Enrolment Policy and Procedure

MELBOURNE TRADES COLLEGE

1. Purpose

Melbourne Trades College (MTC) implements this enrolment policy and procedures to ensure that:

- Students selected to study at MTC are capable of succeeding 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 are consistent and compliant with relevant standards and legislation.

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

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

The enrolment policy of MTC maintains the integrity and reputation of the VET industry and registered providers according to:

- SRTO's 2025
- National Code 2018, Standard 2.

2. Responsibility

MTC's CEO is responsible for the implementation of this policy and ensuring that relevant staff members are aware about this policy and procedures.

The enrolment officer will be responsible for implementing enrolment procedures at MTC.

3. Scope

This procedure applies to the admission, selection and processing of applications received from the prospective overseas students who wish to study the courses offered by MTC.

4. Definitions

Admission: the process by which a prospective student applies for enrolment in a course offered by MTC and 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 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 delivery of education to overseas students studying in Australia on a student visa.

Confirmation of Enrolment (COE): This is a proof of student enrolment and acceptance of the offer letter and student agreement provided from MTC. 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 intend to study or train in the medium of English.

Letter of Offer: a formal invitation to a prospective student to commence study at MTC 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 MTC is able to meet the student's individual needs.

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.

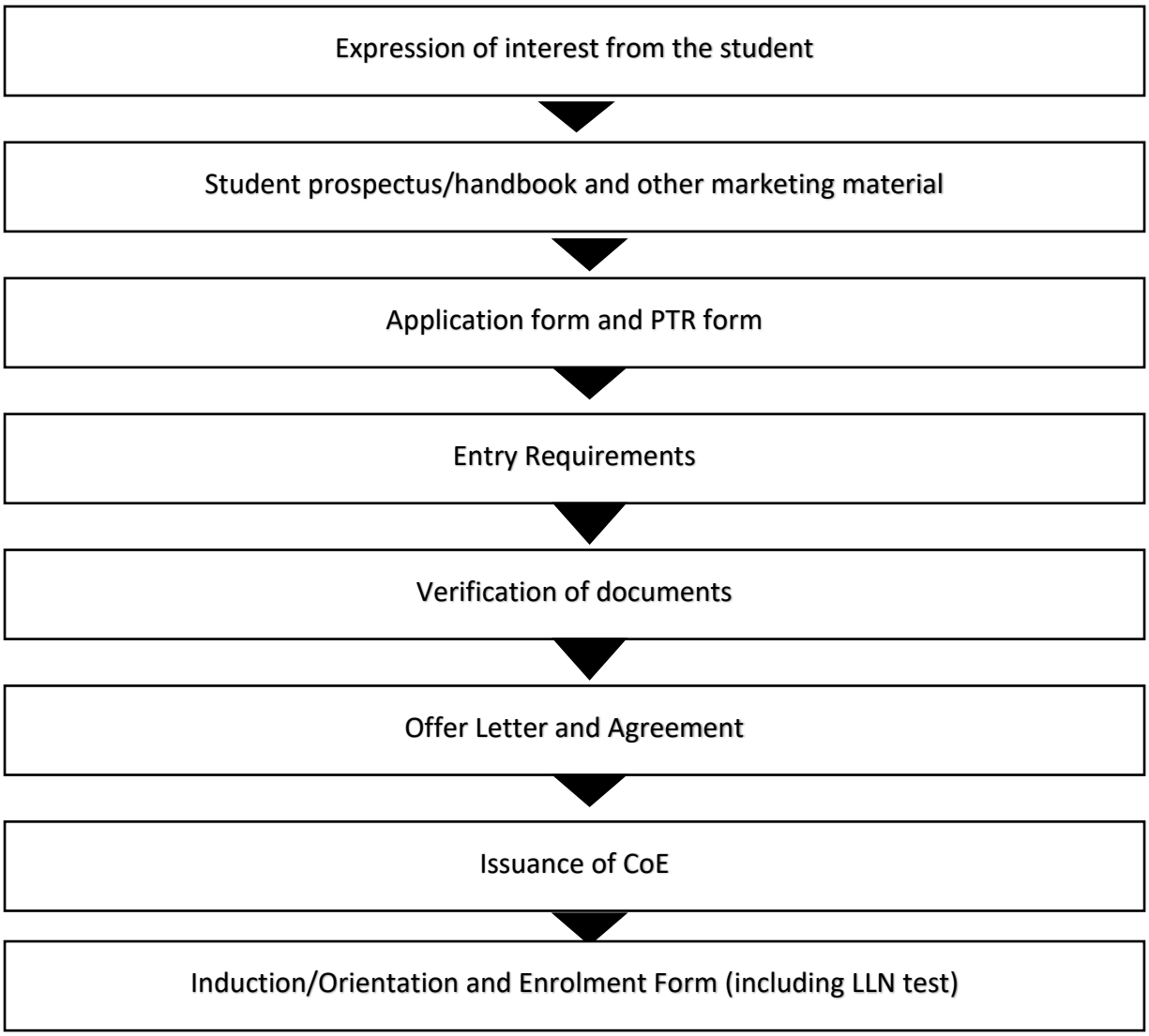
Selection Process: process undertaken to assess the suitability of the applicants for a program according to specified selection criteria, and subsequent notification of applicant's eligibility to enrol.

