



Application and Enrolment Policy and Procedure

1. Purpose

The purpose of this procedure is to define the process for enrolling a student in a course at EEI.

Empyrean Education Institute (EEI) is committed to ensuring fair and equitable policies and procedures are in place regarding the enrolment of students. EEI is bound by and accepts the responsibility of Commonwealth and State Legislation governing the operations of the institute including enrolment procedures. All employees must comply with this policy and the associated Enrolment process.

2. Objectives of the Enrolment System

The admission of an individual applicant is at the discretion of EEI. In exercising this discretion EEI will be guided by the following objectives:

- There should be a reasonable expectation that anyone admitted to a program of study will be able to fulfil the learning objectives of the program and achieve the standard required for an award available within the program
- The ability to successfully complete and benefit from a program should be the basic criteria for Admission
- In considering each individual applicant for admission to a course, evidence should be sought of personal, professional and educational experiences that provide indications of ability to meet the demands of the course
- The procedures followed should ensure equality of opportunity for all applicants, not only in the interest of social justice but to harness the development of the scarce supply of talent. There shall be no discrimination against any applicant in relation to age, disability, ethnic origin, gender, marital status, nationality, race, sexual orientation or social class. EEI's policies on Anti-Discrimination will be taken into consideration;
- Except where a course has been approved for delivery in another language, EEI must satisfy itself that the applicant has sufficient command of the English language to complete satisfactorily the course of study

3. Elements and Criteria of the Enrolment System

a. Age

Student should be 18 years of age or over.

b. English Language Proficiency

Before being considered for admission, international applicants from countries where English is not the first language must demonstrate that they have an adequate level of proficiency in English;

English language proficiency may be demonstrated by any of the following:

- IELTS test results sheet

Score of 5.0 for entry to EEI's Certificate III and IV courses

Score of 5.5 for entry into EEI's Diploma/Advanced Diploma courses



- Other internationally recognized testing results sheet TOEFL (paper)

Score of 500 for entry to EEI's Certificate III and IV courses

Score of 525 for entry to EEI's Diploma courses.

- TOEFL (computer)

Score of 175 for entry to EEI's Certificate III and IV courses

Score of 195 for entry to EEI's Diploma courses.

- Certificate/Diploma

Certificate of completion of an English course completed in Australia at a minimum level of intermediate or Certificate III in Spoken and Written English

- Certificate/Diploma

Completion of another course in Australia that had the same English entry requirement i.e. another Diploma, trade certificate, university degree

- ISPLR – score of 3
- HSC – completed in Australia.
- HSC Foundation studies completed in Australia
- ESL – completed as part of HSC completed in Australia.

Applicants who do not meet the minimum English level requirement, after having their English language proficiency assessed, will be advised by an EEI Enrolment officer that they need to undertake a preliminary English course.

On consultation with EEI Training and Compliance Manager and based on the results of the assessment, EEI Student Administration will recommend the approximate duration of time that the student would need to study ELICOS at approved ELICOS institutions in order to attain a level equivalent to an IELTS score of 5.0 or 5.5. Student's visa will be extended for applicants who are required to undertake ELICOS studies. Student visa approval is subject to Department of Immigration and Border Protection (DIBP) approval.

Once students who do not meet the minimum English level requirement have completed a preliminary English course, their English language proficiency is formally tested again to ensure that it is satisfactory. If student passes the test, the test is marked with an approved stamp and signed by the EEI Student Administration.

c. Academic Criteria

- The minimum qualification required for entry to EEI program (s) is a Year 10 or 11 or 12 qualification or its equivalent depending on the course enrolled. Please refer to the Department of Immigration and Border Protection (DIBP) website for visa conditions and assessment level www.immi.gov.au
- There is no requirement for the student to get his qualification assessed by the relevant Australian Authority but the student should submit the attested copies of his/her qualification, academic transcript or any work experience.



- If any document is in a language other than English, copy of the translated document should be submitted.

d. Admission with RPL/ Credit Transfer

Students can apply for Recognition to Prior Learning or credit transfer for the units outlined in course structure of the qualification they wish to gain. Students can be admitted;

- Provided that it is clear that an applicant has fulfilled the relevant progression and assessment requirements of the course by means other than attendance on the planned course, and will be able by completing the remaining requirements to fulfil the objectives of the course and attain the standard required for the qualification, that applicant may be admitted to any appropriate point in the course
- Admission with RPL/exemption is subject to the same principles, as admission to the beginning of a Course
- Decisions to admit RPL students will be made at point of entry and shall follow RPL Policy and Procedure
- Recognition of prior learning is generally used as a term including both prior certificated learning and experiential learning.

e. Transfer from one program to another within the institute

The procedure for RPL/Exemption may be used to permit a student who has successfully completed all or part of one course of study to transfer to another related program of study.

As stipulated in the National Code of Practice 2007, EEI must not knowingly enrol a student who wishes to transfer from another provider prior to the student completing six months of their principal course of study except under the following conditions:

- The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered
- The original registered provider has provided a written letter of release
- The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
- EEI follows Assessing Applications for Provider Transfer Policies & Procedures when assessing students who wish to transfer from another provider.

4. Procedure for Students

Step 1 Application

- Complete EEI application form
- Read and sign attached terms and conditions
- Provide certified copies of supporting documentation
- Provide certified evidence of English Language proficiency
- Forward completed application form, application fee, terms and conditions and supporting documents to EEI administration



Step 2 Interview

- An EEI recruitment representative will contact you to conduct a formal interview:
- Method by: phone call, email, video call, face to face
- For details concerning the EEI interview process, please refer to the EEI Interview Policy located on the Empyrean network.

Step 3 Unsuccessful Applicants

- If unsuccessful, student will receive a letter of unsuccessful admission, with supporting reasons for the unsuccessful application
- If unsuccessful, the student has the opportunity to discuss reasons for non-approval with the EEI recruitment representative
- The student, if applicable, is permitted to lodge a further application or further supporting documentation if required

Step 4 Successful Applicants

- Successful applicants will receive the EEI Formal Letter of Offer, Payment information and PRISMS Confirmation of Enrolment (CoE)
- International students may present the Provisional Acceptance Letter to the Australian Embassy/High Commission or consulate for visa processing or Pre Visa Approval

Step 5 Enrolment Confirmation Students

Student must provide EEI with;

- Passport
- VISA Approval evidence
- Proof of Payment
- OSHC (Overseas Student Health Cover) Confirmation documentation

Step 6 Enrolment Confirmation

- EEI will provide to student, payment receipt, EEI CoE, Course Information and Academy Information and Unique Student Identifier (USI).

Step 7 Student Arrival

- EEI holds an Orientation (Student Induction) Program on the first day of the course for all students. The orientation program aims to register students, introduce students to key staff members and familiarize students to EEI's premises and the EEI's policies and procedures as well as to welcome them.
- Student must sign EEI Enrolment Agreement and Rules and Procedures during Orientation Program.

5. Regulatory and Legislative Requirements



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This policy supports the government legislation standards of *AQTF 2007, National Code 2007, National Vocational Education and Training Regulator Act 2011, Education Services for Overseas Students Act 2000, Standards for Registered Training Organisations (RTOs) 2015*

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