate work experience, level of skills and ability to undertake the course successfully.
- Enrolment in the course is not aligned with the student's educational goals, work/career goals and/or previous experience in that area (if any).
- Student does not meet the entry requirements specified for the course including English requirements, academic requirements, age, and does not have the ability to undertake the course successfully.
- The student does not have appropriate listening and oral communication skills as interpreted during PTR Interview.

The Enrolment officer will inform the student before cancelling and discuss reasons for cancellation.

Students are requested to fill in all the questions provided in the form below. If any doubt arises, please contact RBA administration on 1300379959.

**Note:** RBA does not:

- Claim to commit to secure for, or on the student or intending student's behalf, a migration outcome from undertaking any course offered by RBA.
- Claim any job guarantees or employment with its programs.
- Guarantee a successful education assessment outcome for the student or intending student.

Students are encouraged to contact RBA administration on 1300379959 to ask any doubts they may have.

## 6.5 Entry Requirements and Policy

Based on the selection and entry requirements for the course, the Enrolment Officer will review and assess the application and determine whether a Letter of Offer should be made. To be accepted, the applicant must meet the following:

### English Language Requirements for International students:

International students applying for the courses either off-shore or on-shore will require:

- i) Either a minimum IELTS (General) test score of 6.0 or equivalent for direct entry into a VET course.
- or IELTS score of 5.5 or equivalent with an ELICOS course (up to 10 weeks) to be taken before the main VET course.
- or IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.

Note: Results older than two years are not acceptable. or Oxford Placement test with score 61 or higher.

Score Guide: Average test score of 61 or higher in Oxford placement test is equivalent to IELTS 6.0. Students may refer to the IELTS Equivalent Requirements policy for further information available at reception.

**OR**

- ii) to provide evidence that they have studied in English for at least five years in the United Kingdom, the United States of America, Australia, Canada, New Zealand, or the Republic of Ireland.

**OR**

- iii) to provide evidence that they are a citizen of and hold a valid passport from the United Kingdom, the United States of America, Canada, New Zealand, or the Republic of Ireland.

**OR**

- iv) to provide evidence that, within two years of their signed written agreement date\*\*, they have successfully completed in Australia a foundation course or a Senior Secondary Certificate of Education or a substantial part of a Certificate IV or higher-level qualification, from the Australian Qualifications Framework.

\*\*The date when RBA receives the signed written agreement (either through email or in hand).

**Test evidence table\*:**

English Language Test providers	Minimum Test Score	Minimum Test Score where combined with at least 10 weeks ELICOS	Minimum Test Score where combined with at least 20 weeks ELICOS
International English Language Testing System	6.0	5.5	5.0
TOEFL internet based test (Only accepted if test is taken on or before 25 July 2023)	64	46	35
Cambridge English Advanced (Certificate in Advanced English)	169	162	154
Pearson Test of English Academic (PTE Academic)	50	42	36
Occupational English Test	B for each test component	B for each test component	B for each test component

The test must have been taken no more than two years\* before you apply to study at Royal Building Academy.

**Academic Requirements**

To enter into the qualifications delivered at Royal Building Academy Pty Ltd, applicants should have successfully completed year 12 or senior secondary studies in applicant's home country equivalent to Australian senior secondary institute examination.

Or

Mature Age students will also be considered without the minimum education requirements considering they have relevant work experience within the chosen area of study and a demonstrated capacity to meet the course requirements. A minimum of 2 years' experience would normally be expected; however, each case will be reviewed individually with relevant work experience evidence in the form of an employment reference letter on company letterhead, work samples and curriculum vitae submitted will be considered. Such learners will be accessed for possible RPL opportunities, and their course duration and volume of learning will be adjusted accordingly if any RPL is granted.

The Institute has detailed guidelines and procedures when considering relevant qualifications and experience for mature age students. Please refer to the copy of the guidelines available at the institute. Students can email their request for this copy to [royalbuildingacademy@outlook.com](mailto:royalbuildingacademy@outlook.com).

**Language, Literacy and Numeracy test (LLN)**

Students undertaking the course must possess sound Numeracy skills since it requires them to do calculations or any other course related work. To determine this, all students wanting to study at RBA are required to undertake LLN Test prior to the commencement of the course. Based on the test outcome, students may be identified as requiring internal support and/or external support.

