



ROYAL BUILDING ACADEMY

Enrolment Kit



At Royal Building Academy, We acknowledge the Traditional Owners and Custodians of Country throughout Australia and acknowledge their continuing connection to land, water, and community. We pay our respects to the people, the cultures, and the Elders past and present and emerging. We are an inclusive organisation and respect people of all backgrounds, genders, sexualities, cultures, bodies and abilities.

Royal Building Academy Pty Ltd trading as Royal Building Academy

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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 2025 (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, Language, Literacy, Numeracy and Digital (LLND) skills 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. All information will be provided in formats accessible to learners with disability or from diverse backgrounds, as required by Standards for RTOs 2025

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. RBA also complies with the Privacy Act 1988 (Australian Privacy Principles) when collecting and handling personal information during student recruitment

Legislation on Recruitment and Enrolment of overseas students

ASQA uses the Standards for RTOs 2025 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. The Standards for RTOs 2025 are supported by the Outcome Standards, Compliance Requirements, and the Credential Policy, which set out specific trainer/assessor qualification requirements and delivery conditions.

For overseas students, RBA must also comply with the Education Services for Overseas Students Act 2000 ([ESOS Act 2000](#)) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 ([National Code 2018](#)) particularly Standard 2 (Recruitment of an Overseas Student) which requires responsible recruitment, ensuring students meet entry requirements including English language proficiency, educational qualifications, work experience, and Language, Literacy, Numeracy and Digital (LLND) skills.

Standards for RTOs 2025

As per Standards of RTO 2025 (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 including Language, Literacy, Numeracy and Digital (LLND) skills, disability support, wellbeing and welfare needs, cultural safety, neurodiversity, and other equity considerations.

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 and obligations.

All the important information will be provided to the students through pre-enrolment information like the student handbook, etc. Information will be provided in accessible formats where required, to ensure equitable access for learners with disability or from diverse backgrounds, in line with Standards for RTOs 2025.

Please refer to the link below for more Enrolment and recruitment details on <https://www.asqa.gov.au/rtos/2025-standards-rtos>

National Code of Practice for Providers of Education and Training to Overseas Students 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 on a student visa. It contains 11 Standards, including Standard 2 – Recruitment of an overseas student, which requires responsible recruitment practices ensuring students meet course entry requirements (English language proficiency, academic qualifications, work experience, LLND skills) and have access to necessary support services, including wellbeing and welfare.

ESOS Act 2000: 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 and the obligations to keep student information current in PRISMS, maintain tuition protection, and report breaches of visa conditions.

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 while safeguarding Australia's international education reputation and protecting the rights of overseas students.

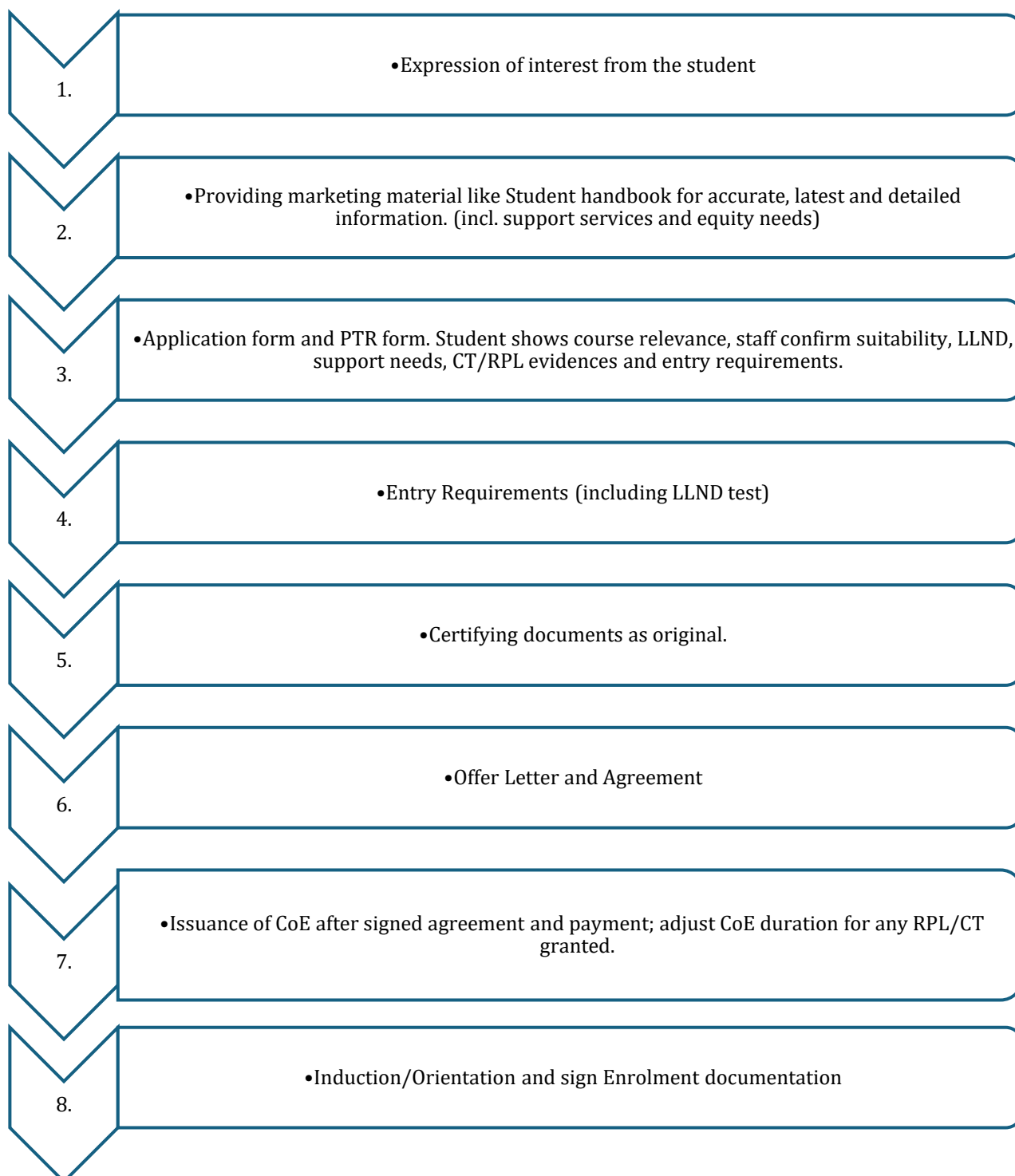
Standard 2: Recruitment of an overseas student

