
RECRUITMENT OF AN OVERSEAS STUDENT

NATIONAL CODE STANDARD 2

Policy - Recruitment of an overseas student	Version #	V3.1	Effective Date	Oct 2020	Issued Date	Nov 2018	Created for	PIVOTAL EDUCATION RTO 90272 – CRICOS 03872E	Page 0
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1. INFORMATION PRIOR TO ACCEPTING STUDENTS

1.1 Purpose and Scope

1.1.1. These policies and procedures relate to Pivotal Education’s commitment to provide full and accurate information on Pivotal Education courses to prospective international students; provide comprehensive and accurate information on living in Australia as an international student; responsibly assess and verify prospective students required English language proficiency and other entry requirements. The policies and procedures are designed to ensure compliance with all legislative and regulatory requirements established under the:

- National Vocational Education and Training Regulator Act 2011;
- ESOS ACT 2000;
- ESOS Regulations 2019;
- National Code 2018;
- Migration Act 1958; and
- Migration Regulations 1994.

1.1.2. The specific requirements are summarised under ‘Standard 2 – ‘Recruitment of an overseas student’ of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, which states the requirements as:

- Students must be provided with information that will enable them to make informed decisions about their studies in Australia.
- Pivotal Education must have documented procedures for assessing students’ English proficiency and qualifications.
- Pivotal Education supply information about the availability of course credit.
- Pivotal Education inform students of the modes of study through which the course may be offered.
- Pivotal Education list the grounds on which the students’ enrolments may be deferred, suspended or cancelled.
- Pivotal Education give students a description of the ESOS framework prior to enrolment.
- Pivotal Education supply information about indicative course related fees, including the potential for fees to change.
- Pivotal Education supply relevant information on accommodation options.
- Where students plan to bring school-aged dependents with them, Pivotal Education inform them of Australia’s schooling obligations and options, including the fact that they may have to pay school fees.
- Documented procedures are in place for assessing students’ qualifications, experience and English language proficiency.

1.1.3. These policies and procedures should be read in relation to the following policies and procedures documents:

- Pivotal Education Formalisation of Enrolment Policies and Procedures;
- Pivotal Education Agents Policies and Procedures;

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- Pivotal Education Complaints and Appeals Policies and Procedures; and
- Pivotal Education Deferment, Suspension and Cancellation of a Student during Enrolment Policies and Procedures.

1.2 Policy and Procedures

1.2.1 Pivotal Education’s policies and procedures on student engagement before enrolment comply with Standard 2 of The National Code, student engagement before enrolment, and apply to the all AQF courses currently offered under the CRICOS scope of Pivotal Education.

- a. Prior to accepting a student, or an intending student, for enrolment in a course, Pivotal Education provides, in print or through referral to an electronic copy, current and accurate information regarding the following:
- the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable;
 - the CRICOS course code, course content, qualification offered if applicable, modes of study for the course including compulsory online, Face to face & work-based training, other community based and collaborative research training arrangements and assessment methods;
 - Course duration and holiday breaks
 - campus locations and a general description of facilities, equipment, and learning and library resources available to students;
 - details of any arrangements with another registered provider, person or business to provide the course or part of the course;
 - indicative course-related fees including advice on the potential for fees to change during the student’s course and applicable cancellation and refund policies;
 - information about the grounds on which the student’s enrolment may be deferred, suspended or cancelled;
 - a description of the ESOS framework made available including Australian government material or links to this material electronically and
 - relevant information on living in Australia, including:
 - indicative costs of living
 - accommodation options; and
 - Where relevant, schooling obligations and options for school-aged dependents of intending students, including that school fees may be incurred.
- b. Pivotal Education have documented procedures in place, and implements these procedures to assess whether the overseas student’s qualifications or work experience,

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and English language proficiency are appropriate for the course for which enrolment is sought.

- c. Pivotal Education have documented policy and process in place and implement procedures for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if we intend to assess RPL or grant course credit. The decision to assess Recognition prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.
- d. If RPL or course credit has been granted by Pivotal Education, then it provides written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
- e. If Pivotal Education grants the overseas student RPL or course credit that reduces the overseas student’s course length, then Pivotal Education:
 - informs the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
 - reports any change in course duration in PRISMS if RPL or course credit is granted after the overseas student’s visa is granted.

1.3 Information Sources

1.3.1 Comprehensive and reliable and up-to-date information on Pivotal Education courses and living and studying in Australia is made available to all prospective students through:

- The Pivotal Education website <https://www.pivotal.edu.au/> provides comprehensive and up to date information on all areas required to ensure full compliance with the requirements;
- The Pivotal Education website, <https://www.pivotal.edu.au/> which provides the full Pivotal Education’s ESOS National Code Standards 2018 Policies and Procedures;
- The Pivotal Education Student Handbook, which is available to students in hard copy and on the Website, provides essential information for students in summary;
- Pivotal Education course information, and;
- All of Pivotal Education approved education agents who are supplied with up-to-date information and promotional material as well as regular updating and training (see Pivotal Education Educational Agents Policy and Procedures).

