

PRE-ENROLMENT CONSULTATION CHECKLIST

Purpose

This Pre-Enrolment Consultation Checklist is to be used during the mandatory Pre-Consultation session to ensure that Education Agents and AIBT staff have provided prospective students with current and accurate information. This ensures that prior to enrolment or the commencement of training and assessment, prospective students have been provided in print or through referral to an electronic copy, current and accurate information, and advice about the course appropriate to meeting the student's needs, taking into account the individual's existing skills and competencies. This will enable the prospective student to make an informed decision about undertaking training with the College prior to enrolment.

A mandatory Pre-Enrolment Consultation session may be provided to a prospective student on one or more occasions as the prospective student may request additional time and/or information prior to making an informed decision. In addition, the communication channels used for conducting mandatory Pre-Enrolment Consultation sessions can be in various forms such as Face-To-Face, Video Conference, telephone calls, and email.

Please direct and guide prospective students through our website, which contains important information including, but not limited to, Pre-Enrolment information, (including a Pre-Enrolment Handout for International Students), policies and procedures, course information, work-based training (unpaid vocational placement), support services and contact information.

The following standards and legislation are to be used in conjunction with this checklist:

- [AIBT Website](#)
- [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- [Australian Qualifications Framework \(AQF\)](#)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (For International Students only)
- [Education Services for Overseas Students \(ESOS\) Framework](#) (For International Students only)
- [The Department of Home Affairs](#) (Visa details and conditions for International Students only)

Under 18yrs

If a prospective student is Under 18 years of age, any written agreement (including this checklist) must be accepted by the student's parent or legal guardian and confirmed and signed in the declaration section of the Full Letter of Offer.

The information provided during the Pre-Enrolment Consultation session, (including the Pre-Enrolment Checklist) will also be provided during the Orientation session prior to the commencement of their course.

Please Note:

Prior to signing a Full Letter of Offer with the College, prospective students must acknowledge that they have attended a Pre-Enrolment Consultation session and have been provided with the information in the Pre-Enrolment Checklist by signing the declaration section in the Full Letter of Offer.

Please confirm that the prospective student has received in print or through referral an electronic copy of all relevant information relating to their course and has read and understood each of the following:

Pre-Enrolment Consultation Checklist

VISA CONDITIONS (only overseas students)		
DETAILS		CONFIRMED WITH STUDENT
Visa Condition 8105	Students can work up to 40 hours per fortnight (or, as advised by the Australian government, i.e., currently unlimited work hours due to the Covid-19 pandemic).	
Visa Condition 8533	The student must inform the College of their residential address and contact details within 7 DAYS of arriving in Australia.	
	If a student changes their address/contact details while studying in Australia, you are expected to notify the College within 7 DAYS.	
Visa Condition 8202	Students must maintain satisfactory attendance and course progression in their course for each study period as required by the College.	
	A student must maintain enrolment in a registered course that is the same Australian Qualifications Framework (AQF) level as, or higher than, the course for which they were granted their visa.	
STANDARDS (RTOs) 2015 (for all student cohorts)		
Standard 5	The code, title and currency of the course to which the student is to be enrolled, as published on the National Register.	
	Expected delivery locations at which the course will be provided.	
	All relevant fee information, including fees that must be paid to the College and payment terms and conditions, including deposits and refunds.	
	The student's right to obtain a refund for services not provided by the College if the arrangement is terminated early or the College fails to provide the agreed services.	
Standard 6	Provided and understood the contents of the Complaints and Appeals Policy and details of the RTO's complaints and appeals process	
NATIONAL CODE 2018 (only overseas students)		
Standard 1	Any work-based training (unpaid vocational placement) a student is required to undertake as part of the course (if applicable).	
	Any prerequisites, including English language proficiency, for entry to the course.	
	The College cannot commit to secure for, or on the student or intending student's behalf, a migration outcome from undertaking any course offered by the College.	
	The College cannot guarantee a successful education assessment outcome for the student or intending student.	
Standard 2	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.	
	The CRICOS course code, course content, and modes of study for the course, including compulsory online and/or work-based training (unpaid vocational placement) and assessment methods.	

	Course duration and holiday breaks.	
	The course qualification, award, or other outcomes.	
	Campus locations and facilities, equipment and learning resources available to students.	
	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 and support services to adjust to study and life in Australia.	
Standard 3	<p>Provided Privacy Policy. Information provided will remain private and confidential under the requirements of the Privacy Act 1988 (Cth). The College will not release personal information unless required by law or approval is first provided by the student. Information will never be sold to a third party.</p> <p>However, student information may be provided to a third-party provider who has entered into a legally binding agreement with the College to provide services to either the student or the College and who agrees in writing to keep the student's personal information confidential except as required by law.</p> <p>Student personal information will be collected and used to collect data for statistical information under the requirements of the Data Provision Requirements 2012 (Cth).</p>	
Standard 5 UNDER 18 years	Provided the Under 18 Overseas student accommodation Policy & Procedure for approving the accommodation, support, and general welfare arrangements for younger overseas students.	
	Provided emergency contact numbers and services and assistance.	
Standard 6	Services students can access information on their employment rights and conditions and how to resolve workplace issues, such as through the Fair Work Ombudsman.	
Standard 7 (Standard 7.2)	Provided and understood the Overseas Student Transfer Policy and Procedure contents, specifically, has the student understood their obligation to seek a release if they wish to transfer prior to completing 6 months of their principal course.	
Standard 11.1	The course duration, including holiday breaks	
	Modes of study, including online, distance or work-based training (unpaid vocational placement).	
Standard 11.2	The expected duration of the course does not exceed the time required to complete the course on the basis of full-time study – for VET courses, this is a minimum of 20 scheduled course contact hours per week unless specified by an accrediting authority.	

