

CMI RECRUITMENT KIT

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About this Recruitment and selection kit

Central Melbourne Institute (CMI) manages and conducts its recruitment process in a fair, responsible and detailed manner.

CMI ensures that recruitment, selection and enrollment process is conducted according to Standard 2 of National Code of Practice for Providers of Education and Training to Overseas Students 2018 and Standards of RTO 2015.

At CMI, we make sure that recruitment is done in a responsible manner by ensuring that students are appropriately qualified for the course for which they seek enrolment, including having the necessary English language proficiency, educational qualifications and work experience. Students must have sufficient information to enable them to make informed decisions about studying with their chosen course at CMI in Australia.

The kit has been developed to provide important information in order to manage recruitment and selection effectively. It contains information about legislation, policy and procedures at CMI and other vital information.

Legislation on Recruitment of overseas students

Standards of RTO 2015

Clause 5.1 Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies.

Clause 5.2 Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides, in print or through referral to an electronic copy, current and accurate information that enables the learner to make informed decisions about undertaking training with the RTO and at a minimum includes the following content:

- a) the code, title and currency of the training product to which the learner is to be enrolled, as published on the national register
- b) the training and assessment, and related educational and support services the RTO will provide to the learner including the:
 - i) Estimated duration
 - ii) Expected locations at which it will be provided
 - iii) Expected modes of delivery
 - iv) Name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the learner on the RTO's behalf
 - v) Any work placement arrangements.

c) The RTO's obligations to the learner, including that the RTO is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF [Australian Qualifications Framework] certification documentation

d) the learner's rights, including:

i) details of the rto's complaints and appeals process required by standard 6

ii) if the rto, or a third-party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in.

E) the learner's obligations:

i) in relation to the repayment of any debt to be incurred under the vet [vocational education and training] fee-help scheme arising from the provision of services

ii) any requirements the rto requires the learner to meet to enter and successfully complete their chosen training product

iii) any materials and equipment that the learner must provide

F) information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of the services.

Clause 5.3 where the rto collects fees from the individual learner, either directly or through a third party, the rto provides or directs the learner to information prior to enrolment or the commencement of training and assessment, whichever comes first, specifying:

A) all relevant fee information including:

i) fees that must be paid to the rto

ii) payment terms and conditions including deposits and refunds.

b) the learner's rights as a consumer, including but not limited to any statutory cooling-off period, if one applies

c) the learner's right to obtain a refund for services not provided by the RTO in the event the:

i) arrangement is terminated early

ii) the RTO fails to provide the agreed services.

Legislation on managing student enrolment

National Code 2018

Standard 2

Recruitment of an overseas student

2.1 Prior to accepting an overseas student or intending overseas student for enrolment in course, the registered provider must make comprehensive, current and plain English information available to the overseas student or intending overseas student on:

2.1.1 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

2.1.2 the CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods

2.1.3 course duration and holiday breaks.

2.1.4 the course qualification, award or other outcomes

2.1.5 campus locations and facilities, equipment and learning resources available to students.

2.1.6 the details of any arrangements with another provider, person or business who will provide the course or part of the course

2.1.7 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

2.1.8 the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled

2.1.9 the ESOS framework, including official Australian Government material or links to this material online.

2.1.10 where relevant, the policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for younger overseas students (in accordance with Standard 5).

2.1.11. Accommodation options and indicative costs of living in Australia.

2.2 The registered provider must have and implement a documented policy and process for assessing whether the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.

2.3 The registered provider must have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess 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.

2.4 If the registered provider grants RPL or course credit to an overseas student, the registered provider must give a 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.

2.5 If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must:

2.5.1 inform 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

2.5.2 report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

CMI student recruitment, selection and enrolment policy (Flow chart)

Enrolment Policy

1. Purpose

Central Melbourne Institute implements this enrolment policy and procedures to ensure that:

- Students selected to study at CMI are capable of succeeding in their chosen course of study once selected,
- the selection process is conducted in an ethical, fair and equitable manner,
- appropriate access and equity principles are considered in selection criteria,
- the application and selection process are consistent and compliant with relevant standards and legislation.