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 **and must be advised of available support services, including welfare and wellbeing, cultural safety**, disability support, and other equity considerations in accordance with the Standards for RTOs 2025.

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, including identifying and accommodating the needs of learners with disability, neurodiversity, wellbeing concerns, or other special circumstances in accordance with the Standards for RTOs 2025, outcome Standard 1.2 and National Code Standard 2.
- the application and selection process is consistent and compliant with relevant standards and legislation including the ESOS Act 2000, National Code 2018, and the Standards for RTOs 2025.

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 as well as their learning, literacy, numeracy, and digital literacy (LLND) needs.

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 which also identifies any Credit Transfer (CT) or Recognition of Prior Learning (RPL) opportunities and confirms the course aligns with the student's goals and intended outcomes.

2. Responsibility

The CEO and Administrative Officer or representative will be responsible for the implementation of this policy and ensuring that all relevant staff including trainers/assessors and admissions personnel, are trained and aware of these procedures.

Administration Manager or representative will be responsible for implementing enrolment procedures at RBA overseeing the Pre-Training Review (PTR) process, confirming LLND assessment outcomes, verifying Credit Transfer (CT) and Recognition of Prior Learning (RPL) evidence, and ensuring all enrolment decisions are compliant with the ESOS Act 2000, National Code 2018, and Standards for RTOs 2025.

They are also responsible for maintaining accurate and secure records in accordance with RBA's Records Management Policy and the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020.

3. Scope

These procedures apply to the admission, selection and processing of applications received from prospective students who wish to study the courses offered by the Academy, from initial enquiry to finalisation of enrolment.

It covers the roles and actions of RBA staff including authorised education agents involved in enrolments ensuring that all admission decisions meet the requirements of the ESOS Act 2000, National Code 2018 (Standard 2 and related standards), and Standards for RTOs 2025.

4. Definitions

Admission: the process by which a prospective student applies for a place in a course offered by the Academy 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 Academy. 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 Academy 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 course meets the student's individual needs, skills, experience, and goals, identify LLND requirements, and assess eligibility for Credit Transfer (CT) or Recognition of Prior Learning (RPL) 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 enrol.

SMS: Student Management System used for recording and managing student information.

LLND: Language, Literacy, Numeracy, and Digital skills, assessed prior to enrolment to identify any required learning support.

Credit Transfer (CT): Formal recognition of units previously completed with another RTO.

Recognition of Prior Learning (RPL): Assessment process that recognises a student's existing skills and knowledge, acquired through formal, non-formal, or informal learning, to grant credit towards a qualification.

5. Policy Requirement

- Application procedures will be student-focused, consistently applied, and equitable.
- RBA will ensure that enrolment procedures will be carried out with person who is familiar with RBA's Enrolment process.
- All applications will be treated fairly, with respect and sensitivity, and in accordance with the Academy's Privacy Policy.
- Applications for admission will be lodged according to the relevant guidelines provided to the applicants in the student handbook.
- Academy 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 Academy 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 and relevant privacy legislation.
- Enrolment decisions will also consider the applicant's LLND assessment outcomes, declared support needs (including wellbeing and disability-related adjustments), and eligibility for CT or RPL with authenticated evidence.

6. Procedures

Step by Step RBA's Enrolment policy

1.1. 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 in line with Standards for RTOs 2025, including information on wellbeing, disability, and other equity-based support services.

