Ardor College is the trading name of

Paraskevi International Pty Ltd

ABN 81 128 521 193│RTO 31811

www.ardor.edu.au

Student Enrolment Policy and Procedure

TOWNSVILLE

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Version Control

Date	Version	Changes made	Author
April 2021	V2.0	Reviewed and implemented	Administrative Officer

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Scope

This policy applies to assessing the students' enrolment with Ardor College's courses of study and outlines the process of assessing and documenting requests for the students' English and Academic proficiency.

Policy

All students will be provided with a copy of this policy prior to enrolment to inform of the basis on which applications are accepted. The purpose of this procedure is to define the system used to assess the students' proficiency in English as well as academic qualifications and /or work experience required by Ardor College to enter one of its promoted courses.

Definitions

- **English Language Proficiency:** English Language Proficiency is the ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their program of study.
- **Academic Proficiency:** Academic standards students must meet to be considered academically successful to enter a course.

Age Requirement

At the time of application, there is no age limit to be admitted into the College programs. Entry into a SAT (school-based apprenticeship or traineeship) is generally available to students in Years 10, 11 and 12. However, there are some apprenticeship and traineeship qualifications that have minimum age requirements as specified in relevant legislation (e.g. electrical). Information on age restrictions can be found on the specific apprenticeship or traineeship on the Queensland Training Information Service (QTIS) website.

Entry into SATs for students in Year 9 or below are on a case-by-case basis and require a business case. Information about business cases can be found on the Guide to school-based apprenticeships and traineeships.

Academic Requirement

Certificate III Level:

- have completed at least an Australian year 10 or equivalent.
- must pass Ardor College's internal LLN/ English Placement test.

Certificate IV, Diploma and Advanced Diploma Level:

- have completed at least an Australian year 12 equivalent
- must pass Ardor College's internal LLN/ English Placement test.

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- All enquiring students will be informed of where to access course information and relevant policies and procedures by either being directed to Ardor College's website (www.ardor.edu.au) or receiving a copy of the marketing material i.e. course flyers

- To study at Ardor College, all enquiring students must complete (in full) and sign the Ardor College Student Application Form. The application form can be downloaded from: https://ardor.edu.au/downloads/

- The prospective student must submit attested copies of academic documents, resume, and Drivers Licence direct to Ardor College Admissions at info@ardorcollege.edu.au

1. The above, along with the application form, may be submitted directly by the prospective student. Ardor staff will assess academic/work experience in line with the accepted list of evidence within this document for the course/s applied. Staff may need to communicate further with the student to secure the correct evidence

2. Entry Requirements have been set in place to ensure that all individuals who enter a Nationally Accredited Program have the appropriate skills and abilities they require to be successful in their studies. Some courses may have higher entry requirements, please check specific course brochures for more information.

3. Where a prospective student is unable to provide the required evidence, Admissions staff will ensure that they are sent a unique email link and login to access Ardor College's internal English and academic entry test. This test assesses the four macro-language skills of speaking, writing, reading, and listening and is available via Ardor College's online learning platform Moodle. The test is benchmarked to literacy and numeracy (ACSF) standards for intending VET students

4. If the intending student is not successful on the test, they will be informed of the result via email as soon as practicable.

5. If the intending student is successful in meeting the minimum course entry requirements, they will be informed of the result via email as soon as practicable. The remainder of the application will be assessed according to the Admissions procedures stated within the Student Handbook and on Ardor College's website.

6. Note: All documents that are submitted upon application for enrolment at the College must be a certified, true copy of the original.

7. Once the application is received, Ardor College will assess and issue a conditional offer letter

8. Once your application has been assessed and approved by Ardor College Admissions staff, a conditional offer letter is sent out which includes instructions on how to accept your offer, pay your tuition and fees, and any conditions that must be met before we can issue your Confirmation of Enrolment (CoE)

9. Once everything is received and the assessing officer is satisfied, he/she would advise you to deposit the tuition fee. Please remember to have your reference

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number on the transaction. The transfer receipt of the tuition fee deposit along with signed acceptance letter must be submitted while requesting for an eCOE. The designated officer then prepares and issues the eCOE

Accepted evidence and record keeping

In line with Ardor College's obligations, all records are to be retained for a minimum period of 2 years from the date the student completes their final course with Ardor College, or from the date on which the student's internal appeal is finalised if later than the enrolment end date, and where applicable.

For the purposes of the below, an 'accepted equivalent' of English proficiency refers to:

- An internal literacy and numeracy test (LLN) test provided by Ardor College
- Proof of successful completion of Secondary School (e.g. year 11 or 12 depending on the course) or a qualification at Certificate IV level or higher in Australia within two years of the application; or
- Evidence that the student has studied for at least 2 years in the English medium in any one of the following countries: Australia, New Zealand; the United Kingdom; Canada; the USA; South Africa; the Republic of Ireland.

For the purposes of the below, an 'accepted equivalent' of academic experience refers to:

- An internal literacy and numeracy test provided by Ardor College; or
- Proof that the student has successfully completed a qualification at Certificate IV level or higher in Australia or overseas equivalent

Forms/Record Keeping

Title of Document	Location	Responsible Officer
Official proof of English proficiency documentation (e.g. LLN)	Student file uploaded onto RTO Manager under "uploads"	Admissions Officer
Official proof of academic experience documentation (e.g. high school transcripts, graduation certificates etc.) Accepted equivalent of academic experience documentation	Student file uploaded onto RTO Manager under "uploads"	Admissions Officer
Copies of correspondence confirming the student has met the entry requirements (e.g. emails, written confirmation letter)	Student file uploaded onto RTO Manager under "uploads"	Admissions Officer

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