2. Responsibility

Administrative Officer or Student support officer are responsible for the implementation of this policy and ensuring that relevant staff members are aware about this policy and procedure.

3. Scope

This procedure applies to the admission, selection and processing of applications received from prospective overseas students who wish to study the courses offered by the institute.

4. Definitions

Admission: the process by which a prospective student applies for a place in a course offered by the institute is considered and either selected or rejected.

Australian Qualifications Framework (AQF): a nationally consistent set of qualifications for all post-secondary education and training in Australia.

Department of Home Affairs (DHA): DHA's Student Visa Program provides student visas to international students to allow them to study on campus onshore with an accredited provider.

ESOS Act (2000): Federal Government act that regulates the provision of education and training services to international students in Australia and which stipulates student VISA conditions.

Confirmation of Enrolment (COE): This is a proof of student enrolment and acceptance of the offer letter and student agreement provided from the institute. The DHA requires the CoE for visa processing for international students. This is generated through PRISMS for international students.

IELTS: a comprehensive test of English language proficiency designed to assess the ability of non-native speakers of English who intend to study or train in the medium of English.

Letter of Offer: a formal invitation to a prospective student to commence study at the institute in the course offered.

International Student: a student studying in Australia who is the holder of a student visa granted by the Australian Government.

Pre-Training Review (PTR): a review conducted prior to the enrolment into your course of studies to ensure that the training and assessment provided by CMI is able to meet the student's individual needs and their host workplace requirements (if applicable).

PRISMS: Acronym for Provider Registration and International Students Management System (PRISMS). This site provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) legislation.

Selection Process: process undertaken to assess the suitability of the applicants for a program according to specified selection criteria, and subsequent notification of applicant's eligibility to enrol.

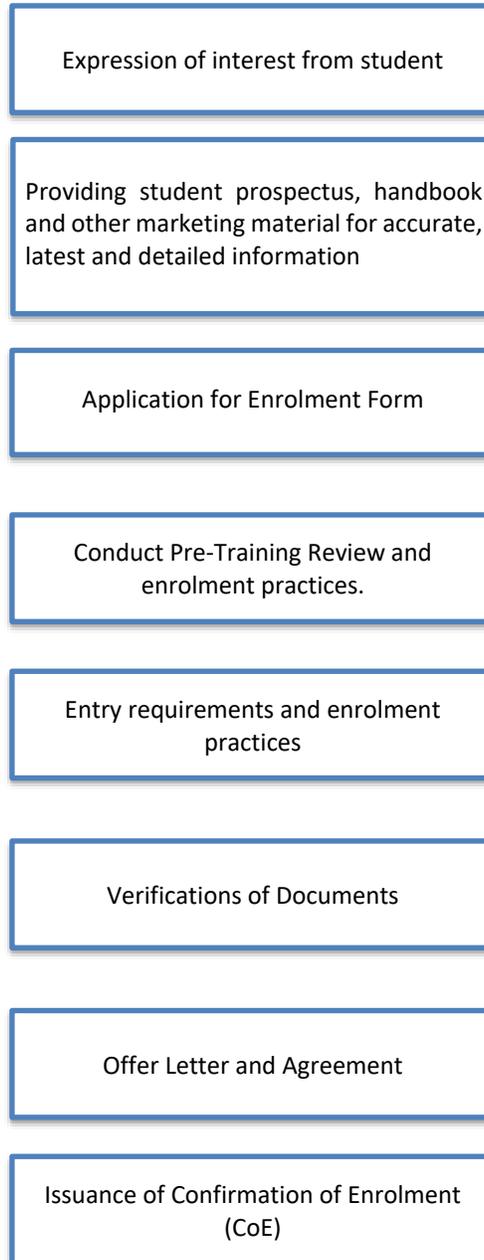
SMS: Student Management System.