SMS: Student Management System.

5. Policy Requirement

- Application procedures will be student-focused, consistently applied and equitable.
- MTC will ensure that enrolment procedures will be carried out with person who is familiar with MTC 's Enrolment process.
- All applications will be treated fairly, with respect and sensitivity, and in accordance with the MTC 's Privacy Policy.
- Applications for admission will be lodged according to the relevant guidelines provided to the applicants through Student handbook.
- MTC 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.
- MTC 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 the Data Provision Requirements 2012.

6. MTC enrolment process



7. Procedures

7.1 Expression of Interest from the student.

Expression of interest will be highly regarded at MTC. Staff at MTC will ensure that student receives all the necessary information about their courses at MTC. MTC respects student's decision in showing interest at MTC and ensure that students will be provided with all the support they might need.

7.2 Student handbook and other relevant marketing material

Once a student shows interest to study at MTC, they will be provided relevant marketing materials like prospectus, students handbook which will contain accurate, latest and all the vital information including (but not limited to):

- Course offered at MTC, 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 cost included in fee payable.
- Details of complaints and appeals policy and process.

7.3 Application form and Pre-Training Review form

Application procedures will 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 Student handbook or prospectus containing relevant policies and procedures in line with relevant government regulations before enrolment, they will be provided with student Application form.

Prospective applicants from overseas are required to submit an Application Form including Pre-Training Review form prior to the course commencement date to allow adequate time for MTC 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, CAE) (certified),
- Educational or academic certificates (in both the original language and in English),
- Copy of passport/photo ID/birth certificate (certified)
- Visa Details (if applicable)
- 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) (certified)

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

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

Please Note: Application form (including PTR form) provided

Enrolment Information

MTC 's enrolment requirements for the courses are:

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

7.4 Pre-Training Review (PTR)

Undertake Pre-Training Review (PTR)

MTC will assess the learner's needs by conducting PTR. PTR will be conducted prior to enrolment to review student's current competencies, student needs, English level, and support* requirements including their oral communication skills, in order to enrol them in the most appropriate course to achieve their intended outcomes. Applicants are required to fill up the PTR form along with 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).

*Refer to MTC 's Student support and welfare policy for more information on the support services provided by MTC.

The pre-training review ensures that MTC:

- understands student's reasons for undertaking the course.
- ensures suitability of the training to students
- understands student's current competencies and therefore provides opportunities for these to be assessed.
- Provides students with information necessary for them to make enrolment decision and to ensure that students reasons for undertaking qualification with MTC aligns with their previous experience in 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 suits 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 (but is not limited to) disability support, RPL/CT, English language support, etc.

Guidelines for PTR-To be filled up by Students.