1.3.2 Information on the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required (where applicable) is available to existing and potential students on the Pivotal Education Website, and from Pivotal Education’s approved Education Agents and marketing brochures.

Pivotal education now gives more information students' English language proficiency in relation to student visas, specifically

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- If the student has undertaken an English language test as a requirement for the purposes of a student visa, Pivotal Education reports the name of the English language test, the date the student took the test and the score the student received.
- If a student was exempt from taking an English language test under the Migration Regulations 1994, Pivotal Education must report the relevant class of applicant the student is, (referred to as evidence exemptions in the Migrations Regulations 1994).

1.3.3 Information on the course content and duration and holiday breaks, qualification offered if applicable, modes of study and assessment methods is available to existing and potential students on the course materials located in Pivotal Education Website, and from Pivotal Education approved Education Agents.

1.3.4 Information on campus locations and a general description of facilities, equipment, and learning resources available to students is available to existing and potential students on Pivotal Education’s Website, in the Student Handbook, and from Pivotal Education’s approved Education Agents.

1.3.5 The requirement that Pivotal Education provide information on details of any arrangements with another registered provider, person or business to provide the course or part of the course is not applicable in that no such agreements or arrangements exist.

1.3.6 Information on indicative course-related fees including advice on the potential for fees to change during the student’s course and applicable refund policies is available to existing and potential students on Pivotal Education’s Website, on marketing brochures and from Pivotal Education’s approved Education Agents.

1.3.7 Information on the grounds on which the student’s enrolment may be deferred, suspended or cancelled is available to existing and potential students on the Pivotal Education’s Website, and from approved Education Agents, and particularly in Pivotal Education ESOS National Code Standard 9 Deferral, Suspension and Cancellation of a Student during Enrolment Policies and Procedures.

2. Course Credit AND Recognition OF Prior Learning (RPL)

2.1 Purpose and Scope

2.1.1 Pivotal Education has policies and procedures for granting course credit(s) to potential and current Pivotal Education’s students with suitable equivalent prior learning or experience.

2.1.2 For the purpose of these policies and procedures Pivotal Education has adopted the National Code 2018 definition of course credit:

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Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.

2.1.3 In accordance with regulatory requirements, Pivotal Education recognizes all AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations and grants academic credit for such courses/units of study upon a prospective or existing student's application (supported by the requisite documentary evidence) for such course credit.

2.1.4 Pivotal Education **does not grant course credits for the Recognition of Prior Learning (RPL) or Recognition of Current Competencies (RCC).**

2.1.5 Students can apply for academic credits (directly or through their Agents) before or after their Visa approvals.

2.2 Procedures – Applying for Course Credit

Where Pivotal Education grants course credit,

- a. It has documented procedures for the granting and recording of course credit; and***
- b. provides a record of the course credit to the student, which must be signed or otherwise accepted by the student, and places it on the student's file.***

2.2.1 Applications for course credit can be made by applicants either before or after a visa has been approved by submitting a completed Academic Course Credit Application Form available from Pivotal Education website or in hard copy from Student Services.

2.2.2 Applications made prior to enrolment have to be submitted to Agents/ Pivotal Education Admissions and they are transferred to the Academic Coordinator for assessment and determination, and returned back to the Student Services.

2.2.3 Applications made on or after enrolment have to be submitted to Student Services and they are transferred to the Academic Coordinator for assessment and determination.

2.2.4 Course Credit (Academic Credits only) applications have to be submitted with the following validated evidence:

- 1) A certified copy of the student's Statement of Attainment, Testamur, Academic Transcript showing the institution name, completion date, unit code/s, unit title/s and results.***

2) Where documentation is issued in another name (e.g.: maiden name), student must provide a certified copy of change of name documentation (e.g.: Certificate of Marriage)

3) Should evidence provided be in a language other than English, a translation by an accredited translator must be provided.

2.2.5 Applications for Course Credit(s) will be recorded and assessed by the Academic Coordinator.

2.2.6 If the application is approved, the Academic Coordinator will provide a record of the course credit to the student, which is signed or otherwise accepted by the student, and record the relevant notes and outcomes in student's file and in RTO Manager.

2.2.7 If the approved application was made prior to the issuing of the CoE, the CoE will, when issued, reflect any changes in the course duration following from the approval.

2.2.8 If the application is rejected, the applicant will be informed of the outcome and the reasons for the decision, and informed of their right to submit an Appeal in accordance with Pivotal Education's **Complaints and Appeals Policies and Procedures**.

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