



Recruitment of an Overseas Student Policy

Purpose

This policy is in place to ensure Institute of Intellect Blending provides prospective students sufficient information prior to enrolment and the collection of money.

Policy

Institute of Intellect Blending will ensure it provides all relevant information in comprehensive, current and plain English to overseas or intending overseas students prior to enrolment in line with the requirements in National Code Standard 2.1. This is to ensure students can make an informed decision about studying with the College. This will be done through marketing material and includes the following information:

- the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency and educational qualifications
- the CRICOS course code, course content, modes of study for the course including compulsory online training, other community-based learning and collaborative research training arrangements, and assessment methods
- course duration and holiday breaks
- the course qualification or other outcomes
- campus locations and facilities, equipment and learning resources available to students
- the details of any arrangements with another provider, person or business who will provide the course or part of the course
- indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies
- the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled
- the ESOS framework, including official Australian Government material or links to this material online
- accommodation options and indicative costs of living in Australia.

Institute of Intellect Blending will ensure all overseas or intending overseas students will receive a copy of the Student Handbook prior to enrolment.

Institute of Intellect Blending will ensure students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

Refer to English Placement and LLN Policy & Procedure



Procedure

To ensure Institute of Intellect Blending complies with the National Code Standard 2:

- Marketing information is to provide all relevant information (in line with the requirements in National Code Standard 2.1) to students prior to enrolment to ensure students can make an informed decision about studying with the College.

Refer to Marketing Information and Practices Policy

Refer to Marketing Information and Practices Checklist

- Formal engagement of any Education Agent will include the provisions that they provide prospective students with marketing materials with enough information (in line with the requirements in National Code Standard 2.1) so they can make an informed decision about studying with the College.

Refer to Education Agents Policy



Appendix: Related National Code Standard 2

Standard 2

Recruitment of an overseas student

- 2.1 Prior to accepting an overseas student or intending overseas student for enrolment in a course, the registered provider must make comprehensive, current and plain English information available to the overseas student or intending overseas student on:
 - 2.1.1 the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable
 - 2.1.2 the CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods
 - 2.1.3 course duration and holiday breaks
 - 2.1.4 the course qualification, award or other outcomes
 - 2.1.5 campus locations and facilities, equipment and learning resources available to students
 - 2.1.6 the details of any arrangements with another provider, person or business who will provide the course or part of the course
 - 2.1.7 indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies
 - 2.1.8 the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled
 - 2.1.9 the ESOS framework, including official Australian Government material or links to this material online
 - 2.1.10 where relevant, the policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for younger overseas students (in accordance with Standard 5)
 - 2.1.11 accommodation options and indicative costs of living in Australia.
- 2.2 The registered provider must have and implement a documented policy and process for assessing whether the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.
- 2.3 The registered provider must have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit.



The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

- 2.4 If the registered provider grants RPL or course credit to an overseas student, the registered provider must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
- 2.5 If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must:
 - 2.5.1 inform the student 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
 - 2.5.2 report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.