5. Policy Requirement

- Application procedures shall be student-focused, consistently applied and equitable.
- All applications shall be treated fairly, with respect and sensitivity, and in accordance with the CMI's Privacy Policy.
- Applications for admission shall be lodged according to the relevant guidelines provided to the applicants in the student handbook.
- The Institute shall reserve the right to request additional information from applicants which may be relevant to their application, including documentation of previous academic records, medical certificates, or other supporting documentation in case of Special Consideration applications on any of the established grounds for Special Consideration.
- The Institute reserves the right to request applicants' authorisation to obtain further information from relevant third parties, where necessary, regarding their application.
- Applicant's personal information shall remain confidential, protected and will only be utilized as per

the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020.

Step by Step Enrolment Process Flowchart



1. Expression of Interest from Student.

Expression of interest is highly regarded at Central Melbourne Institute. We make sure that student receives all the necessary information about their courses provided by CMI. We respect student's decision in showing interest at CMI and ensure that students are provided with all the support they might need.

2. Student handbook and other relevant marketing material

Once a student shows interest to study at Central Melbourne Institute, they are provided with handbook and other relevant marketing materials like prospectus, brochures, flyers, etc. which contains accurate, latest and all the vital information including

- Course offered at CMI, duration of the course, study requirements and assessments.
- Modes of delivery, location of the course available
- Fees payable, fee refund policy, all the cost included in fee payable.
- Details of complaints and appeals policy

3. Application for Enrolment Forms

Application procedures shall be applicant-focused, consistently applied and equitable. All applications shall be treated fairly, with respect and sensitivity, and in accordance with the Privacy Policy of the institute.

Once all the enquiring students have received marketing materials like handbook or prospectus, they are provided with student application/Enrolment form which contains relevant policies and procedures in line with relevant government regulations before enrolment. International students will be able to apply for only CRICOS-registered courses.

Prospective applicants from overseas should submit an Application/Enrolment Form prior to course commencement date to allow adequate time to institute to assess the application and to lodge student visa application with Department of Home Affairs (DHA).

Applicants must sign and date the application form and attach all supporting documents including:

- Certified academic transcripts,
- Evidence of English language level (e.g. IELTS, TOEFL),
- Certified educational or academic certificates (in both the original language and in English),
- Certified copy of passport/photo ID,
- Pre-Training Review Form,
- Other relevant documents (in accordance with the individual course requirement)

Other documents that may be required include:

- English translations of all documents
- Academic transcripts from previous educational institutions (if applying for advanced

standing/credits), Letter of Release from another provider for the relevant study period.

Applications can be made by email, fax or in person or through an authorized representative. Upon receipt of the application, a student file is created and relevant details recorded.

Applicant information shall remain confidential between the designated parties and will only be used as per the Privacy Policy.

Enrolment Information

CMI's enrolment requirements for the courses are:

- A completed application form and signed agreement
- Identification documents, one of which is a photo of the student such as a passport and a driver's license.

4. Pre-Training Review (PTR) and conducting LLN test

CMI's assessor will conduct PTR before conducting further process of enrolment. LLN test will also be provide by the administrative staff through LLN robot and link will sent to student email address. The student will be required to sit the LLN Robot, language, literacy and numeracy test here at the CMI campus at the presence of CMI's Trainer/Assessor.

CMI's assessor will use PTR questions as provided below in Appendix 1.

Students undertaking CMI courses must possess sound Numeracy skills since CMI courses require them to do calculations, make reports and graph, etc.

All students are required to undertake a language, literacy and numeracy (LLN) test mapped at ACSF levels for following courses:

- ACSF Level 3 HLT42015 Certificate IV in Massage Therapy Practice
- ACSF Level 4 HLT52015 Diploma of Remedial Massage
- ACSF Level 2 SIS30315 Certificate III in Fitness
- ACSF Level 3 SIS40215 Certificate IV in Fitness
- ACSF Level 3 AUR30620 Certificate III in Light Vehicle Mechanical Technology
- ACSF Level 4 AUR40216 Certificate IV in Automotive Mechanical Diagnosis
- ACSF Level 3 BSB40920 Certificate IV in Project Management Practice
- ACSF Level 4 BSB50820 Diploma of Project Management
- ACSF Level 3 BSB40520 Certificate IV in Leadership and Management
- ACSF Level 4 BSB50420 - Diploma of Leadership and Management
- ACSF Level 4 BSB60420 - Advanced Diploma of Leadership and Management

If students do not meet English and LLN requirements, students will be asked to take further Language, literacy and numeracy training e.g. English Language Intensive Course for Overseas Students (ELICOS) programs before commencement of their course.