1.2. 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 (but not limited to):

- Course offered at the Academy, course content, duration of the course including holiday breaks, study requirements and assessments, facilities, equipment and learning resources available to students and any pre-requisites to enter the course
- Modes of delivery, location of the course available
- Fees and charges payable (including tuition and non-tuition fees), Fees Payment & Refund Policy, all the costs included in fee payable.
- Details of Feedback, complaints and appeals policy and process and various other policies like Student Support and Welfare policy, Course Credit and RPL policy, Attendance and Course Monitoring Policy and Procedures, Fee Payment & Refund Policy, Deferment, Suspension and Cancellation Policy, Plagiarism and Cheating Policy, Access, and Equity Operating Principles, etc.
- All marketing information will comply with Standards for RTOs 2025 and National Code 2018 Standard 1.

1.3. Application for Admission 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 for admission form.

Prospective overseas students are required to apply by completing Application for admission Form along with Pre-Training Review form (included in Appendix 1 of the application for admission form) prior to the course commencement date to allow adequate time for the Academy to assess the application.

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

- Application for Admission Form with completed Pre-Training Review section,
- Academic transcripts,
- Evidence of English language level (e.g., IELTS, TOEFL, PTE etc),
- Educational or academic certificates (in both the original language and in English),
- Copy of passport/photo ID,
- Verify evidence for any Credit Transfer (CT) or Recognition of Prior Learning (RPL) claims
- 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. Document verification will follow RBA's Verification of Academic Records Procedure.

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

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

Once RBA has received completed application and PTR form from the students, RBA will send an acknowledgement letter to students informing them of the application status and the conditions required to meet in order to confirm their enrolment with RBA. This will be followed by issuing offer letter and agreement and CoE if all the required conditions including entry requirements have been met. No CoE will be issued until LLND assessment is completed and suitability is confirmed.

Enrolment Information

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

- A completed application for admission form, PTR form and signed Offer Letter and Student 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.

1.4. 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 complete the Application for admission form along with PTR section (Appendix 1 of the Application for admission form) and answer all the questions in a true and correct manner. The PTR must be signed by both the student and the RBA staff member conducting the review to confirm that the course meets the student's needs, skills, and goals, and that all entry requirements have been met.

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) with verification evidence.

During the Pre-Training Review (PTR) interview, RBA staff will ask students if they require any special considerations based on religious, spiritual, or cultural practices such as access to a prayer room, observance of fasting, or scheduled prayer breaks during class sessions. This ensures students feel supported and respected in their learning environment. If such needs are identified, staff will document them and coordinate with trainers to implement appropriate adjustments, such as break timing or access to quiet spaces. A dedicated prayer room is available on campus, and students will be informed of its location and access procedures during Orientation or upon request.

*Refer to RBA's Language, literacy numeracy and digital skills policy (LLND) & Student support, welfare and wellbeing policy for more information on the support services provided by the Academy.

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 needs and intended learning outcomes.
- 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 the students reasons for undertaking qualification with RBA aligns with their prior education, skills, employment history, 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 and Language, Literacy, Numeracy, and Digital (LLND) skills.
- check if the training and assessment strategies employed to deliver the course suit the student's needs, and are accessible, inclusive, and culturally safe.
- provides relevant support required for the student to succeed in the course, including disability support, wellbeing services, and other equity-based adjustments.

Administrative Officer or representative will take information from the Application for admission form and Pre training review to identify the support and needs required by the student which includes disability support, RPL/CT, English language support, wellbeing services, cultural safety considerations, and other equity-based adjustments.

Guidelines for PTR

1. Students are required to complete the PTR form which is included in the Application for admission form as “Appendix 1” and read all the details of their course, policies, and procedures of the Academy before filling up the answers. Information can be made available from the information available on RBA’s website.
2. Students are required to answer the questions in a true and correct manner. Administration Manager or representative will ensure that the PTR form received along with the application for admission form is completed by the student intending to apply for the course.
3. All applicants must complete a Language, Literacy, Numeracy and Digital (LLND) assessment as part of the Pre-Training Review process. This assessment helps determine the applicant’s support needs and course suitability.
4. Administration Manager or representative will conduct Pre-Training Review Interview via Telephonic Conversation or via Face to Face.
 - PTR Interview conducted via Telephone-If PTR Interview conducted via telephone, prior to conducting interview, Administration Manager or representative will check the 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 by making notes of the response of the discussion by Administration Manager.
 - PTR Interview conducted Face to Face- During face-to-face PTR interview, prior to conducting interview, Administration Manager or representative will verify with the student if all the answers have been completed by the student. Discussion notes will be maintained and recorded by Administration Manager.

These discussion notes will be recorded in the “Summary of the Discussion” section by the Administration Manager or representative (Office use).

5. During both Telephonic and/or Face to face PTR Interview, Administrative Officer or representative 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.
6. Administrative Officer or representative will ensure that PTR form received along with the application form is completed by the student intending to apply for the course.
7. **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, Administrative Officer will provide the necessary information to the student required to make enrolment decisions.
8. **For example:** If students have answered “No” or have not answered the questions in the PTR form, Administrative 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.
9. While conducting PTR, Administrative 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.
10. At the final stage of the PTR, the Administrative 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: Administrative Officer or representative 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. Administrative Officer or representative 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 applicant does not demonstrate the minimum Language, Literacy, Numeracy and Digital (LLND) core skill levels required for the course and/or is unwilling or unable to participate in a documented ACSF-aligned support plan identified during the Pre-Training Review.
- The student does not have appropriate listening and oral communication skills as interpreted during PTR Interview.