LLN test will be conducted on campus by using an ACSF mapped online LLN assessment tool - LLN Robot under the supervision of a qualified LLN assessor. All students are required to undertake a language, literacy, and numeracy test (LLN) according to the following qualification:

CPC30620 - Certificate III in Painting and Decorating	ACSF Level 3
RII60520 - Advanced Diploma of Civil Construction Design	ACSF Level 5
BSB40120 - Certificate IV in Business	ACSF Level 3
MSF30322 - Certificate III in Cabinet Making and Timber Technology	ACSF Level 3

Students are required to achieve the expected level of performance level as per the required level. Where a student does not achieve the required LLN scores for the qualification into which they are seeking enrolment, LLN support\* will be provided to the student, providing the student achieves the required performance level in at least three of the core skill elements and only fails to achieve the required score in the other 2 areas by 1 level.

However, if a student fails to demonstrate performance level in more than two core skills or fails to achieve required scores by more than level 1 in any of the skills, this will result in rejection of the application. A student failing to demonstrate the LLN level does not have the required skills to successfully obtain the qualification applied for and will be referred to explore other training pathways.

\*LLN support-If students do not meet the recommended English and/or LLN requirements, students will be referred for additional support which will be provided by the institute with ACSF Support Plan or students may also be asked to take further Language, literacy, and numeracy training, such as ELICOS programs at other institutes to ensure that students are provided with support and proper guidance. RBA does not offer ELICOS programs.

### **Computer literacy requirements**

All students enrolled into RBA courses must have basic computer skills. Students are required to fill in the questions related to computer and internet skills in the Pre-Training Review form provided along with the application form. Students who do not possess basic computing skills will be provided with basic computer use support. Students can contact RBA for any further information or assistance on 1300379959.

### **Minimum age requirements**

Students must be above 18 years of age while filling out the application form.

### **Materials and Equipment Required**

Royal Building Academy will provide access to computers with required resources including access to internet during classroom hours, however, to work on the assignments and tasks for self-study, all learners are expected to have access to a laptop or computer with the Windows 7 operating system or higher. Students must have an active email address for communication and be contactable by phone (mobile or landline) and by mail (postal address).

All learners are expected to have access to MS Office applications such as Microsoft Word, an email platform.

**For CPC30620 - Certificate III in Painting and Decorating and MSF30322 - Certificate III in Cabinet Making and Timber Technology:** Students undertaking CPC30620 and MSF30322 qualifications at RBA must ensure that they have safety shoes, workshop uniform (workshop overalls) and other PPE's including protective glasses required for practical sessions at the training workshop - 218 Station Street, Norlane, Victoria 3214 Australia. Workshop tools will be available at the delivery workshop. However, students must arrange their own PPE kit which must include safety shoes, workshop uniform (workshop overalls) and other PPE's including protective glasses required as material fees will only include handouts and printed materials. This PPE kit can be purchased from RBA at \$400 or from suppliers outside. Please contact the Institute for further enquiries on 1300379959.

### **Physical Requirements and manual handling**

As a part of CPC30620-Certificate III in Painting and Decorating and MSF30322 - Certificate III in Cabinet Making and Timber Technology, learners are expected to have the physical abilities and manual handling required to perform tasks involved while undergoing training as it is a physically demanding occupation. For further information, please refer to the Student Handbook available on RBA's website [www.rba.vic.edu.au](http://www.rba.vic.edu.au).

## Additional Requirements

- Pre-training Review (PTR)-refer to section 6.4 of this policy.
- Language, Literacy and Numeracy (LLN) Test-refer to section 6.5 of this policy.

### Note:

Royal Building Academy does not:

- guarantee any job or employment outcomes.
- guarantee a successful education assessment outcome for the student or intending student.
- claim to commit to secure for, or on the student or intending student's behalf, a migration outcome from undertaking any course offered by RBA.

## 6.6. Verification of Documents

### Verifying English requirements

RBA's Enrolment Officer will check the authenticity of documents submitted along with application and administration team may take following procedures as minimum to verify the authenticity of the documents if required.

#### Verifying English language requirements:

Most test administrators have provisions of checking authenticity of score and test online on their site. RBA may check authenticity of submitted test score by logging into relevant test site if required.

