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AUSTRALIAN SCHOOL OF COMMERCE

ENROLMENT KIT

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About Enrolment Kit

ASOC manages and conducts its recruitment process in a fair, responsible and detailed manner. ASOC ensures that recruitment, selection and enrolment process is conducted according to the *National Code 2018 (Cth)* and the *Standards for RTOs 2015 (Cth)*.

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

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

Legislation on Recruitment and Enrolment of overseas students

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

Clause 5.1-5.3 of the Standards for RTOs 2015 (Cth)

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

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

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

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

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

National Code 2018 (Cth)

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

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

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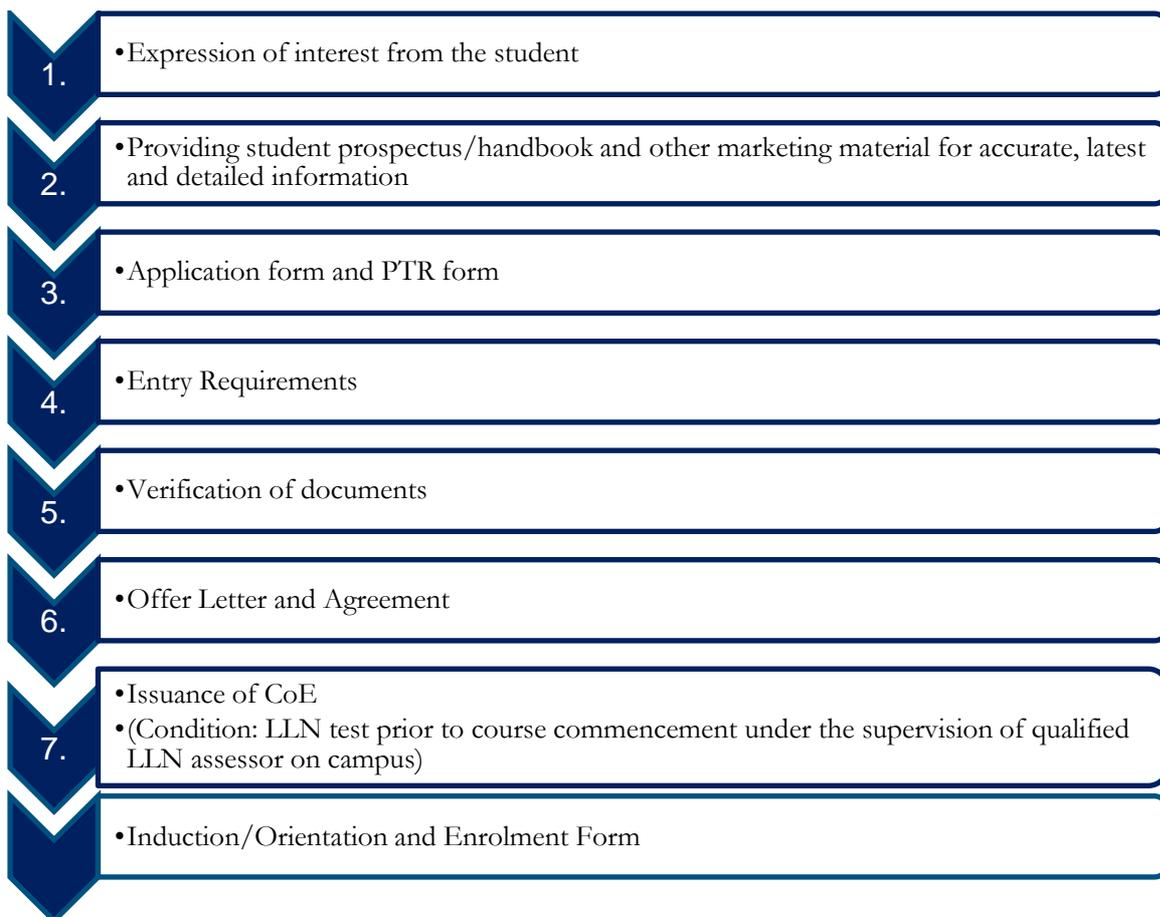Ph: 1300 781 194
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The framework provides a consistent national approach to the registration of education providers so that the quality of the training, and the care of students, remains high.

Standard 2: Recruitment of an overseas student

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

Please refer to the link below for details on Recruitment of Overseas students https://www.legislation.gov.au/Details/F2017L01182

Step by Step Enrolment Process

1. •Expression of interest from the student

2. •Providing student prospectus/handbook and other marketing material for accurate, latest and detailed information

3. •Application form and PTR form

4. •Entry Requirements

5. •Verification of documents

6. •Offer Letter and Agreement

7. •Issuance of CoE
•(Condition: LLN test prior to course commencement under the supervision of qualified LLN assessor on campus)

•Induction/Orientation and Enrolment Form

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Enrolment Policy and Procedures

1. Purpose

ASOC implements this enrolment policy and procedures to ensure that:

- Students selected to study at ASOC 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 is 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.

