



## Admissions Policy and Procedure

### **Purpose**

To ensure that the criteria and process for the admission of students into any course offered by Bentley College are clearly specified and made available to students prior to and during an application process. The practices followed will be in compliance with the Standards for RTOs 2015 (SRT0 2015) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

### **Scope**

This policy applies to all prospective students and the Bentley College staff who are involved in assessing applications, issuing the Letter of Offer and Enrolment Acceptance Agreement and processing applications in PRISMS.

### **Policy**

The course information and entry requirements will be clearly described in the Bentley College Student Prospectus on the Bentley College website ([www.bentley.edu.au](http://www.bentley.edu.au)). The admissions team will ensure that a rigorous assessment process is followed in line with the admissions criteria for all applications for courses.

Students who apply for Recognition of Prior Learning (RPL) or Credit Transfer from a previous qualification will be assessed according to the RPL/Credit Transfer Policy. In cases where RPL or Credit Transfer has been awarded after the issuance of the student visa, Bentley College will report the change of course duration in PRISMS.

Bentley College must retain records of all International Student Enrolment Written Agreements and receipts of payments made under any Written Agreement for at least 2 years after the person ceases to be Bentley College's student.

### **Entry requirements**

Bentley College has admission requirements as follows (in addition to the course specific entry requirement):

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Successfully meets the requirements and satisfies the criteria of Genuine Student Test.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Bentley College is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- Student must have sound digital literacy and access to working internet.



**Please note:** All the students commencing this course are required to complete LLN test on the orientation day to assist Bentley College to identify student's needs for additional support during their study with Bentley College.

## Enrolment Acceptance Agreement for overseas students

Each overseas student who has successfully met the Bentley College entry requirements will be offered a place in the course that the student has applied for where the capacity of the course is available. An Enrolment Acceptance Agreement between Bentley College and the student will be issued. The Enrolment Acceptance Agreement sets out the services that Bentley College will provide and the student's obligations upon accepting the Enrolment Acceptance Agreement. This agreement will:

- Be signed by the student prior to, or concurrently with, making the payment of the tuition fee.
- Outline the course(s) in which the student is to be enrolled, the expected course start and end date, the location(s) of the delivery of the course, any work-based training required as part of the course (if applicable), the course qualification.
- Specify the prerequisites (if any) for entry to the course, including the academic and English language proficiency level.
- Indicate the enrolment fee, tuition fee and material fees for the periods to which the fees relate, payment options, late payment charge and refund policy.
- Include an outline of the Bentley College internal and external complaints and appeals processes.
- Include any conditions imposed on the student's enrolment.
- Provide details of any non-tuition fees that may incur in the circumstances of late payment of tuition fees or any other circumstances where additional fees may apply.
- Set out the circumstance in which personal information about the student may be disclosed by Bentley College to the Australian Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988.
- Provide a statement that states 'This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies'.
- Advise the overseas student of their responsibility to notify Bentley College of a change of address while enrolled in their course(s), to provide emergency contact details and to inform the Institute within 7 days of changes to these.
- Advise students that in the event of a course not being delivered by Bentley College, Bentley College will refund the tuition fees paid or under the Tuition Protection Service (TPS) will arrange a refund or transfer as per the TPS Framework.
- Include a statement that clearly advises the student to retain a copy of the Enrolment Acceptance Agreement and any receipts of payment of fees.

## Procedure

### Steps of assessing an application

- 1) On receipt of an application, the Admissions Department will ensure the application documents are complete for assessment. This would include:



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- An application form with all the required fields completed.
  - Copies of the academic qualifications and transcript (in English)
  - Copies of English results (where appropriate)/Bentley College placement test result
  - Copy of the passport (main page and visa page where appropriate).
  - Copy of Genuine Student Test (GST).
- 2) Each application is to be assessed to ensure that the applicant's qualifications and English language proficiency meet the requirements of the course being applied for. The requirements are described in this Procedure. The Administration Manager completes an admissions checklist to ensure the requirements are met.
  - 3) The Admissions Department checks the student visa status on VEVO.
  - 4) Applicants that meet the entry requirements will be offered a place in the course being applied for. An Offer Letter and Enrolment Acceptance Agreement will be issued by Bentley College and sent to the applicant and/or their education agent.
  - 5) Along with Offer Letter and Enrolment Acceptance Agreement, a link of current course information is also emailed to the student/education agent so that intended student has correct and up-to-date information of the course/s in accordance with Standard 2 of National Code 2018 and Standard 5.2 of SRT0 2015.
  - 6) The Administration Manager issues a CoE on PRISMS. When a CoE cannot be generated for any reason whatsoever, or where a release is required from the student's principal course provider, the Administration Manager will contact the student or their education agent seeking for the release from other provider before a Bentley College CoE can be issued or as appropriate document.
  - 7) Upon the receipt of the release information on PRISMS, the Administration Manager will issue the CoE.

## Assessing Academic Qualifications

- Applicants must have completed at least Australian Year 12 or equivalent to enter the following courses:
  - BSB50120 Diploma of Business.
  - BSB60120 Advanced Diploma of Business.
  - BSB50420 Diploma of Leadership and Management.
  - BSB60420 Advanced Diploma of Leadership and Management.
  - BSB40820 Certificate IV in Marketing and Communication.
  - BSB50620 Diploma of Marketing and Communication.
  - BSB60520 Advanced Diploma of Marketing and Communication.
  - BSB80120 Graduate Diploma of Management (Learning)
  - SIT30821 Certificate III in Commercial Cookery.
  - SIT31021 Certificate III in Patisserie
  - SIT40521 Certificate IV in Kitchen Management.
  - SIT50422 Diploma of Hospitality Management.
  - SIT60322 Diploma of Hospitality Management.