**IELTS:** Test evidence must be checked online if the submitted test evidence is genuine.

IELTS website has free; secure IELTS Results Verification Service allows organisations to quickly verify that an applicant is presenting in a genuine Test Report Form by checking that the results you receive matches with the results held on the IELTS database. Click the link below.

<https://www.ielts.org/ielts-for-organisations/processing-and-verifying-ielts-results>

**TOEFL:** Test evidence must be checked online if the submitted test evidence is genuine.

<https://portal.ets.org/instport/public/signin>

**Pearson Test of English (PTE):** Test evidence must be checked online if submitted test evidence is genuine.

<https://www8.pearsonvue.com/affiliate/reporting/plt/LoginPage.htm>

A student's admission may be denied if the documents submitted by students are not authentic. Students will receive a call to verify the same.

## 6.7. Letter of Offer

RBA will issue Letter of Offer to successful applicants after all the documents have been verified. Offer letter will include all detailed instructions and conditions for accepting the student agreement (student agreement is incorporated in the offer letter). The Enrolment Officer will be responsible for signing the Letter of Offer and Student Agreement to be sent to the applicants.

- Applicants who do not meet the entry requirements will be notified in writing. Where applicable, unsuccessful applicants shall be offered alternative study options.
- Letter of Offer and Student Agreement letter will be sent via email to the students or their nominated representative and/or can also be provided on campus.
- A copy of the Letter of Offer and Student Agreement will be kept in the student's file/profile.

### **Acceptance of offer letter**

Applicants must accept the Letter of Offer by the due date and by return the signed Student Agreement, accompanied by confirmation of payment of tuition fees and Overseas Student Health Cover (OSHC), as outlined in the Letter of Offer. The Department of Home Affairs (DHA) requires you to maintain OSHC for the duration of your time on a student visa in Australia. If student does not have an OSHC, RBA can assist you in arranging OSHC from amongst several providers of OSHC in Australia, for the duration of your study.

### **Cancellation of offer letter**

RBA reserves the right to withdraw the offer of admission and cancel the enrolment of any student where/when the Institute identifies such an offer was made based on incomplete or inaccurate information supplied by the applicant or an applicant's representative.

## **6.8. Issuance of Confirmation of Enrolment (COE) Letter**

- RBA will issue CoE letter once the signed student agreement along with the confirmation of the payment of the fee is received,
- There is a condition of Language, Literacy and Numeracy Test (LLN) before course commencement.
- The Enrolment Officer will confirm the receipt of tuition fees and will approve the issuance of CoE.
- CoE will be prepared and generated as per the PRISMS User Guide for international students,
- Prior to the issuance of CoE, the student's application file will be checked to ensure all requirements are met. This will be done using the Enrolment quality checklist (Appendix 2).
- A copy of CoE will be then sent to the student, or an authorised representative, via email,
- A copy of the CoE will be filed in the student's file and the Student Management System will be updated, and
- The CoE will be used by the students to apply for a student visa (where applicable).

RBA doesn't ask students to pay more than 50% of the students' total fee for a course prior to course commencement. However, students may choose to pay more than 50 per cent of their tuition fees before their course commences. Any amount of fees paid before the start of the course will be reflected in your Confirmation of Enrolment (COE). For any queries, please contact us at [royalbuildingacademy@outlook.com](mailto:royalbuildingacademy@outlook.com).

## **6.9 Enrolment Form**

Students are required to complete Student Enrolment form (Appendix 1) on Orientation Day prior to the course commencement. The enrolment form must be filled up by the student. It will be done to ensure that the Institute receives the current and latest contact details of students.

### **Language Literacy and Numeracy test**

As mentioned above in the entry requirements section, all students wanting to study at RBA are required to undertake LLN test prior to the commencement of the course. The LLN test will be conducted on campus by using an ACSF mapped online LLN assessment tool - LLN Robot (<https://tlrg.com.au>), under the supervision of a qualified LLN assessor.

Education agents or any third party will not be authorised to conduct PTR or LLN test on behalf of RBA. LLN will be conducted under the supervision of qualified assessors at the Institute.

Students are required to bring their photo ID such as a passport or driver's license to authenticate their identification.

Kindly refer to LLN policy for more details which can be made available from the Institute.