1. Students are required to fill up the PTR form which is included in the Application form "Application for Admission" and read all the details of their course, policies and procedures of MTC before filling up the answers. Information can be made available from the Student Handbook/Student Prospectus and/or website.
2. Students are required to answer the questions in a true and correct manner. The Enrolment officer will ensure that PTR form received along with the application form is completed by the student intending to apply for the course.
3. Enrolment officer will conduct Pre-Training Review Interview via Telephonic Conversation or via Face to Face.

   PTR Interview conducted via Telephone-If PTR Interview is conducted via telephone, prior to conducting interview, Enrolment officer will 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 by making notes of the response of the discussion by Enrolment Officer.

   PTR Interview conducted Face to Face- During face-to-face PTR interview, prior to conducting 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 the Enrolment Officer.
   This discussion notes will be recorded in the "Summary of the Discussion" section by the Enrolment Officer (Office use).

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. 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 decision to study at MTC, Enrolment officer will provide necessary information to the student required to make enrolment decision.
6. **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 MTC.
7. **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 (but is not limited to) disability support, RPL/CT, English language support, etc.
8. **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.

   The Enrolment officer will take holistic approach while assessing student's answers during Pre-Training Review by ensuring that all the answers provided by students aligns with their educational and future goals.

   Enrolment officer will have a thorough discussion with the student and will offer support or guidance if required.

Application Rejection

Student's Application will be rejected if:

- Student does not have appropriate work experience, level of skills and the 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 particular 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 this course successfully.
- 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 encouraged to contact MTC administration on ph. – 037066 5255 or email them on info@melbtc.vic.edu.au to ask any doubts they may have.

Note: MTC 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 MTC.
- claim any job guarantees or employment with its programs.
- guarantee a successful education assessment outcome for the student or intending student.

7.5 Entry Requirements and Policy

Courses Offered

Course Code and Name	CRICOS Course Code	Duration (weeks including holiday breaks)	Study Period (weeks)	Total tuition fee (AUD)	Total material fee	Application fees	Total Course Fee
CPC31020 Certificate III in Solid Plastering	119928H	52 weeks	42 weeks	$8000	$2250	$250	$10500
AUR30620 Certificate III in Light Vehicle Mechanical Technology	111620D	61 weeks	51 weeks	$14750	$1200	$250	$16200
AUR30320 Certificate III in Automotive Electrical Technology	114054E	71 weeks	61 weeks	$16500	$1200	$250	$17950
AUR31520 Certificate III in Automotive Diesel Engine Technology	114055D	72 weeks	62 weeks	$16500	$1200	$250	$17950
AUR40226 Certificate IV in Automotive Mechanical Diagnosis	120348G	34 weeks	30 weeks	$6750	$1200	$250	$8200
AUR50126 Diploma of Automotive Management	120401G	52 weeks	43 weeks	$12000	$500	$250	$9050

Note: Details of course information can be obtained from this Student handbook or by visiting our website: www.melbournetradescollege.vic.edu.au. or contact student's administration.

Delivery Mode: Classroom based Face to Face theory learning and practical training.

Delivery Location

For Classroom based Face to Face theory learning: 73 Ashley Street, Braybrook, Victoria - 3019

For Practical training at Automotive Workshop: 73 Ashley Street, Braybrook, Victoria – 3019 and 4-64 Macaulay Street, Williamstown, Victoria 3016 (For AUR31520 only)

For Practical training at Solid Plastering workshop: 99-101 Davies Avenue, Sunshine North, VIC 3020.

Please Note: Students are required to attend a minimum of 20 scheduled course contact hours per week.

Material fee will include safety boots (steel cap), workshop uniform (workshop overalls) and other PPE's including protective glasses, mechanic gloves, basic tool kit, LED inspection light and a mini First Aid Kit. Additionally, this will include any handouts and printed materials.

Student must read the student handbook for Automotive courses prior to enrolment

Based on the selection and entry requirements for the courses mentioned above, 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:

Pre-training Review (PTR) (refer to section 7.4 for detailed information)

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

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

Students are requested to fill all the questions provided in the PTR form attached in the Application form.

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

If a student is granted with RPL or course credit, MTC will give a written record of the decision to the overseas student to accept and will retain the written record of acceptance and payment receipts for two years after the overseas student ceases to be an accepted student.