5.Entry Requirements and enrolment practices

Based on the selection and entry requirements for the course, Admissions team will review and assess the

application and determine whether a Letter of Offer should be made. To be accepted, the applicant must meet the following:

English language requirements for international students:

International students applying for CMI courses either off-shore or on-shore will require:

- i) Either a minimum IELTS (General) test score of 5.5 or equivalent for direct entry into the course;
 - or, IELTS score of 5.0 or equivalent with an ELICOS course (up to 10 weeks) to be taken before the main VET course;
 - or, IELTS score of 4.5 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course; Results older than two years are not acceptable.

OR

- ii) to provide evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States

OR

- i) to provide evidence that, within two years of their application date, they have successfully completed in Australia a foundation course or a Senior Secondary Certificate of Education or a substantial part of a Certificate IV or higher-level qualification, from the Australian Qualifications Framework.

Test evidence table:

English language test providers	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System	5.5	5	4.5
*Test of English as a Foreign Language (TOEFL) paper based	527	500	450
TOEFL internet-based test	46	35	32
Pearson Test of English Academic	42	36	30

The test must have been taken no more than two years before you apply to study at CMI.

Academic requirements

CMI requires the satisfactory completion of studies in applicant’s home country equivalent to an Australian Year 12 Qualification.

Students who have previously completed a qualification in Australia will be accepted.

Or

Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years supervision experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae submitted will be considered.

- For BSB60420 - Advanced Diploma of Leadership and Management, Applicant must provide Successfully completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).

Or

- Have two years' equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

- For AUR40216 Certificate IV in Automotive Mechanical Diagnosis qualification, student must have completed an automotive mechanical Certificate III qualification, or be able to demonstrate equivalent competency.

- Entry to SIS40215 - Certificate IV in Fitness qualification is open to individuals who hold a current first aid and CPR certificate and have been recognised as competent through a recognised training program or recognition process against the following units of competency:

- o SISFFIT001 Provide health screening and fitness orientation
- o SISFFIT002 Recognise and apply exercise considerations for specific populations
- o SISFFIT003 Instruct fitness programs
- o SISFFIT004 Incorporate anatomy and physiology principles into fitness programming
- o SISFFIT005 Provide healthy eating information
- o SISFFIT006 Conduct fitness appraisals
- o SISFFIT014 Instruct exercise to older clients
- o SISXCCS001 Provide quality service

Language, Literacy and Numeracy test (LLN)

Students undertaking the course must possess sound Numeracy skills since it requires them to do calculations or any other course related work. All students are required to undertake a language, literacy and numeracy (LLN) test according to the following qualification:

- o ACSF Level 3 HLT42015 Certificate IV in Massage Therapy Practice
- o ACSF Level 4 HLT52015 Diploma of Remedial Massage
- o ACSF Level 2 SIS30315 Certificate III in Fitness
- o ACSF Level 3 SIS40215 Certificate IV in Fitness
- o ACSF Level 3 AUR30620 Certificate III in Light Vehicle Mechanical Technology
- o ACSF Level 4 AUR40216 Certificate IV in Automotive Mechanical Diagnosis
- o ACSF Level 3 BSB40920 Certificate IV in Project Management Practice
- o ACSF Level 4 BSB50820 Diploma of Project Management
- o ACSF Level 3 BSB40520 Certificate IV in Leadership and Management
- o ACSF Level 4 BSB50420 - Diploma of Leadership and Management
- o ACSF Level 4 BSB60420 - Advanced Diploma of Leadership and Management

If students do not meet English and LLN requirements, students will be asked to take further Language, literacy and numeracy training e.g. English Language Intensive Course for Overseas Students (ELICOS) programs.