## 7. ***Deferment and Suspension***

This standard sets out that registered provider (i.e., Royal Building Academy) will appropriately manage the enrolment of their overseas students and ensure that all the necessary information about enrolments has been provided to the relevant government department by maintaining updated information in the Provider Registration and International Student Management System (PRISMS) database. Under compassionate or compelling circumstances, students will be able to defer, suspend or cancel their enrolment. RBA may suspend or cancel a student's enrolment based on:

- misbehavior by the student,
- student's failure to pay an amount he or she was required to pay the Institute to undertake or continue the course as stated in the written agreement.
- a breach of course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (Overseas student visa requirements).

For more details kindly refer to the Deferral, suspension, and cancellation policy of RBA available on RBA's website: [www.rba.vic.edu.au](http://www.rba.vic.edu.au).

## 8. ***Transfer between Registered Providers***

Royal Building Academy will not knowingly enrol an overseas student seeking to transfer from another registered provider's course prior to the overseas student completing six months of his/her principal course, except where any of the following apply:

- Releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered.
- The releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents overseas students from continuing his/her course at that registered provider.
- Releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS.
- Any government sponsor of the overseas student considers the change to be in the best interest of that student and has provided written support for the change.

For more information on transfer between registered providers, please refer to RBA's Transfer between Provider's policy available on RBA's website [www.rba.vic.edu.au](http://www.rba.vic.edu.au).

## 9. ***Attendance, Course progress and Support***

Royal Building Academy (RBA) has a Course Monitoring and Attendance Policy to record and monitor attendance and course progress of students. Students are required to attend their classes and maintain 80% of attendance throughout the course. Low attendance implies that students might not be able to complete their course on time and this will lead to students breaching their visa conditions. Hence, students are required to attend classes in accordance with course timetables to make satisfactory course progress.

Under the Education Services for Overseas Students Act 2000 and the National Code 2018, RBA will report unsatisfactory course progress (failing to complete at least 50% of units for two consecutive study periods) to the Department of Home Affairs (DHA) via PRISMS. If students continue to fail the course progress requirements for two consecutive study periods, they will be reported to the Department of Home Affairs.

**Satisfactory course progress:** successfully completing or demonstrating competency in at least 50% of the units in each study period.

*Study Period is one term of the course which may vary from 10 to 15 weeks each depending upon the course in which the student is enrolled. Please refer to the Student Handbook for detailed information.*

Note: Students will not be reported based on attendance. However, low attendance may lead to unsatisfactory course progress which can lead to you being reported to DHA.

Students must participate in scheduled classes in accordance with course timetables to make satisfactory course progress, and if a student does not satisfactorily progress in their course, there will be a breach in the condition of their visa. If an overseas student is not attending scheduled classes; but is making satisfactory progress in their course, then the course duration set may not be suitable for that student—because they must already have the skills, knowledge, and experience to progress in their course without receiving structured training.

In this case, RBA may reassess their course duration; and may shorten their course duration. RBA may invite the students to apply for RPL and will reduce the duration of the course to the knowledge while maintaining a minimum of 20 scheduled course contact hours per week.

Students are advised to refer to RBA's Course Monitoring and Attendance policy available on RBA's website: [www.rba.vic.edu.au](http://www.rba.vic.edu.au) for more details. You may also contact RBA's Administration department for further information.

### Reassessment

Learners unsuccessful at achieving competency in the first attempt will be given two further opportunities for re-assessment at a mutually agreed time and date (total 3 attempts including original). If a learner fails the re-assessment after three attempts, they will be advised to re-enrol in the unit.

Students will be given a total of 3 attempts including 1 original plus 2 reassessments. Cost of reassessment will be as follows:

- 1st Original submission: Free of cost
- 2nd Reassessment fee: Free of cost
- 3rd Reassessment fee: \$300

If a student fails in the 3rd reassessment, then students will have to the repeat unit. Repeat unit fee- \$300.

Not attending for an assessment will be counted as one assessment attempt for each occurrence unless:

- the student can provide a certificate from a registered medical practitioner indicating that the student was medically unable to attend the assessment; or
- the student can provide independent evidence of exceptional compassionate circumstances beyond the students' control, such as serious illness or death of a close family member to explain the non-attendance at the assessment.

To view the Assessment Policy and Procedure, please visit [www.rba.vic.edu.au](http://www.rba.vic.edu.au).

### 11. Copies of Documents

Students are responsible for keeping a copy of the student's agreement and receipts of any payments of tuition fees or non-tuition fees.