Administrative Officer or representative 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.
- Commit to securing, on behalf of any student or intending student, employment, residency, or visa outcomes through the completion of a course.

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

1.5. Entry Requirements and Policy

Based on the selection and entry requirements for the course, the Administrative 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:

Completion of a Pre-training Review (PTR) and Language, Literacy, Numeracy, and Digital (LLND) skills assessment prior to enrolment (refer to section 6.4 for detailed information)

Meeting all academic and English language proficiency requirements relevant to the course, with evidence verified and authenticated where applicable.

Providing verified evidence for any Credit Transfer (CT) or Recognition of Prior Learning (RPL) applications, in line with RBA's Credit Transfer and RPL policy.

As mentioned above, Pre-Training Review (PTR) will be conducted prior to enrolment into your course of studies to ensure that the training and assessment provided by RBA is able to meet student's individual needs.

RBA reviews student's current competencies, student needs, English level, support requirements and oral communication skills, to enrol them in the most appropriate course to achieve their intended outcomes.

Students are requested to fill in all the questions provided in the PTR form (Appendix 1) of the application for admission form.

The PTR outcomes, along with LLND results, will be documented and retained in the student's file as part of RBA's compliance obligations under the Standards for RTOs 2025 and National Code 2018 Standard 2.

Recognition of Prior Learning (RPL) and/or Credit Transfer (CT)

RBA offers both Recognition of Prior Learning (RPL) and Credit Transfer (CT) to eligible students in accordance with the Standards for RTOs 2025. If a student is granted RPL or course credit,

- RBA will provide the student with a written notification of the outcome.
- A written record of the student's acceptance of the RPL or CT outcome will be retained for at least two years after the student ceases to be an accepted student, in line with National Code 2018.

If a student is granted RPL or course credit which will reduce student's length of course,

- Students will be informed of the reduced course duration following granting of RPL and it will be ensured that confirmation of enrolment (CoE) is issued only for the reduced duration of the course.
- Any changes in course duration will be reported in PRISMS, in accordance with National Code Standard 8.2 if RPL or course credit is granted after the overseas student visa is granted.

Students are requested to refer to "Course Credit and RPL policy" for more details available on RBA's website.

Recognition of Prior Learning (RPL)

RPL involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. Recognition of prior learning is an assessment process that involves the assessment of an individual's relevant prior learning (including formal, informal, and non-formal learning) to determine the credit outcomes of an individual application for credit. To support this type of application evidence demonstrating where and how the skills were obtained ensuring it is valid, sufficient, current, and authentic is required. To support this type of application, RBA recognises the prior learning of students based on:

- Previous formal training, including nationally or internationally recognised qualifications.
- Formal study and acquisition of a qualification and statements of attainment from another RTO.
- Practical experience in a work environment.
- Projects undertaken; and
- Informal or non-formal life experience that aligns with the learning outcomes of a unit or qualification.

Students who believe they already have skills and experience, gained through employment, industry-relevant roles, in-house training, community involvement or volunteering may be eligible to apply for Recognition of Prior Learning. Supporting evidence must demonstrate how, when, and where these competencies were gained. You may be asked for contact details of people who can vouch for your skill level

such as supervisors from current or previous workplaces, clients, or personal character references from the community.

RBA's RPL process ensures the evidence provided is assessed for validity, sufficiency, authenticity, and currency, in line with Standard 1.6 of the Standards for RTOs 2025.

Where overseas qualifications are provided as RPL evidence, RBA will ensure that any learning used for recognition is appropriately mapped to relevant Australian legislative and regulatory requirements for the training product, before granting credit.

An application for RPL must be lodged in writing. RPL application form can be obtained from RBA's reception or via email at info@rba.vic.edu.au. More information on RPL is available on our website <https://rba.vic.edu.au/> under Credit Transfer and RPL policy. Students are encouraged to speak to RBA Staff for more enquiries.

Procedures

Students are requested to apply for Recognition of Prior Learning prior to the commencement of the course, unless exceptional circumstances apply.

- a. An RPL application for students will include all relevant evidence of work experience and where the learning has occurred. Applications will not be accepted unless all required information is included. Students who request an RPL assessment will be advised of the evidence required and suggestions on how to obtain it (e.g., supervisor evidence, previous projects, transcripts of qualifications completed, work experience, in-service training, distance education or open learning, community- based learning, or overseas education, training, or experience etc.).
- b. All RPL Applications are to be submitted to the administration department/Reception in the first instance along with verified supporting documents. The application and supporting documentation will be copied and placed into the student's file. Where originals are required for verification, authorised RBA staff from the Administration department or representative will sight and indicate on copies "original sighted" and shall return originals to the student. RBA will at no time accept and retain original certificates.
- c. The application will be forwarded to the Training Manager to be assessed, and outcomes will be determined by RPL/qualified assessor.
- d. It will be ensured that the evidence provided is valid, authentic, current, and sufficient and that the process is fair, flexible, and valid as required by Standard 1.4 of the RTO Standards 2025.
- e. If the outcome of the evidential documentation is not sufficient, then student will be advised to provide further documentation to validate his/her skills/experience. Training Manager or representative will set a date for the additional documents to be submitted.
- f. The applicant will be notified of the outcome of the RPL. Based on the assessment, the student will be advised that:
 - the application has been granted; or
 - the application has been denied; or
 - further evidence is required.
- g. Where an application for RPL or Course Credit is received by RBA, Training Manager or representative will assess the application and provide an outcome to the application within 14 working days of receipt or as soon as practicable where further information is required to determine the outcome. If RPL is approved, the applicant will be marked as "CT or RPL" rather than "Competent" in the transcript of records.