All students will be required to sit the LLN Robot, language, literacy and numeracy test here at the CMI campus. Students must achieve the required result applicable to their chosen course. Students who do not achieve the desired result will either be re-directed to a lower-level course or where relevant be supported with a system generated individualised LLN Training Supplement which will be included in their individual training plan. A copy of the plan will be stored on the student's file with a further copy given to the student's trainer for the provision of ongoing support.

A register of students will be maintained, where students fail to meet the requirements of the ACSF level of the student's intended course enrolment.

Computer literacy requirements

All students enrolling into CMI programs must have basic computer skills. CMI courses requires students to make reports, graphs and analyse data.

Students those who do not possess basic computing skills will be referred to take basic computer skills course e.g. International computer driving license (ICDL) which can be taken at any center in student's home country or students can choose to take course with other institutes. Please find link for more information on ICDL and test centers <http://www.icdlasia.org/find-a-test-centre> .

Minimum age requirements

CMI will not accept overseas students who would be under 18 years of age at the time of proposed commencement.

Additional Requirements

Materials and Equipment Required

Although CMI will provide access to computers/laptops with required resources including access to internet during classroom hours, however, to work on assignments and tasks for self-study, all learners are expected to have access to a laptop or computer with the Windows 7 operating system or higher. Students must have an active email address for communication and be contactable by phone (mobile or landline) and by mail (postal address).

All learners are expected to have access to MS office application such as Microsoft Word, an email platform.

Automotive Courses materials required by the students

Student undertaking automotive courses at CMI must ensure that they have safety boots, workshop uniform (workshop overalls) and other PPE's including, apron and protective glasses required for practical sessions at the automotive workshop. Workshop tools will be available at the Automotive workshop. However, students must arrange their own safety boots, workshop uniform (workshop overalls) and other PPE's including, apron and protective glasses required as material fees will only include handouts and printed materials.

Physical fitness

Automotive courses AUR30620 and AUR40620 involve manual handling e.g. heavy lifting, moving part and tyres, so all students should be able to handle physical work required for this course.

Pre-training Review (PTR)

The applicants may be interviewed to ensure that they meet minimum entry requirements and PTR will be conducted to assess their learning needs. Any competencies previously acquired are identified during PTR and the most appropriate qualification for that student to enroll in is ascertained, including consideration of the likely job outcomes from the development of new competencies and skills (Recognition of Prior Learning (RPL) or Credit Transfer).

Applicants shall be provided with information on the following prior to the enrolment:

- Course details (contact hours per week, recommended text books, etc.)
- fee structures
- Institute requirements
- recognition of other AQF qualifications, Recognition of Prior Learning & Credit Transfer information
- Legislative and regulatory education guidelines and requirements.

The Administration team will use the Student File Checklist to ensure that all required documents are received at the time of application assessment.

All application details must be entered into the CMI's Student Management System (SMS) and all documents must be filed.

PTR questions will help in identifying if a student should be granted with RPL, course credit or not.

If a student is granted with RPL or course credit, CMI will give a written record of the decision to the overseas student to accept and will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

If student is granted with RPL or course credit which will reduce overseas student's length course, CMI will:

- inform 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
- report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student visa is granted

6. Verification of Documents

Verifying English requirements

CMI Administrative staff must check the authenticity of documents submitted along with application and admission team will take following procedures as minimum to verify the authenticity of the documents.

Verifying English language requirements:

Most test administrators have provisions of checking authenticity of score and test online on their site. CMI has registered with test takers and Admissions team must check authenticity of submitted test score by logging into relevant test site. Test administrators will also confirm the LLN Robot test outcome by

discussing the student's intended course with them and completing the Pre—Training Review. Any student's where the Test Administrator doubts their English capability will be referred to the Training Manager.