If student is granted with RPL or course credit which will reduce overseas student's length course,

- Students will be informed of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course.
- Any changes in course duration will be reported in PRISMS, 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" or Student handbook for more details.

English Language Requirements for International students:

International students applying for this course either off-shore or on-shore will require:

i. Either a minimum IELTS 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.

ii. evidence that the prospective student is a citizen and holds a passport from UK, USA, Canada, NZ or Republic of Ireland.

iii. evidence that the prospective student has completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland

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.

v. Melbourne Trades college also accepts Oxford placement test scores of 71 and higher for onshore students. Score Guide: Average test score of 71 or higher in Oxford Placement Test is equivalent to IELTS 6.0. The Oxford Placement Test may be offered to the applicant after the Enrolment Officer has conducted the Pre-Training Review and

finds that the applicant has satisfactory English proficiency. Please refer to the Internal English Test Policy for more information.

Test evidence table:

IELTS (General or Academic) overall	PTE Academic	TOEFL PB	TOEFL IBT	CAE Scale	ELICOS (General English)
6.0	52	500	60	169	n/a
5.5	46	453	46	162	+ 10 weeks
5.0	41	417	35	154	+ 20 weeks

The test must have been taken no more than two years* before you apply to study at MTC.

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

Further information can be sourced from Department of home affairs English Language Vocational English.

Academic Requirements

For **our Certificate III courses**: To enter into this course delivered at MTC, Applicants should have minimum completed Australian senior secondary school examination (year 11) or equivalent.

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

For **AUR40226 Certificate IV in Automotive Mechanical Diagnosis**: To enter into this course delivered at MTC, must have completed an automotive mechanical Certificate III qualification or be able to demonstrate equivalent competency.

For **AUR50126 Diploma of Automotive Management:** To enter this course delivered at Melbourne Trades College, applicants should have the same academic requirements as for our Certificate III courses.

Language, Literacy and Numeracy test (LLN)

Students undertaking the courses at MTC must possess sound Language, Literacy and Numeracy skills since it requires them to read, comprehend and undertake required tasks, do calculations or any other course related work. To determine this, all students wanting to study at MTC 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 services and/or external support services.

LLN test will be conducted on campus by using an ACSF mapped online LLN assessment tool - LLN Robot - under the supervision of qualified LLN assessor.

All students are required to undertake a language, literacy and numeracy test (LLN) according to the following qualification:

Qualifications	**Performance Level**
CPC31020 Certificate III in Solid Plastering	ACSF Level 3
AUR30620 Certificate III in Light Vehicle Mechanical Technology	ACSF Level 3
AUR30320 Certificate III in Automotive Electrical Technology	ACSF Level 3
AUR31520 Certificate III in Automotive Diesel Engine Technology	ACSF Level 3
AUR40226 Certificate IV in Automotive Mechanical Diagnosis	ACSF Level 3
AUR50126 Diploma of Automotive Management	ACSF Level 4

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 this 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 MTC with ACSF Support Plan or students may also be asked to take further Language, literacy and numeracy training.

ACSF Support plan is a plan developed for students who are facing difficulties in meeting LLN 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

3.Numeracy

4.Writing

5.Oral Communication

If required, students can also be provided with support in Grammar, Vocabulary, and Pronunciation. Students must contact MTC to seek assistance or support in LLN.

Refer to LLN policy for more details.

Students are requested to speak to the LLN Student Support officer or CEO to discuss the support measures that they might need. MTC will provide support at no additional cost.

Note: If a learner has completed the Pre-Training Review and LLN assessment previously at Melbourne Trades College for a previous qualification in the same stream of enrolment, then it is not required.

Computer Literacy Requirements

All students enrolling into MTC programs 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 attached along the application form.