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- The following courses require the applicant to have completed a qualification equivalent to Australian Advanced Diploma level (AQF Level 6) or higher or have four years equivalent full-time relevant workplace experience in the field of organisational learning and capability development.
  - BSB80120 Graduate Diploma of Management (Learning)

## Assessing Language Proficiency

- **English proficiency requirement**
  - 1) All the courses listed above require the English proficiency of an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
  - 2) In circumstance where an applicant is unable to provide a valid English result or an academic qualification, the applicant will be required to take the Bentley College English placement test. Offshore applicants must take the offshore English placement test under the supervision of their education agent. Onshore applicants must take the test on the Bentley College campus under the supervision of the Bentley College administration staff. The placement test will be assessed by the ELICOS teacher. Bentley College reserves the right to re-test any student for English language proficiency during orientation. Results from such a test may be used to determine course entry.

Please refer to the score comparison table at:

<https://www.pearsonpte.com/pte-academic/scoring>

## Process processes to ensure intending overseas students are genuine temporary entrants

Ensure that the student completes a Genuine Student Test (GST) form as part of their application. This document should outline their intentions for studying in Australia and confirm that they meet the GTE criteria. Authenticate all documents provided, including academic qualifications and employment letters (where applicable).

- Thoroughly review the student's application, including academic transcripts and employment history (if available). Look for consistency in the student's study background and the course they are applying for.
- Assess the alignment between the student's education history and their future study plans in Australia (their long-term goals should align with their intended study plans).
- Look for student's understanding of the chosen course and how it fits with their career goals and conduct the interview if required.
- Check for student's intentions after completing their studies, such as returning to their home country or pursuing further study or career opportunities.
- Look for Red Flags such as:
  - Unclear or inconsistent study and career pathways.
  - Lack of strong ties to the home country (e.g., no employment, family, or community ties).



- Overly reliant on third-party advice with little personal input.
- Assess the likelihood that the student is using education as a pathway for migration, particularly if they have prior visa refusals or unusual circumstances in their personal history.
- Ensure that the student must meet the English language proficiency requirements for their intended course of study. Adequate language skills ensure that the student is capable of succeeding academically, which aligns with the GTE criteria.
- Ensure each student's GTE status is assessed holistically, taking into account all relevant factors to make an informed decision about the student's eligibility for admission.
- Applications with significant concerns or red flags (e.g., unexplained gaps in study history, inconsistent documentation, or visa refusals) will be referred to RTO Manager for further review.
- In cases of doubt, seek external verifications to confirm the authenticity of the documents provided.

## Assessing Recognition of Prior Learning (RPL)/Credit Transfer

If an applicant is applying for RPL, the applicant is required to make an appointment with the Academic Manager to discuss their eligibility and the process. The Academic Manager will notify the admissions team, with the RPL outcome for the course, and then a revised offer is to be made, if required.

If an applicant is applying for a credit transfer, the applicant must provide the copies of their qualifications and academic transcripts. Applications for RPL and Credit Transfer are governed by the RPL/Credit Transfer Policy and Procedure.

In the case of accepted RPL or Credit Transfer, Bentley College will inform the student in writing of the outcome of the application and advise the student of reduced course duration and issue a revised CoE.

## Admission Student Files

Within 10 business days of receiving the signed agreement from an overseas student, the admissions team will confirm the following enrolment details into PRISMS:

- Student's full name
- Gender
- Date of birth
- Country of birth
- Nationality
- Passport number
- Student's Australian contact details
- Student's overseas contact details
- Education agent details
- Start and end date of the course
- Course name, course code and the location of delivery



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- Amount of tuition and non-tuition fees received by Bentley College
- Total amount of tuition fees in accordance with the International Student Enrolment written agreement
- OSHC details (if arranged by Bentley College)
- If the student has undertaken an English language test, the name of the test and the results the applicant received.
- Any conditions for the course commencement

## Enrolment variations

### Pre-commencement deferral, withdrawal and change of the course:

When a student applies for a deferral, withdrawal or change of course after they receive the CoE and before the course commencement, the student must:

- 1) Complete the Student Deferral/Suspension/Cancellation/Leave Request Form. If it is a change of course application, then the International Student Application Form must also be completed for the new course being applied for.
- 2) The application will be assessed by the Admissions Department according to the admissions criteria. The outcome will be communicated to the student and education agent.
- 3) When the student meets the admissions criteria, a revised Letter of Offer and Enrolment Acceptance Agreement will be sent to the student and their education agent.
- 4) Upon the receipt of the student signed International Student Enrolment Written Agreement, the change of course will be reported on PRISMS and the new CoE will be issued to the student and their education agent.
- 5) Deferral and withdrawal applications will be assessed by the Admissions Manager and the RTO Manager in accordance with the Deferring, Suspending or Cancelling the Overseas Students' Enrolment Policy and Procedure.

### Post-commencement withdrawal, deferral and change of course

- 1) All student-initiated applications for deferral/cancellation/suspension must be in writing using the Student Deferral/Suspension/Cancellation/Leave Request Form. Supporting documents must be submitted with the application as appropriate.
- 2) The completed form must be submitted in writing to student administration.
- 3) The application will be assessed according to the Deferment, Suspension or Cancellation Policy and Procedure and will be reported in PRISMS according to ESOS Act.
- 4) The enrolment variation will be communicated to the student via email with the attachment of a new CoE/cancelled CoE.



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- 5) The Bentley College Admissions Department will document the whole process of the enrolment variation in the individual student files.
- 7) If the application is rejected, the student will be communicated via email of the outcome and be advised that they have the rights and access to appeal in accordance with the Complaints and Appeals Policy and Procedure.