- h. Where either of the above, credit transfer or RPL applications are received or course credit is approved, the following must occur Administrative Officer or representative will change student's COE to reflect reduction in period of study. RBA will provide student with the outcome of the credit application. The students must sign a letter to indicate the agreement with the outcomes of credit transfer or RPL applications and a copy will be kept in the student's file.
- i. RBA's Assessment policy will be followed when undertaking RPL assessments.

Credit Transfer

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on the identified equivalence in the content and learning outcomes between the matched qualifications. Such as:

1. The unit/module is the same i.e., same code and title.
2. The unit /module has been reviewed and this results in minor changes to the unit/module code e.g., B to C. This indicates that the learning outcomes of the unit/module have remained the same.
3. The unit /module has been transferred from another training package/curriculum and recorded; however, the learning outcomes remain the same.
4. If the course credit is given, the confirmation of enrolment (COE) issued for that student will indicate the actual net program duration (as reduced by course credit) for that program.
5. If course credit is granted, and it results in shortening of the student's program duration, the Academy will report the change of program duration in PRISMS as required under the ESOS Act and National Code 2018 (Standard 10)

Students who have completed identical or equivalent units to those in the course they are beginning at other institutions can be given recognition/credit on presentation of a verified transcript, Award or Statement of Attainment issued by any other RTO or AQF authorised issuing organisation.

- Students are strongly encouraged to apply for credit transfer by the 2nd week of the first term of study in their enrolled course, unless exceptional circumstances apply.
- Students must complete the Credit Transfer Application form and submit the application to the Administration department or at reception.
- The application must include a copy of verified Award or statement of attainment copies, all original documents and must identify the units successfully completed including unit codes, unit names and dates of completion.
- Training Manager or authorised representative will verify the Award or Statement of Attainment, and other original documents submitted along with the Credit transfer application form and will grant credit transfers for identical or equivalent units that have been identified as being completed at another Registered Training Organisation.
- Verified as original all copies of Qualifications and Statements of Attainment and other documents provided by the students and used as the basis for granting Credit Transfer will be placed in the student files.
- Granting of Credit Transfer will be recorded as a unit outcome and kept in the student's file.
- If Credit transfer is granted, RBA will provide a written record of the decision to the students to accept and will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

An application for credit transfer must be lodged in writing. Application form and more information about credit transfers (Credit transfer and RPL policy) are available on our website or can be obtained from RBA's reception.

Royal Building Academy Pty Ltd trading as Royal Building Academy

Document Name: Enrolment Kit | Version no: 25.3

RTO no: 46138 | CRICOS no: 04216G

Address: 218 Station Street, Norlane, Victoria 3214 | ABN: 73 645 577 475

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Please Note: According to Standard 1.7 of the Standards for RTOs 2025, when a student presents a superseded yet equivalent unit of competency on the national register (www.training.gov.au) for credit transfer for the purpose of reducing the amount of learning required to achieve the qualification or skill set, credit can be granted to that student for that unit without needing to map unit outcomes. As a best practice approach, Academy may choose to conduct mapping analysis for the units that have been superseded more than once if they are still deemed equivalent, to ensure that the assessment of competence remains current and valid.

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 contact RBA.

OR

- ii) applicant who has successfully completed a minimum of 5 years of study in English undertaken in one or more of the following countries: (i) Australia; (ii) Canada; (iii) New Zealand; (iv) South Africa; (v) the Republic of Ireland; (vi) the United Kingdom; (vii) the United States of America.

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 Completed a substantial part of a Certificate IV or higher-level qualification from the Australian Qualifications Framework (AQF), delivered in English by a CRICOS-registered provider in Australia, within two years of the signed agreement date.

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

Test evidence table*: For tests taken before 7 August 2025

*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 (IELTS)	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
TOEFL internet-based test that were completed between 26 July 2023 and 4 May 2024, will not be accepted for Australian visa and migration purposes. During this period, the TOEFL iBT test being offered was not an approved test For more information refer this link https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language			
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