IELTS

Test evidence must be checked online if submitted test evidence is genuine.

IELTS website has free; secure IELTS Results Verification Service allows organizations to quickly verify that an applicant is presenting a genuine Test Report Form by checking that the results you receive matches with the results held on the IELTS database. Click in link below

<https://www.ielts.org/ielts-for-organisations/processing-and-verifying-ielts-results>

TOEFL: Test evidence must be checked online if submitted test evidence is genuine.

<https://portal.ets.org/instport/public/signin>

Pearson Test of English (PTE): Test evidence must be checked online if submitted test evidence is genuine.

<https://www8.pearsonvue.com/affiliate/reporting/plt/LoginPage.htm>

Verifying academic requirements:

- All academic documentation should be presented to admission staff with original documents and institute staff must "Original sighted" stamp along with name, date and signature.
- In the event where documents are submitted online or through mail all documents must be attested by Justice of peace or public notary or equivalent in the country.
- In case where admission officer suspects originality of document they must call or email the issuing authority of document and verify the authenticity of document.
- Application without attested and verified documents must not be processed.

7. Letter of Offer and Agreement

CMI will issue Letter of Offer to successful applicants after all the documents have been verified. The offer letter will include all detailed instructions and conditions for accepting the student agreement (student agreement is incorporated in the offer letter itself). The administration team will be responsible to sign the Letter of Offer and/or the Student Agreement to be sent to the applicants.

- Applicants who do not meet the entry requirements will be notified in writing. Where applicable, unsuccessful applicants shall be offered alternative study options.
- The Letter of Offer and Student Agreement letter are sent via email to the students or their nominated representative.
- A copy of the Letter of Offer and Student Agreement are kept in the student file/profile.

Acceptance of offer letter

Applicants must accept a Letter of Offer by the due date and by returning the signed Student Agreement form, accompanied by payment of tuition fees and Overseas Student Health Cover (OSHC), as outlined in the

Letter of Offer.

Cancellation of offer letter

CMI reserves the right to withdraw and offer of admission and cancel the enrolment of any student where/when the institute identifies such an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or an applicant's representative.

8. Issuance of Confirmation of Enrolment (CoE)

- CMI will send conditional CoE letter once the signed Student Agreement along with the confirmation of the payment of the fees is received,
- There is a condition of Language, Literacy and Numeracy Test (LLN) or English test before commencement.
- The administration team will confirm receipt of tuition fees and will approve the issuance of conditional CoE.
- Conditional CoE is prepared and generated as per the PRISMS User Guide for international students,
- Prior to the issuance of conditional CoE, the student's application file will be checked to ensure all requirements are met. This will be usually done using the Student Application Checklist,
- A copy of conditional CoE will be then sent to the student, or the authorised representative, via email,
- A copy of the conditional CoE will be filed in the student's file and the SMS is updated, and
- The CoE will be used by the students to apply for a student visa (where applicable).

Deferment and Suspension

This standard sets out that registered provider i.e. CMI must appropriately manage the enrolment of their overseas students and ensure all necessary information about enrolments has been provided to the relevant government department by maintaining updated information in the Provider Registration and International Student Management System (PRISMS) database. Under compassionate or compelling circumstances, CMI and students will be able to defer, suspend or cancel enrolment. Deferment and suspension policies are to be handled as per the CMI's deferment, Suspension or Cancellation of Student Enrolment Policy. Kindly refer to the policy for more details on CMI's website.

Transfer Policy

Transfer of enrolment from CMI will be handled in line with the CMI's student transfer policy available on CMI's website.

Attachments:

- Appendix 1: Pre-Training Review
- Appendix 2: Enrolment quality checklist

Additional documents:

- LLN test (LLN link send through LLN robot)
- Student agreement (letter of offer-through aXcelerate)
- Application for enrolment form (V6.0)
- Student Enrolment Form

Appendix 1: Pre-Training Review

Pre-Training Review Interview (PTR)

The Pre-Training Review (PTR) is conducted prior to the enrolment into your course of studies to ensure that the training and assessment provided by Central Melbourne Institute (CMI) is able to meet the student’s individual needs.