RBA will be required to retain a copy of the written agreement and payment receipts for at least two years after the overseas student ceases to be an accepted student.

#### Note:

RBA does not:

- guarantee any job or employment outcomes.
- guarantee a successful education assessment outcome for the student or intending student.
- claim to commit to secure for, or on the student or intending student's behalf, a migration outcome from

undertaking any course offered by RBA.

## Appendix 1-Student Enrolment Form

Student ID: ..... USI Number: .....

Student Name: ..... Date of Birth: .....

Course Code and Name: .....

Nationality: ..... Passport Number: .....

Visa Number: ..... Visa Expiry Date: .....

Address: .....

.....

Home Phone: ..... Mobile: .....

Email: .....

**DEPENDENT DETAILS:**

Partner Name: .....

Date of Birth: .....

**CHILDREN DETAILS:**

Name	Date of Birth	Gender

**EMERGENCY CONTACT DETAILS:**

Name: .....

Address: .....

Home Phone: ..... Mobile: ..... Email: .....

Relationship to You: .....

Student Signature: ..... Date: .....



## Appendix 2: Enrolment Quality Checklist

### Enrolment Quality Checklist:

*RBA staff must follow this checklist when implementing the Enrolment Policy. This checklist will be used as Key performance indicator while doing performance appraisal.*

Process	Action	Completed (Please tick)	Completed by/Comments
Expression of Interest	Student's decision is respected, and all relevant information related to the course they wish to apply at RBA is provided to them.		
	Students are provided with support services related with admission and its procedures.		
Providing students with latest and accurate version of handbook and prospectus.	Latest and accurate version of handbook is provided to students with respect to National Code 2018 (Cth), SRT0 2015 (Cth).		
Application forms and Pre-Training Review	Applications received by RBA are treated in a fair, equitable and respectable manner in accordance with RBA's privacy policy.		
	Signed applications forms have been received from the students including PTR form, academic transcripts, evidence of English language, passport copy, and other relevant documents.		
	Enrolment Officer has reviewed and assessed the applications to determine whether the letter of offer should be provided or not.		
	Pre training review form has been checked and verified. Including identification of student's identity.		
	Pre-training Interview questions are enough to retrieve information to ensure that students have met minimum entry requirements, English language requirements excluding language, literacy, and numeracy test (as it will be conducted on campus prior to commencement).		
	Pre-training interview questions has helped in identifying student's current competencies, and students' needs and support requirements based on learning, writing and/or oral communication skills (during the call) of the applicant, RPL/CT needs, or requirements.		

	Pre training review has been helpful in ensuring enrolment of the students into the most appropriate course to achieve their intended outcomes.		
	Pre-training interview has been completed successfully.		
Entry requirements	Applicants' entry requirements including English tests, computer literacy requirements have been checked and verified to provide students with an offer letter. Identified if a student has appropriate work experience or level of skills relevant to the course.		
Verification of documents	Enrolment Officer has checked the authenticity of the documents submitted along with the application.		
	English test has been checked online to verify if it's genuine. (If required)		
Offer letter & Agreement	Offer letter has been issued to applicants after thorough verification of documents.		
	Offer letter includes all the detailed instructions and conditions for accepting the student agreement.		
	Applicants who did not meet the entry requirements have been notified in writing and alternative study options are offered to them.		
	Copies of letter of offer and student agreement have been kept in the student's file/profile to maintain the student's record.		
CoE	CoE is sent to students after a signed copy of the student agreement and fee paid confirmation has been received by RBA.		
	CoE has been prepared and generated as per the PRISMS user guide for international students		
	A copy of CoE has been kept in students file to maintain students record.		
LLN test	Students have been notified about LLN requirements.		
<p><b>Language Literacy and Numeracy Test</b></p> <p>Language literacy and Numeracy tests will be conducted prior to course commencement on campus by using an ACSF mapped online LLN assessment tool - LLN Robot - under the supervision of a qualified LLN assessor. If students do not meet the recommended LLN requirements, students will be referred for additional support to be provided by the Institute with an ACSF Support plan or students will be asked to take further Language, literacy, and numeracy training, such as ELICOS programs. Royal Building Academy does not offer ELICOS program but may refer the student to another provider offering ELICOS programs.</p>			