Tests taken after 7 August 2025

Test name	Minimum test score (Direct entry)	Minimum test score: if principal course is accompanied by at least 10 weeks of an ELICOS;	Minimum test score: if principal course is accompanied by at least 20 weeks of an ELICOS.
C1 Advanced	Overall band score of 161	Not accepted for purposes of subclause 500.213(1) of Schedule 2 to the Regulations.	Not accepted for purposes of subclause 500.213(1) of Schedule 2 to the Regulations.
CELPiP General	Overall band score of 7	Overall band score of 6	Overall band score of 5
IELTS Academic or General Training	Average band score of 6.0	Average band score of 5.5	Average band score of 5.0
LANGUAGECERT Academic	Overall band score of 61	Overall band score of 54	Overall band score of 46
MET (Michigan English Test)	Overall band score of 53	Overall band score of 49	Overall band score of 44
OET (Occupational English Test)	Overall band score of 1210	Overall band score of 1090	Overall band score of 1020
PTE Academic	Overall band score of 47	Overall band score of 39	Overall band score of 31
TOEFL iBT	Total band score of 67	Total band score of 51	Total band score of 37

References:

- Legislative instrument: LIN 25/090 - Migration (English Language Tests and Evidence Exemptions for Subclass 500 (Student) Visas) Instrument 2025:
<https://www.legislation.gov.au/F2025L00906/asmade/text>
- Department of Home Affairs – English language requirements: <https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language>
- Student visa (Subclass 500) page: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

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 assessed for possible RPL opportunities, and their course duration and volume of learning will be adjusted accordingly if any RPL is granted.

The Academy 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 Academy. Students can email their request for this copy to info@rba.vic.edu.au.

Language, Literacy, Numeracy Test and Digital Skills (LLND)

Students undertaking courses at RBA must possess sound language, literacy, numeracy, and digital skills, as these are essential for successfully completing course-related tasks, assessments, communication, and the use of digital learning platforms. Based on the test outcome, students may be identified as requiring internal support and/or external support.

The LLND test will be conducted by using an ACSF mapped online LLND assessment tool - LLN Robot. All students are required to undertake a language, literacy, numeracy and digital skill test (LLND)

- **Language skills** are necessary for understanding instructions and engaging in verbal communication.
- **Literacy skills** are required for reading course materials, writing assessments, and interpreting information.
- **Numeracy skills** are important for performing calculations, measuring, and managing tasks involving numbers.
- **Digital skills** are essential for navigating online systems, participating in e-learning activities etc.
- To determine each student's support needs and assess the suitability of the chosen training product, all prospective students are required to undertake a Language, Literacy, Numeracy and Digital (LLND) skills review prior to enrolment.

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- The LLND test will be conducted using an ACSF-mapped online assessment tool LLN Robot.

Based on the outcome of the review, students may be identified as requiring internal or external support services, and individual advice will be provided regarding the suitability of the chosen course.

All students are required to undertake this LLND assessment as part of the enrolment process

Qualifications	Performance Level
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 entry level of performance level as per the required level. Where a student does not achieve the required LLND scores for the qualification into which they are seeking enrolment, LLND 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 LLND level does not have the required skills to successfully obtain the qualification applied for and will be referred to explore other training pathways.

ACSF level 5 covers highly specialised skills that are embedded in complex combinations of core skills. Level 5 skill profiles generally do not come into play until Advanced Diploma qualifications or higher. Considering the complexity of these tasks, and the degree of contextualisation for proper application of the skills it is not feasible to develop an online assessment tool that can be completed in a reasonable time.

The other consideration that should be taken into account is that the ACSF reflects the core skills that a person should have by the end of training, not before they begin. Theoretically someone who tests to Level 4 would be able to undertake Courses or Qualifications that contain a Level 5 analysis outcome as they will develop skills throughout the course of training. Level 5 assessment at a pre-enrolment stage is not necessary and would only add time and complexity to the process.

***LLND Support**-If students do not meet the recommended English and/or LLND requirements, students will be referred for additional support which will be provided by the Academy with ACSF Support Plan or students may also be asked to take further Language, literacy, numeracy and digital skill 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.

ACSF Support plan: is a plan developed for students who are facing difficulties in meeting LLND requirements. This plan is implemented for students to achieve expected learning outcomes. Support learning outcomes will be provided in the areas where students have been identified as facing difficulty and if a student's performance level is less than the required level. Support plans will be developed on an individual case-by-case basis.

Support plan can be created in areas namely:

1. Learning
2. Reading

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3. Numeracy
4. Writing
5. Oral Communication
6. Digital Skills

If required, students can also be provided with support in Grammar, Vocabulary, and Pronunciation. Students must contact RBA to seek assistance or support in LLND. Refer to LLND policy for more details available at reception.

Students are requested to speak to the LLND Support officer or Training Manager to discuss the support measures that they might need. RBA will provide support with no additional cost.

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 for admission 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 for admission 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 Academy 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

Additional Requirements

- Pre-training Review (PTR)-refer to section 6.4 of this policy.
- Language, Literacy, Numeracy AND Digital Skills(LLND) 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.

1.6. Verification of Documents

Verifying English requirements

RBA's Administrative 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://www.pearsonpte.com/institutions>.

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.

If verification identifies that English test results are fraudulent or invalid, the student's application will be rejected. RBA will document the verification outcome, retain a copy in the student's file, and may notify relevant authorities in accordance with the ESOS Act 2000, National Code 2018 Standard 2, and RBA's Academic Integrity Policy.

Where the authenticity of documents cannot be verified online, RBA may request the applicant's consent to contact the issuing authority directly.