Before we make an offer, CMI is required to conduct a review of a student’s current competencies, student needs, English level, and support requirements including their literacy and numeracy skills, in order to enrol them in the most appropriate course to achieve their intended outcomes.

The pre-training review ensures that CMI:

- understands the student’s reasons for undertaking the course
- ensures the suitability of the training to the student’s
- understands the student’s current competencies and therefore provides opportunities for these to be assessed through Recognition of Prior Learning (RPL), Recognized Current Competency (RCC) and/or Credit Transfer (CT)
- ensures the student’s English level and Language, Literacy and Numeracy skills suit the training and assessment strategies employed to deliver the course, and
- Provides the relevant support required for the student to succeed in the course.

Please Note: If this PTR is conducted via telephone or other digital medium (e.g., skype) for offshore students, communication log will be retained as an evidence of student declaration, in lieu of the student’s physical signature. Response to all questions should be recorded by CMI’s assessor.

Qualification applying for:	
Student name:	

PTR conducted via:	<input type="checkbox"/> Face to face <input type="checkbox"/> Telephone <input type="checkbox"/>
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Note: part of this form can/may be completed by assessing the learner's application and supporting documents submitted.

Course and unit information and job outcomes/pathways from the course

1. Provide details about the course and unit information.

Do you have an understanding of the course outline and the training program?

Yes No

Do you think this course will improve your future career/education prospects?

Yes No

If yes, what are the reasons?

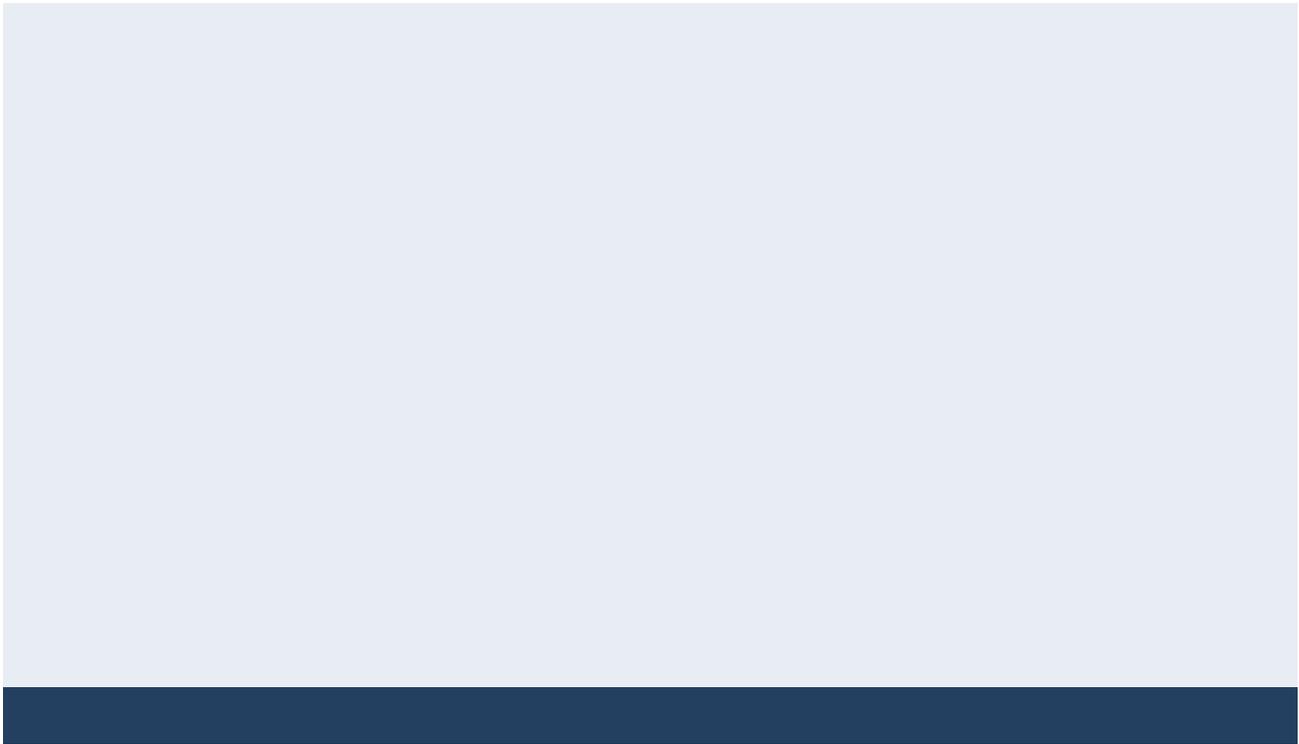
Why did you choose this course at CMI?

