

# STUDENT ADMISSION POLICY & PROCEDURES

## Scope

This policy is to:

- set out a fair and transparent policy and procedure for dealing with students who wish to study at Evolution.
- ensure that students meet the minimum eligibility criteria for admission to undertake Evolution's programs.
- ensure that upon acceptance, Evolution will establish a written agreement with students, including information about course details, prerequisites, conditions of enrolment (if applicable), fees, refund and cancellation policies, as well as the provider's complaints and appeals processes.
- ensure that Evolution complies with legislative and regulatory requirements.

This policy applies to:

- all students (enrolled and intending students).
- all Evolution stakeholders.

## Definitions

DEFINITION	
CoE	The Confirmation of Enrolment
Evolution / College	Evolution Systems for Training and Development Pty Ltd (ABN: 73 114 531 636) trading as Evolution Hospitality Institute/Evolution English Language Centre (RTO 91256) (CRICOS: 02869G)
ELICOS	English Language Intensive Courses for Overseas Students
PTE Academic	Pearson Test of English
Full Time Registered Course	Course with a minimum of 20 scheduled course contact hours per week
International Student / Overseas Student	An overseas student is defined as a person (whether inside or outside Australia) who holds a student visa
Domestic Student	For the purpose of this policy, a domestic student is defined as a student who is not classified as an international student.
IELTS	International English Language Testing System
LOO	Student Letter of Offer and Acceptance Agreement
LLN	Language, Literacy and Numeracy
PRISMS	Provider Registration and International Student Management System.
VEPT	Versant English Placement Test
VET	Vocational education and training

# Policy and Procedures

## COURSE ADMISSION

- Student considered for course(s) must:
  - be eligible for admission.
  - complete the Application Form.
  - provide evidence that they have met the published age, academic and / or English language entry requirements for the course.
- Incomplete Application Form may result in delays in the admission process.
- International students will only be eligible to enrol in a full-time registered course.
- Meeting the minimum entry requirements under this policy is not a guarantee of admission, and Evolution reserves the right to decline applications at its own discretion.
- Non-English documents need to be translated and appropriately verified. Where there are doubts about a student's claimed academic credential, Evolution will contact the issuing institution for verification.
- Students must satisfy all conditions that listed in the LOO before obtaining CoE(s) from Evolution.
- LOO includes courses in which the student is to be enrolled, any prerequisites necessary to enter the courses, tuition and non-tuition fees, refund policies, and any conditions.

## ACADEMIC ENTRY REQUIREMENTS (VET)

- Domestic students
  - need to comply with the entry requirements as per the Training Package.
  - the eligibility for government-funded training will be determined by the particular funding model adopted and the evidence provided.
- International students
  - need to comply with the entry requirements as per the Training Package.
  - meet the academic requirements as completing the Senior Secondary Certificate of Education.
  - meet the requirements for the English Language Entry Requirements as per below.

## INTERNATIONAL STUDENTS' ENGLISH LANGUAGE ENTRY REQUIREMENTS (VET)

- English language tests as approved by Evolution. The test must be completed within two years before applying for the course(s):

English Language Test	Entry Requirements
IELTS	6.0 overall
Cambridge English: Advanced <i>only accept Paper Based from 12 February 2024</i>	A score of 169
PTE Academic	A score of 50
Occupational English Test	B for each test component
ELICOS Courses*	Upper intermediate B2
VEPT*	A score of 51

(\* Note: Additionally, international students who are required to obtain a student visa to study in Australia must meet the English language criteria set by the Department of Home Affairs.

- English Language Evidence Exemptions:
  - a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland.
  - an applicant who is a Foreign Affairs or, Defence sponsored student.
  - an applicant who enrolls in a principal course of study that is a registered school course, a standalone English Language Intensive Course for Overseas Students (ELICOS).

- an applicant who completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland.
- an applicant, in the 2 years before applying for the course, completed in Australia and in the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, on a student visa.
- If students do not meet the minimum English requirements, they will need to package their course with ELICOS. Upon completion, students must demonstrate appropriate levels of English language proficiency at the commencement of their VET courses.

English Language Level	Package
IELTS - 5.5 PTE Academic - 42 Cambridge English: Advanced – 162	10 weeks ELICOS & VET
IELTS - 5.0 PTE Academic - 36 Cambridge English: Advanced – 154	20 weeks ELICOS & VET

#### LANGUAGE, LITERACY AND NUMERACY

- LLN skills are generally included and identified in all course programs.
- LLN Level is assessed during the admission process or after students agree to commence their course(s) with Evolution.
- LLN Support is available to provide students with advice and support services in the provision of language, literacy and numeracy services.
- If students begin their courses and believe they may need assistance with LLN skills, they can do the following, including but not limited to:
  - speak to their trainers. Trainers have a background in language learning and teaching and are able to offer students case by case support.
  - have a revised training plan to allow for their individual requirements.
  - have a reasonable adjustment to the assessments:
    - writing material in plain English.
    - providing audio-recorded material for students who cannot read.
    - reading aloud written material to students.
  - Students who required extra LLN support are encouraged to refer to a professional organisation specialising in LLN for further assistance, such as:
    - calling the Reading Writing Hotline: 1300 6555 06, or
    - accessing the website <http://readingwritinghotline.edu.au/>