1.7. Letter of Offer

RBA will issue Letter of Offer to successful applicants after all the required entry requirements have been met and all submitted documents, including evidence for English proficiency, academic qualifications, and any Credit Transfer (CT) or Recognition of Prior Learning (RPL) claims have been verified. The Offer letter will include all detailed instructions and conditions for accepting the student agreement (student agreement is incorporated in the offer letter). The Administrative 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 in accordance with RBA's Records Management Policy and the Data Provision Requirements 2020.

*Documents submitted by the student may also be verified prior to course commencement depending upon case-by-case basis. Academy reserves the right to cancel student's enrolment prior to course commencement or even during the enrolment if the documents submitted by the students are not authentic.

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. Acceptance must be received before a Confirmation of Enrolment (CoE) can be issued in PRISMS.

The Department of Home Affairs (DHA) requires you to maintain OSHC for the duration of your time on a student visa in Australia. OSHC must cover the student (and any accompanying family members, if applicable) for the full visa length. 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 student visa.

RBA will retain evidence of acceptance, payment, and OSHC cover in the student's file to meet record-keeping obligations under the Standards for RTOs 2025 and ESOS Act 2000.

Cancellation of offer letter

RBA reserves the right to withdraw the offer of admission and cancel the enrolment of any student where/when the Academy identifies such an offer was made based on incomplete or inaccurate information supplied by the applicant or an applicant's representative. Such cancellations may be reported to relevant authorities in accordance with the ESOS Act 2000, National Code 2018 Standard 3.5, and RBA's Academic Integrity Policy.

1.8. 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, and Overseas Student Health Cover (OSHC) are received.

- A Language, Literacy, Numeracy, and Digital (LLND) assessment must be completed and documented prior to enrolment, in line with Standards for RTOs 2025.
- Administrative Officer or representative 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).
- Where CT or RPL reduces the actual course duration, the CoE will reflect the adjusted end date in accordance with National Code 2018 Standard 8.2.
- 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 info@rba.vic.edu.au.

1.9. 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 Academy receives the current and latest contact details of students.

Students are reminded of their obligation under the ESOS Act 2000 and National Code 2018 Standard 3.3.5 to notify RBA of any changes to their contact details within 7 days. Updated details must also be recorded in the Student Management System and PRISMS.

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:

- misbehaviour by the student,
- student's failure to pay an amount he or she was required to pay the Academy 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: <https://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, in accordance with National Code 2018 Standard 7, and will not actively recruit a student where this clearly conflicts with obligations under Standard 7 of the National Code 2018 (Overseas student transfers) 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.
- RBA will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to them.
- Students wishing to transfer to another provider within the first six months of their principal course must apply for a release by completing RBA's transfer application process. There is no cost to apply for a release; however, students should contact the Department of Home Affairs to seek advice on whether a new visa is required.
- All transfer applications will be assessed in accordance with RBA's Transfer between Providers Policy, Conditions of Enrolment, Fee Payment and Refund Policy, the student's study plan, and any declarations made in their application. Students must provide documented evidence supporting the circumstances/reasons for seeking a release.
- In line with Standards for RTOs 2025 (Outcome Standard 2.1 and 2.2), RBA will ensure students are informed prior to enrolment of their right to request a transfer and how such requests will be assessed. Applications will be assessed fairly and consistently, and students will be provided with a written outcome (approval or refusal) including reasons for the decision.
- If a transfer request is refused, students will be informed of their right to appeal the decision under RBA's Feedback, Complaints and Appeals Policy, in line with Outcome Standard 2.8 of the Standards for RTOs 2025 and Standard 10 of the National Code 2018.
- RBA will maintain evidence of all transfer requests, decisions made, communications with students, and final outcomes in accordance with the recordkeeping requirements of the ESOS Act 2000 and the Standards for RTOs 2025.

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

9. Attendance, Course Progress and Support

Royal Building Academy (RBA) has a Attendance and Course Progress Policy and Procedures 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.

Before reporting a student on PRISMS for unsatisfactory course progress, RBA will implement its documented course progress intervention strategy, including contacting the student, offering support, and providing an opportunity to improve, in line with RBA's Attendance and Course Progress Policy and Procedures, and the National Code 2018.

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

Study Period: 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 Attendance and Course Progress Policy and Procedures available on RBA's website: www.rba.vic.edu.au for more details. You may also contact RBA's Administration department for further information.

10. 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: \$500.

If a student fails in the 3rd reassessment, then students will have to repeat unit. Repeat unit fee- \$500.

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 student's 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

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 retain a copy of the written agreement and payment receipts, in the student's file for at least two years after the overseas student ceases to be an accepted student, in accordance with section 21 of the ESOS Act 2000, the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020, and RBA's Records Management Policy.

All retained documents must be stored securely to protect against loss, unauthorised access, or misuse, in compliance with the Privacy Act 1988 and Standards for RTOs 2025.