2. Responsibility

CEO is responsible for the implementation of this policy and ensuring that relevant staff members are aware about this policy and procedure.

3. Scope

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

4. Definitions

Admission: the process by which a prospective student applies for a place in a course offered by the school 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

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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 the school. 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 the school 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 ASOC is able to meet student's individual needs and their host workplace requirements (if applicable).

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

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

SMS: Student Management System.

5. Policy Requirement

- Application procedures will be student-focused, consistently applied and equitable.
- All applications will be treated fairly, with respect and sensitivity, and in accordance with the ASOC's Privacy Policy.
- Applications for admission will be lodged according to the relevant guidelines provided to the applicants in the Student handbook.
- School 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.
- School 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 National Vocational and Training Regulator (Data *Provision Requirements) Instrument 2020*.

6. Procedures

Step by Step ASOC's Enrolment policy

6.1. Expression of Interest from the student.

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

6.2. Student handbook and other relevant marketing material

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

- Course offered at ASOC, 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

6.3. Application form and Pre-Training Review form

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

Once all the enquiring students have received marketing materials like handbook or prospectus, which contains 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 along with Pre-Training Review form prior to the course commencement date to allow adequate time for the school to assess the application.

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

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

 Other documents that may be required include:

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

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

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

Enrolment Information

ASOC'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.

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6.4. Pre-Training Review (PTR)

Undertake Pre-Training Review (PTR)

ASOC 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, 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).

The pre-training review ensures that ASOC:

- Understands the student's reasons for undertaking the course
- ensures the suitability of the training to the students
- understands the student's current competencies and therefore provides opportunities for these to be assessed
- 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 as "Appendix 1" and read all the details of their course, policies and procedures of the Institute 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.
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, Enrolment officer will call the student and check student's identity like name, date of birth and/or course undertaken to ensure that the student has genuinely completed the information by himself/herself. For telephonic Conversation, a communication log will be retained by making notes of the response of the discussion by Enrolment Officer.
   - **PTR Interview conducted Face to Face-** During face to face PTR interview, Enrolment officer will verify with the student if all the answers have been completed by the student. Discussion notes will be maintained and recorded by Enrolment Officer.
4. During both Telephonic and/or Face to face PTR Interview, Enrolment officer will verify the answers provided by the student and check:
   - if the student is aware of the policies, procedures and other information necessary for the students.
   - if the student has received true and accurate information and if they are suitable to undertake the course/s.
5. Enrolment officer will ensure that PTR form received along with the application form is completed by the student intending to apply for the course.
6. **If students have not received sufficient information i.e.** are not aware of the policies, procedures and other information necessary for students to make enrolment decision to study at

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ASOC, Enrolment officer will provide necessary information to the student required to make enrolment decision.

7. ***For example: If students have answered "No" or have not answered the questions in the PTR form,*** Enrolment officer will provide students with true and accurate information so that students can make an informed decision about their enrolment in the courses at ASOC.

8. While conducting PTR, Enrolment officer will take information from the Application form and Pre training review form to identify any support and needs required by the student which includes (but is not limited to) disability support, RPL/CT, English language support, etc.

9. At the final stage of the PTR, the Enrolment officer will fill up the pre training evaluation checklist to ensure that the student is enrolled in a course suitable to his/her needs, abilities, and study/career goals, and to recommend appropriate learning or other support.

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.

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

Note: ASOC 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 ASOC.

- claim any job guarantees or employment with its programs.

- guarantee a successful education assessment outcome for the student or intending student.

Students are encouraged to contact ASOC administration on 1300 781 194 to ask any doubts they may have.

6.5 Entry Requirements and Policy

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

English Language Requirements for International students:

International students applying for these courses either off-shore or on-shore will require:
  i) Either a minimum IELTS (General) test score of 5.5 or equivalent for direct entry into a VET course;

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or,   IELTS score of 5.0 or equivalent with an ELICOS course (up to 10 weeks) to be taken before the main VET course;

or,   IELTS score of 4.5 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course;

Results older than two years are not acceptable.

OR

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

OR

iii) 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.

Test evidence table:

English Language Test providers	Minimum Test Score	Minimum Test Score where combined with at least 10 weeks ELICOS	Minimum Test Score where combined with at least 20 weeks ELICOS
International English Language Testing System	5.5	5	4.5
*Test of English as a Foreign Language (TOEFL) paper based	527	500	450
TOEFL internet-based test	46	35	32

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

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

Academic Requirements

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For BSB40215 Certificate IV in Business, BSB50215 Diploma of Business, SIT30816-Certificate III in Commercial Cookery, SIT40516-Certificate IV in Commercial Cookery, SIT50416-Diploma of Hospitality Management   : To enter into these courses delivered at ASOC, applicants should have successfully completed year 12 or secondary studies in applicant's home country equivalent to Australian senior secondary school examination.