Students who do not possess basic computing skills will be provided with basic computer using support. Students may contact MTC for any further information or assistance on PH 03 7066 5255

Minimum age requirements

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

Automotive Workshop

Students undertaking AUR30620-Certificate III in Light Vehicle Mechanical Technology, AUR30320 Certificate III in Automotive Electrical Technology, AUR31520 Certificate III in Automotive Diesel Engine Technology and AUR40226 Certificate IV in Automotive Mechanical Diagnosis are required to participate in practical training as a part of completing these qualifications which will be delivered at the Automotive workshop located at 73 Ashley Street, Braybrook, Victoria 3019 and 4-64 Macaulay Street, Williamstown, Victoria 3016 (For AUR31520 only), Solid Plastering workshop at 99-101 Davies Avenue, Sunshine North, VIC 3020. Along with practical training, students will also be required to participate in classroom-based theory learning which will be delivered on campus at 73 Ashley Street, Braybrook

For any further enquiries, learners are requested to call MTC at 03 7066 5255 or you can send us an email on info@melbtc.vic.edu.au

Solid Plastering Workshop

Students undertaking CPC31020 -Certificate III in Solid Plastering are required to participate in practical training as a part of completing these qualifications which will be delivered at Solid Plastering workshop: 99-101 Davies Avenue, Sunshine North, VIC 3020. students will also be required to participate in classroom-based theory learning which will be delivered on campus at :73 Ashley Street Braybrook, Melbourne, Victoria, 3019.

Materials and Equipment Required

MTC 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).

Requirements of physical Abilities and tool and equipment provided for automotive courses will be as follows:

- **Physical fitness**

  Automotive & Solid Plastering courses: CPC31020 Certificate III in Solid Plastering, AUR30620-Certificate III in Light Vehicle Mechanical, AUR30320 Certificate III in Automotive Electrical Technology, AUR31520 Certificate III in Automotive Diesel Engine Technology and AUR40226 Certificate IV in Automotive Mechanical Diagnosis involve manual handling e.g. heavy lifting, moving part and tyres, so all students should be able to handle physical work required for this course.

  In line with its access and equity policy, MTC will identify any such barriers presented by students during pre-training review before enrolment and will identify and provide required support and reasonable adjustment where possible.

Automotive and Solid Plastering Courses materials

Melbourne Trades College will arrange and supply students workshop kit. This workshop kit will consist of safety boots (steel cap), workshop uniform (workshop overalls) and other PPE's including protective glasses, mechanic gloves, basic tool kit, LED inspection light and a mini First Aid Kit. Additionally, this will include any handouts and printed materials.

Students undertaking automotive and plastering practical sessions must wear the workshop uniform for all workshop classes.

Additional Requirements

- Pre-training Review (PTR)-refer to section 7.4 of this policy.
- Language, Literacy and Numeracy (LLN) Test-refer to section 7.5 of this policy.

7.6 Verification of Documents

Verifying English requirements

MTC 's Enrolment officer will check the authenticity of documents submitted along with application and administration team may take following procedures 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. MTC may check authenticity of submitted test score by logging into relevant test site if required.

IELTS

Test evidence may be checked online if submitted test evidence is genuine.

IELTS website has free and 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 in link below.

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

TOEFL: Test evidence may be checked online if submitted test evidence is genuine.
https://portal.ets.org/instport/public/signin

Pearson Test of English (PTE): Test evidence may be checked online if submitted test evidence is genuine.
https://www.pearsonpte.com/accept-pte/scoring/verify-scores/
Student's admission may be denied if the documents submitted by the students are not authentic. Students will receive a call to verify for the same.

7.7 Letter of Offer

MTC will issue Letter of Offer to successful applicants after all the documents 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 itself). 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.
- A copy of 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 return the signed Student Agreement, accompanied by confirmation of payment of tuition fees and Overseas Student Health Cover (OSHC), as outlined in 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, MTC will assist you in arranging OSHC from amongst several providers of OSHC in Australia, for the duration of your student visa.

Cancellation of offer letter

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

7.8 Issuance of Confirmation of Enrolment (COE) Letter

- MTC will send CoE letter once the signed student agreement along with the confirmation of the payment of the fees 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 if all requirements have been met. This will be done using the Enrolment quality checklist (Appendix 2).

- A copy of CoE will then be 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
- CoE will be used by the students to apply for a student visa (where applicable).