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:

Dependent 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

Student Name	
Student ID	

Process	Action	Yes/No N/A	Completed by/ Comments
Section A			
Expression of Interest	Student showed expression of interest and all relevant information related to the course they wish to apply at RBA, this is provided to them by RBA or through authorised education agent.	☐ YES ☐ NO ☐ N/A	
Providing students with latest and accurate version of handbook and prospectus.	Latest and accurate version of handbook is provided to students by RBA or through authorised education agent (consistent with the National Code 2018 and the Standards of RTO 2025).	☐ YES ☐ NO ☐ N/A	
Application forms and Pre-Training Review	Completed and signed application form received along with completed PTR form which is included in application form as appendix 1.	☐ YES ☐ NO ☐ N/A	
	PTR interview has been conducted by referring to PTR-Assessor guidelines along with identify verification of the student	☐ YES ☐ NO ☐ N/A	
	Application and PTR form has been reviewed and assessed to determine whether letter of offer should be provided or not.	☐ YES ☐ NO ☐ N/A	
Entry requirements	PTR review has been conducted and student's reason for undertaking this course aligns with student's educational and career goals.	☐ YES ☐ NO ☐ N/A	
	English language requirement has been met	☐ YES ☐ NO ☐ N/A	
	Student meets the academic requirement	☐ YES ☐ NO ☐ N/A	
	Students have been informed of the LLND test requirement to be conducted prior to enrolment.	☐ YES ☐ NO ☐ N/A	

Process	Action	Yes/No N/A	Completed by/ Comments
	Student meets minimum age requirements.	☐ YES ☐ NO ☐ N/A	
	Student meets computer literacy requirements	☐ YES ☐ NO ☐ N/A	
	Students have been informed of the materials and equipment required.	☐ YES ☐ NO ☐ N/A	
Language, Literacy, Numeracy and Digital skills Test (LLND)	LLND test conducted by using LLN Robot.	☐ YES ☐ NO ☐ N/A	
	Student meets the required entry level ACSF level.	☐ YES ☐ NO ☐ N/A	
	Student does not meet the ACSF Level *refer to Section B.	☐ YES ☐ NO ☐ N/A	
Section B			
Language Literacy and Numeracy and Digital Skills test is conducted prior to enrolment by using an ACSF mapped online LLND assessment tool - LLN Robot.			
LLND Test outcome (If student does not achieve the required ACSF level) Choose whichever is applicable.	Student did not meet the full ACSF entry-level requirement for the course but demonstrated performance within one level below in no more than two core skill areas. In consultation with the trainer, an ACSF Support Plan has been developed and implemented to assist the student in bridging the skill gaps. The student has been advised of the support strategies available to ensure they are adequately prepared for successful course participation.	☐ YES ☐ NO ☐ N/A	
	In line with the RBA's Student Support, Welfare and Wellbeing Policy and the Revised Standards for RTO's 2025, the student is currently not suitable for enrolment in this qualification.	☐ YES ☐ NO ☐ N/A	

Process	Action	Yes/No N/A	Completed by/ Comments
	The student has been advised to explore alternative options such as enrolling in a lower- level qualification or undertaking an ELICOS (English Language Intensive Courses for Overseas Students) program to develop the required foundation in Language, Literacy, Numeracy or Digital (LLND) skills. These pathways are intended to better prepare the student for future vocational training opportunities.		
If entry requirements have not been met	Applicant did not meet the entry requirements, therefore informed in writing and alternative study options offered to the student.	☐ YES ☐ NO ☐ N/A	
Continue with the steps below if students meet the entry requirements			
Verification of documents	Authenticity of the documents submitted along with application forms has been certified and verified.	☐ YES ☐ NO ☐ N/A	
	English test has been checked online to verify if it's genuine. (if required)	☐ YES ☐ NO ☐ N/A	
Offer letter & Agreement	Issued offer letter after thorough verification of entry requirements and verification of documents.	☐ YES ☐ NO ☐ N/A	
	Offer Letter includes all the detailed instructions and conditions for accepting the student agreement.	☐ YES ☐ NO ☐ N/A	
	Copy of the signed letter of offer and student agreement has been securely kept.	☐ YES ☐ NO ☐ N/A	
CoE	CoE has been prepared and generated as per the PRISMS user guide for international students.	☐ YES ☐ NO ☐ N/A	
	CoE is sent to students after a signed copy of student agreement and fee paid confirmation has been received.	☐ YES ☐ NO ☐ N/A	
	A copy of CoE has been kept in the student's file to maintain student's record.	☐ YES ☐ NO	

Process	Action	Yes/No N/A	Completed by/ Comments
		☐ N/A	
Orientation	Students attended orientation and signed orientation checklist.	☐ YES ☐ NO ☐ N/A	
	The enrolment form has been filled in by the student.	☐ YES ☐ NO ☐ N/A	

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Orientation Successfully completed without any conditions	☐ Yes ☐ No <i>If No, please specify the conditions below. These conditions must be documented and formally closed once met.</i>
LLND Test Authenticity Verification Conducted	
A brief check was carried out to validate the student's LLND outcomes by confirming their ability to read, interpret basic information, and demonstrate numeracy and communication skills. The student also signed a declaration, which is retained under the Induction Checklist in the student's file.	

Checker Name			
Checker Sign		Date	