For BSB60215 Advanced Diploma of Business: To enter into this course delivered at ASOC, applicants should have successfully completed Certificate IV level qualifications.

For BSB80615 Graduate Diploma of Management (Learning): To enter into this course delivered at ASOC, applicants should have successfully completed Diploma level qualification.

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.

Language, Literacy and Numeracy test (LLN)

Students undertaking the course must possess sound Numeracy skills since it requires them to do calculations or any other course related work. To determine this, all students wanting to study at ASOC are required to undertake LLN test prior to the commencement of the course. Based on the test outcome, students may be identified as requiring internal support and/or external support.
LLN test will be conducted on campus by using an ACSF mapped online LLN assessment tool - LLN Robot under the supervision of qualified LLN assessor. All students are required to undertake a language, literacy and numeracy test (LLN) according to the following qualification:

SIT30816-Certificate III in Commercial Cookery	ACSF Level 3
SIT40516-Certificate IV in Commercial Cookery	ACSF Level 3
SIT50416-Diploma of Hospitality Management	ACSF Level 4
BSB40215 Certificate IV in Business	ACSF Level 3
BSB50215 Diploma of Business	ACSF Level 3
BSB60215 Advanced Diploma of Business	ACSF Level 4
BSB80615 Graduate Diploma of Management (Learning)	ACSF Level 4

Students are required to achieve expected level of working component 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 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 the institute with ACSF Support Plan or students will be asked to take further Language, literacy and numeracy training, such as ELICOS programs (ASOC does not offer ELICOS program). ASOC will offer support and guidance to students who require LLN Support.

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ACSF Support plan is a plan developed for students who are facing difficulties in meeting LLN requirements. This plan is implemented for student to achieve expected learning outcome. Support learning outcomes will be provided in the areas where students have been identified as facing difficulty. Support will be provided if a student's exit level is less than the required level. Support plan for students will be developed on 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 ASOC to seek assistance or support in LLN. Refer to LLN policy for more details. Students are requested to speak to Student Support officer or Training Manager to discuss about the support measures that they might need. ASOC will provide support with no additional cost.

Computer literacy requirements

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

Minimum age requirements

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

Materials and Equipment Required

Although ASOC 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 application such as Microsoft Word, an email platform.

For SIT qualifications:

Requirements for tools and equipment:

Learners are required to have kitchen kit including, chef dress, safety boots and knife kit including various knives and other tools. Kitchen Kit is required to enter into the kitchen and to be able to undertake training in the kitchen effectively.

Students will be required to purchase chef dress, safety shoes and knife kit from the school.

Physical Abilities and handling complex:

Learners are expected to have physical abilities and manual handling required to perform tasks involved while undergoing training. Learners must able to handle complex foods including cooking of

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various processed or raw meats, poultry, seafoods, dairy items and must kept in mind of any religious or dietary barriers to handle such foods before enrolling into this course. In line with its access and equity policy, ASOC will identify any such barriers presented by students during pre-training review call before enrolment and will identify and provide required support and reasonable adjustment where possible.

Physical fitness:

Students are expected to have an understanding of physical abilities and manual handling required to perform tasks involved while undergoing training. As part of this course students are expected to do manual handling, lifting heavy pots and pans.

Additional Requirements

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

6.6. Verification of Documents

Verifying English requirements

ASOC's Enrolment Officer may 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. ASOC may check authenticity of submitted test score if required.

IELTS: Test evidence may be checked online if 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 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://www8.pearsonvue.com/affiliate/reporting/plt/LoginPage.htm

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.

6.7. Letter of Offer

ASOC will issue Letter of Offer to successful applicants after all the documents have been verified*. Offer letter will include all detailed instructions and conditions for accepting the student agreement (student agreement is incorporated in the offer letter 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

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applicable, unsuccessful applicants shall be offered alternative study options.

- The Letter of Offer and Student Agreement letter will be sent via email to the students or their nominated representative.

- A copy of the Letter of Offer and Student Agreement will be kept in the student's file/profile.

 *Documents submitted by the student may also be verified prior to course commencement depending upon case-by-case basis. Institute reserves the right to cancel student's enrolment prior to course commencement 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 return the signed Student Agreement, accompanied by confirmation of payment of tuition fees and Overseas Student Health Cover (OSHC), as outlined in the Letter of Offer. The Department of Home Affairs (DHA) requires you to maintain OSHC for the duration of your time on a student visa in Australia. If student does not have an OSHC, ASOC can assist you in arranging OSHC from amongst several providers of OSHC in Australia, for the duration of your study.

