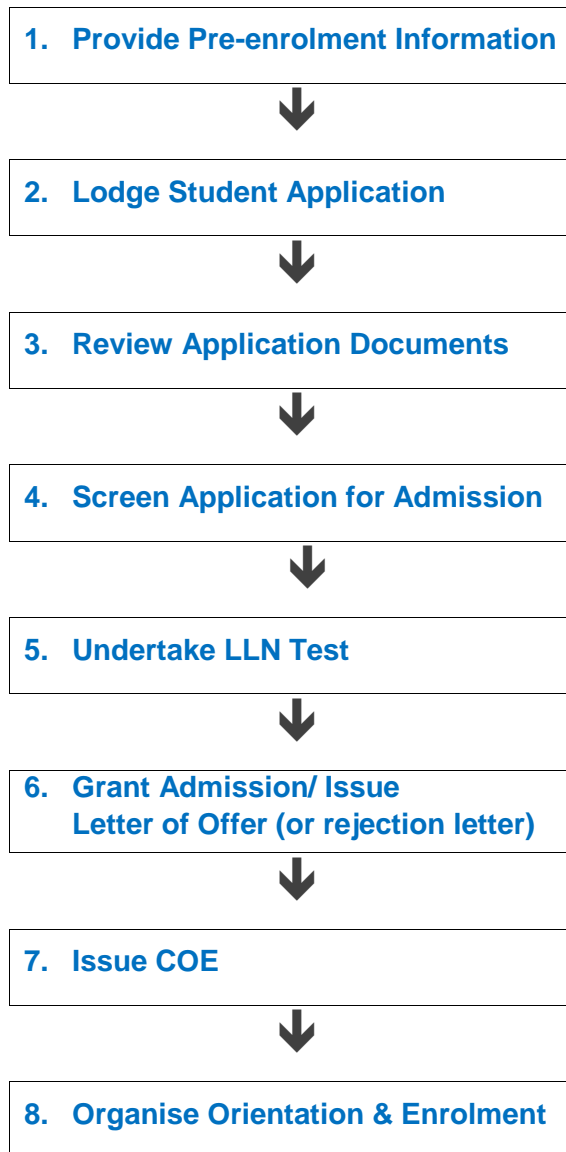


# Student Application & Enrolment Process Flow Chart



# Student Application & Enrolment Process

Activity	Responsibility	Actions	Tools
1. Provide Pre-enrolment Information	Marketing Team AEA Agents	<ul style="list-style-type: none"> <li>Provide pre-enrolment information via website, online link/publications, printed materials such as Prospectus, student handbook</li> <li>Pre-enrolment information includes:                             <ul style="list-style-type: none"> <li>information about AEA and its facilities</li> <li>Courses offered by AEA</li> <li>Course information, fees, entry requirements, delivery and assessment structure</li> <li>Delivery mode</li> <li>WBT requirements</li> </ul> </li> <li>Relevant AEA policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Student Prospectus</li> <li>Policy &amp; Procedures on AEA Website</li> <li>Student handbook</li> <li>Application Form</li> </ul>
2. Lodge Student Application	Student/Agent	<p>Agents to send all the applications and supporting documents to <a href="mailto:admissions@aust-education.com.au">admissions@aust-education.com.au</a> , which include:</p> <ul style="list-style-type: none"> <li>Fully completed application form</li> <li>Completed PTR on the application form</li> <li>Certified academic qualification and transcripts:                             <ul style="list-style-type: none"> <li>Australian qualification and/or</li> <li>Home country qualification</li> </ul> </li> <li>English Language evidence:                             <ul style="list-style-type: none"> <li>IELTS/PTE/CAE results</li> <li>Other Evidence eg ELICOS/</li> </ul> </li> <li>Copy of visa and/or passport</li> <li>Copy of past/current COEs</li> <li>Other relevant documents (certified &amp; translated if not in English)</li> </ul>	<ul style="list-style-type: none"> <li>Application Form (Including PTR)</li> </ul>
3. Review Application	Admissions Team	<ul style="list-style-type: none"> <li>Confirm all supporting documents listed above are received with the application.</li> </ul>	<ul style="list-style-type: none"> <li>Student Application &amp; Admission</li> </ul>