	The expected duration of the course includes any holiday periods or any work-based training (upaid vocational placement).	
	Any work-based training (upaid vocational placement) to be undertaken as part of the course is necessary for the student to gain the qualification, and there are appropriate arrangements for the supervision and assessment of students.	
	The course is not to be delivered entirely by online or distance learning (unless otherwise approved by the Government, i.e., during the COVID-19 pandemic).	
ESOS LEGISLATIVE FRAMEWORK (only overseas students)		
Section 19	Provide the Deferral Cancellation Suspension of Enrolment Policy and Procedure. The College must inform the regulator within 14 days (for under 18yrs students) or 31 days of the following details relating to student enrolment: <ul style="list-style-type: none"> a. the enrolled student’s name b. starting day and expected duration of the course for which the student is accepted c. non-commencement of studies d. termination of enrolment e. any form of changes in enrolment 	
Section 20	The College must give particulars of a breach of the student visa conditions even if the student has ceased to be an accepted student of the provider. The College must provide written notice if the student has breached a prescribed condition of a student visa.	
COLLEGE SYSTEMS		
Genuine Temporary Entrant (GTE) - Suitability Assessment (only overseas students)		
	Ensure the Genuine Temporary Entrant (GTE) Form ¹ is completed so that the prospective student has chosen a course that is aligned with the student’s prior and current skills and knowledge.	
Pre-Enrolment Handout – International Students		
	Ensure International students have received the Pre-Enrolment Handout (available on the website)	
The student must be provided with detailed information about their chosen course including:		
	Identification (all student cohorts)	
	Academic requirements ² (all student cohorts)	
	Employment history ³ (all student cohorts)	
	Finance Requirements ⁴ (Overseas students)	

¹ **GTE Form** - The form will contain questions such as “why the prospective student chooses the College as their education provider?” A prospective student is required to provide genuine answers so the College staff and/or education agents can assess whether the student would genuinely like to study with the College.

² **Academic Requirements** - a prospective student is required to show that he or she meets the academic entry requirements.

³ **Employment History** - Some qualifications require a prospective student to have existing working experience prior to enrolment. A student can demonstrate his or her employment history in several ways. For example, they can provide a resume, pay slips or an employment contract.

Overseas Student Health Cover ⁵ (OSHC) - Insurance (only overseas students)	
Disclose relationship - spouse, de facto partner (if applicable) (only overseas students)	
Evidence of school enrolment for dependents (if applicable) (only overseas students)	
Verification of Fulfillment of Entry Requirements Procedure (English proficiency requirements): Ensure International students have read and understood the English Language entry requirements, including the commonly acceptable types of English language proficiency of different countries as listed in this procedure, based on the evidence provided. (Only overseas students)	
Entry requirements, including Academic and English Requirements (i.e., IELTS or equivalent), including pre-requisites. (if applicable) (Domestic and overseas students)	
College LLN test prior to the commencement of the course (Domestic and overseas students)	
Course code, title and currency of the training product of the course that the student is interested in studying, as published on www.training.gov.au and the CRICOS website (CRICOS applies to international students only) .	
Training on how they can view the qualification and each unit of competency from www.training.gov.au for the course they are applying for, including but not limited to the Entry Requirements, Pre-Requisites (if applicable) Elements and Performance Criteria etc. (All student cohorts)	
Tuition and non-tuition fees All fees that must be paid to the College (including all relevant non-tuition fees). (All student cohorts)	
The student has sighted the College's Refund Policy and has been advised of a student's right to obtain a refund for services not provided by the College, including TPS). (Only overseas students)	
Duration, including breaks and work-based training (unpaid vocational placement) (if applicable) (All student cohorts)	
Advise Student visa holders that they are required to attend a minimum of 20 scheduled course contact hours per week. (Only overseas students)	
Delivery locations of the course, including Campus location and all practical locations. (All student cohorts)	
Delivery Mode (All student cohorts)	
Advised of the process for Recognition of Prior Learning (RPL) and Credit Transfer (All student cohorts)	
Advise students that if they have not completed 6 months of their primary course, they will be required to provide a release from their previous education provider (overseas students only)	
Advised of their rights, including details of the College complaints and appeals process. (All student cohorts)	
If the student is under 18 years of age, the student's parents or guardian have been informed and advised that they will be required to sign a permission for enrolment. (Overseas students)	
Student Support will arrange accommodation, support, and welfare (Overseas students)	

⁴ **Finance Requirements** - a prospective student must be able to demonstrate one of the following evidence:

- (i) he or she has sufficient funds to cover the travel costs and 12 months of living and tuition fees for a student and his or her accompanying family members and school costs for any school-aged dependants, or
- (ii) a student's spouse or parents are willing to support him or her and they have sufficient annual income.

⁵ **Overseas Student Health Cover (OSHC)** - It is a visa condition that a prospective student has Overseas Student Health Cover (OSHC) for the full duration of your student visa. OSHC is insurance to assist international students to meet the costs of medical and hospital care.

Arrangements for students under 18 years of age whilst studying in Australia until the student turns 18 years of age. (Overseas students)	
Clear information about their academic outcome (All student cohorts)	
Website Pre-Enrolment Information (All student cohorts)	
Course Information flyers (All student cohorts)	
Student Handbook (All student cohorts)	
Policies and Procedures (All student cohorts)	
Critical incidents/Health services (All student cohorts)	
Support/Legal (All student cohorts)	
Student code of conduct (All student cohorts)	
College Contact details (All student cohorts)	