Cancellation of offer letter

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

6.8. Issuance of Confirmation of Enrolment (COE) Letter

- ASOC 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.

- 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 are met. This will be done using the Enrolment quality checklist (Appendix 2).

- A copy of CoE will be then sent to the student, or an authorised representative, via email,

- A copy of the CoE will be filed in the student's file and the Student Management System will be updated, and

- The CoE will be used by the students to apply for a student visa (where applicable).

6.9. Enrolment Form

Students are required to complete Student Enrolment form on Orientation day prior to the course commencement. Enrolment form must be filled up by the student. It is done to ensure that the Institute receives current and latest contact details of students.

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7. Language Literacy and Numeracy test

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

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

Students are required to bring their photo ID such as passport or driver's license to authenticate their identification. Kindly refer to LLN policy for more details which can be made available from the school.

8. *Work based training for SIT qualification*:

A total of 260 hours will be completed in workplace commercial kitchen as a part of work-based training. An induction for WBT students would be conducted at school and workplace induction will be conducted at workplace before commencement of WBT.
Students will be required to compete a logbook for each service period and reflect on tasks performed during service period. Workplace supervisor will verify logs of training for each food service period on student log book.
Refer to Student Handbook for more information or contact us on 1300 781 194.

Workplace suitability assessment

The WBT coordinator will determine suitability of potential host employer, including supervision and occupational health and safety requirements. Work-based training site will be assessed for work-based training suitability by the WBT assessor using the Workplace Training Facility Checklist. The WBT Coordinator will use a suitability check list to determine the following: ABN registration, menu and meal type served, work safety, WHS safety measures in regard to equipment resources available and capacity of number of learners the Host Employer is able to have at any one time conducting Work-Based Training.

Students can use their workplace to complete 260 hours of Work-Based Training. However, to ensure that student's workplace requirements are met, WBT coordinator will determine suitability of potential host employer, including supervision and occupational health and safety requirements.

Alternative Arrangements if industry workplace does not meet the requirements

If student's workplace site does not meet suitability, the WBT coordinator will allocate another WBT facility which can provide the opportunity for the identified gap e.g., Missing equipment, meal type, or menu style or menu items.
Work-based training will be conducted at approved industry workplace commercial kitchen with whom ASOC has an agreement with.

9. *Deferment and Suspension*

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

- misbehavior by the student,

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- student's failure to pay an amount he or she was required to pay the school 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).

Kindly refer to Deferral, suspension and cancellation policy of ASOC for more details.

10. Transfer between Registered Providers

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

- Releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered.

- The releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents 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 ASOC's student transfer policy available on ASOC's website.

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.

ASOC 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.

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Appendix 1- Student Enrolment Form

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

Course 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: ....

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Appendix 2: Enrolment Quality Checklist

Enrolment Quality Checklist

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

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

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Process	Action	Completed (Please tick)	Completed by/ Comments
	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 ASOC.		
	Pre-training interview has been completed successfully.		
	For cookery course, Learners have been informed about the entry requirements including work-based training which learners are required to undertake as part of the courses.		
Entry requirements	Applicants' entry requirements including English test, computer literacy requirements have been checked and verified in order to provide students with offer letter. Identified if a student has appropriate work experience or level of skills relevant to the course.		
Verification of documents	Enrolment Officer has checked authenticity of the documents submitted along with application.		
	English test has been checked online to verify if it's genuine. (If required)		
Offer letter & Agreement	Offer letter has been issued to applicants after thorough verification of documents.		
	Offer letter includes all the detailed instructions and conditions for accepting the student agreement.		
	Applicants who did not meet the entry requirements have been notified in writing and alternative study options are offered to them.		
	Copies of letter of offer and student agreement have been kept in student's file/profile to maintain student's record.		
CoE	CoE is issued to students after signed copy of student agreement and fee paid confirmation has been received by ASOC. Condition-LLN test*		
	CoE has been prepared and generated as per the PRISMS user guide for international students.		
	A copy of CoE has been kept in students file to maintain students record		
*LLN Test	Students have been notified about LLN requirements.		
Language Literacy and Numeracy Test Language literacy and Numeracy test has been conducted prior to course commencement on campus by using an ACSF mapped online LLN assessment tool - LLN Robot - under supervision of qualified LLN assessor.			

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Process	Action	Completed (Please tick)	Completed by/ Comments
	If students do not meet the recommended LLN requirements, students will be referred for additional support to be provided by the school with ACSF Support plan or students will be asked to take further Language, literacy and numeracy training, such as ELICOS programs		