# Student Application & Enrolment Process

Activity	Responsibility	Actions	Tools
documents		<ul style="list-style-type: none"> <li>Check VEVO for visa/COE status and visa category</li> <li>Review past/current COE to establish whether student is transferring (Standard 7) or seeking concurrent COE</li> </ul>	Checklist
4. Screen Application for Admission	Admissions Team	Review the applicant for thoroughly <ul style="list-style-type: none"> <li>Application form is fully completed</li> <li>PTR is completed on the application form</li> <li>Application form signed and dated by the student</li> <li>Check student name, dob and passport details against passport</li> </ul>	<ul style="list-style-type: none"> <li>Student Application &amp; Admission Checklist</li> </ul>
	Admissions Team	<p><b>Assess Entry Requirement:</b></p> <p><b>Age Requirement:</b> Check passport to ensure the student is aged 18 or over</p> <p><b>Academic Requirement:</b> Check application and academic documents to ensure the student meet the requirement</p> <p><b>English Requirement:</b> Ensure the student satisfy one of the following:</p> <ul style="list-style-type: none"> <li>English is the first language</li> <li>IELTS/ PTE Results not more than 2 year old</li> <li>Evidence of more than 2 years of study in Australia</li> <li>Evidence of completion and/or enrolment in accepted English courses, eg ELICOS</li> <li>Undertake LLN test if no evidence of English</li> </ul>	
	Admissions Team	<p><b>Evaluate PTR:</b> Admissions team reviews PTR and Determine suitability of the selected course</p> <ul style="list-style-type: none"> <li>Assess prior qualifications, experiences, skills and knowledge</li> </ul>	<ul style="list-style-type: none"> <li>PTR Evaluation section on the Application Form</li> </ul>



# Student Application & Enrolment Process

Activity	Responsibility	Actions	Tools
5. Undertake LLN Test	Admissions Team Academic Team/ LLN Manager	<ul style="list-style-type: none"> <li>If CT granted, Determine Duration of course and course fees</li> <li>Provide CT outcome to student in writing</li> <li>Make a note in PRISMS when issuing a COE</li> <li>Undertake LLN assessment using AEA LLN instrument</li> <li>LLN Manager to mark the completed assessment</li> <li>Record any LLN issues, if any, in VETRAK to inform trainers and student services dept.</li> <li><b>For students with no evidence of English, LLN assessment <u>must</u> be conducted prior to issuing an Offer Letter</b></li> </ul>	<ul style="list-style-type: none"> <li>CT application form</li> <li>CT outcome Letter</li> <li>LLN Test v2.1</li> </ul>
6. Grant Admission/ Issue Letter of Offer (or rejection letter)	Admissions Team	<p>If the student has satisfied the application screening stage above, issue Letter of Offer and student agreement:</p> <ul style="list-style-type: none"> <li>Confirm intake date, duration and fees</li> <li>Issue Offer letter via VETRAK</li> <li>Attached a link to Student Prospectus, Student Handbook and relevant policies in the email to student/agent</li> <li>Issue Conditional Offer Letter if any of the entry requirements have not been satisfied and clearly state it in the offer letter.</li> <li>Issue Letter of Rejection, if applicant is not successful.</li> </ul>	<ul style="list-style-type: none"> <li>Letter of Offer and Student Agreement</li> </ul>
7. Issue COE	Admissions Team/ Accounts	<p><b>Prior to issuing COEs, the admission team must ensure that:</b></p> <ul style="list-style-type: none"> <li>Signed Student Agreement is received</li> <li>Confirm that all above application documentation is received</li> <li>Initial deposit/payment is received by Accounts</li> <li>OSHC verified or OSHC payment confirmed</li> </ul> <p>Only then:</p>	<ul style="list-style-type: none"> <li>Student Application &amp; Admission Checklist</li> <li>Access to PRISMS</li> </ul>

# Student Application & Enrolment Process

Activity	Responsibility	Actions	Tools
<p><b>8. Organise Orientation &amp; Enrolment</b></p>	<p><b>Student Administration</b></p>	<ul style="list-style-type: none"> <li>• Assign Student No.</li> <li>• Issue COE created in PRISMS</li> <li>• Ensure English Proficiency details are correct</li> <li>• Ensure Agent details are correct</li> <li>• COE sent to student/agent</li> <li>• Update VETRAK with COE details</li> <li>• Notify Student Administration for Orientation &amp; Enrolment date</li> </ul> <p>Student Administration to:</p> <ul style="list-style-type: none"> <li>• Schedule Orientation and Enrolment <b>at least one week prior</b> to the course start date</li> <li>• notify student <b>at least one week prior</b> to the Orientation and Enrolment date</li> </ul> <p>On the Orientation day, ensure that:</p> <ul style="list-style-type: none"> <li>• Orientation Checklist is completed</li> <li>• LLN is undertaken, if not undertaken before issuing COE</li> <li>• Student Enrolment Form is completed</li> <li>• Uniform measurement is taken</li> <li>• Student timetable is provided</li> </ul> <p>Upon enrolment:</p> <ul style="list-style-type: none"> <li>• Update VETRAK records</li> <li>• Notify Commencement/ Non-Commencement in PRISMS</li> </ul>	<ul style="list-style-type: none"> <li>• Student Enrolment Form v3.5</li> <li>• LLN Test v2.1</li> </ul>