7.9 Enrolment Form

Students are required to complete Student Enrolment form (Appendix 1) on Orientation Day prior to the course commencement. Enrolment form must be filled up by the student. It is done to ensure that MTC receives 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 MTC are required to undertake a Language Literacy and Numeracy (LLN) Test prior to the commencement of the course. LLN test will be conducted on campus by using an ACSF mapped online LLN assessment tool - LLN Robot (https://tlrg.com.au), under supervision of qualified LLN assessor.

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

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

Note: refer to Language Literacy and Numeracy policy for more details which can be made available from the MTC.

7.10 **Deferment** and Suspension

This standard sets out that registered provider i.e. MTC 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. MTC may suspend or cancel a student's enrolment including (but not limited to) on the basis of:

- misbehaviour by the student,
- Student's failure to pay an amount he or she was required to pay MTC 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).

Note: refer to refer to Deferral, suspension and cancellation policy of MTC for more details.

8. Transfer between Registered Providers

MTC will not knowingly enrol an overseas student seeking to transfer from another registered provider's course prior to the overseas student completing 12 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 the 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 MTC 's Transfer between providers policy available on MTC 's website.

*On 1 July 2027, the transfer restriction period will revert to 6 months.

9. *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.

MTC will 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.

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- Office Use Only

Enrolment Quality Checklist

MTC staff must follow complete this checklist when implementing Enrolment Policy. The checklist will be used as Key performance indicators while undertaking the performance appraisal.			
Process	**Action**	**Completed (tick)**	**Comments**
Expression of Interest	Student's decision is respected, and all relevant information related to the course they wish to apply at MTC 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 the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the Standards of RTO 2025.		
Application forms and Pre-Training Review	Applications received by MTC are treated in a fair, equitable and respectable manner in accordance with MTC 's privacy policy.		
	Signed applications forms have been received from the students including PTR form, academic transcripts, evidence of English language, passport copy, birth certificate and other relevant documents.		
	Enrolment officer has reviewed and assessed the applications in order to determine whether letter of offer should be provided or not.		
	Pre training review form has been checked and verified, including identifying student's identity.		

MELBOURNE TRADES COLLEGE

MTC staff must follow complete this checklist when implementing Enrolment Policy.
The checklist will be used as Key performance indicators while undertaking the performance appraisal.

Process	Action	Completed (tick)	Comments
	Pre-training Interview questions are enough to retrieve information to ensure that students have met minimum entry requirements, English language requirements and if all the answers provided by students aligns with their educational and future goals		
	Pre-training interview questions has helped in identifying student's current competencies, and students' needs and support requirements including (but not limited to) learning, writing and/or oral communication skills (during call or face to face PTR Interview) 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. Students have been provided with necessary information during the PTR interview (via telephonic or face to face) so that students can make an informed decision about their enrolment in the courses at MTC .		
	Pre-training interview has been completed successfully.		
Entry requirements	Applicants' entry requirements including English test, computer literacy requirements have been checked and verified in order to provide offer letter to students. Identified if a student has appropriate work experience or level of skills relevant to this course.		
Verification of documents	Enrolment officer has checked authenticity of the documents submitted along with application form.		
	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.		

Enrolment Policy and Procedure

MELBOURNE TRADES COLLEGE

MTC staff must follow complete this checklist when implementing Enrolment Policy.
The checklist will be used as Key performance indicators while undertaking the performance appraisal.

Process	Action	Completed (tick)	Comments
	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 student's file/profile to maintain student's record.		
CoE	CoE is sent to students after signed copy of student agreement and fee paid confirmation has been received by MTC.		
	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.		
Enrolment Form	Enrolment form has been filled up by the student.		
LLN test	Students have been notified about LLN requirements.		

Language literacy and Numeracy test will be conducted prior to course commencement on campus by using an ACSF mapped online LLN assessment tool - LLN Robot - under supervision of qualified LLN assessor.
If students do not meet the recommended LLN requirements, students will be referred for additional support to be provided by MTC with ACSF Support plan or students will be asked to take further Language, literacy and numeracy training.