2. Provide details about the potential job outcomes and pathways.

Do you hope to work in the industry of your course after you graduate? Yes No

If yes, please specify how this course will assist you to achieve your career goal?

How is this course going to help you in your future career prospects?



3. Do you have any work experience or previous qualification related to this course? Yes No

If yes, please specify:

4. What is your highest qualification? _____

5. Have you completed any VET/ Graduate/ Post-Graduate Qualification in Australia? If yes, which one?

Yes No

Name of the institution (If yes):

6. RPL (Recognition of Prior Learning) is a form of assessment that recognizes skills and knowledge gained through formal training conducted by industry or education, work experience and life experience.

Would you like to apply for RPL? Yes (please fill RPL Application Form) No

7. CT (Credit Transfer) a system whereby successfully completed units of competency contributing towards a degree or diploma can be transferred from one course to another.

8. Would you like to apply for CT? Yes (please fill CT Application Form) No

9. At school and/or at work, have you had any difficulties in any of the following skills or do you require any support? (Please Tick)

Speaking	Yes	No
Listening	Yes	No
Writing	Yes	No
Reading	Yes	No
Support required:	Yes	No

Computer and Internet skills

1. Do you have regular access to computer devices and the internet?
2. Do you use MS Office applications, e.g., Microsoft Word, Power-point etc?
3. Do you find it easy to use search engines such as Google and using internet in general?

Mode of study/learning style

10. Thinking about how you'll best learn, which method is best for you?

- Classroom face to face based
- Workplace experience
- Mixed-mode of online learning and face to face

11. Which method of teaching suits you the best on the basis of your previous learnings?

- Demonstration
- Role-plays
- Written instructions, essay, written responses to short answer questions
- Oral questions / interview / Discussions
- Computer based learning and research
- Projects / assignment
- Group activities, working as part of a team

About your agent /marketing officer

Please mention agent's Name _____

12. Did your agent/CMI marketing officer assist you with your visa application forms?

- If yes, always make sure that the agent is registered with Migration Agents Registration Authority (MARA) if he is providing Immigration Advise.

Yes		No	
Any Comments (If Applicable)			

13. Did the agent/CMI marketing officer handover a copy of detailed course handbook to you which contains all the required information about your course at CMI like name of course, units covered, length and duration of course, location, mode of delivery?

Yes		No	
Any Comments (If Applicable)			

14. Would you recommend your agent to your friend or relative? Comment if No.

Yes		No	
Any Comments (If Applicable)			

15. Did a representative of the Institute or agent explain the entry requirements for acceptance in to the course including minimum level of English language proficiency, educational qualifications, required material, age requirements that are needed to complete Literacy and Numeracy(LLN) test, Computer Literacy test prior to the enrolment into the course?

Yes		No	
Any Comments (If Applicable)			

16. Did you get information about indicative course-related fees incurred throughout the course, fee payment and refund policies, course progress/attendance monitoring policy, satisfactory academic performance, assessment information and methods?

Yes		No	
Any Comments (If Applicable)			

17. Did you get information about the grounds upon which your enrolment or course may be deferred, suspended or cancelled?

Yes		No	
Any Comments (If Applicable)			

18. Were you given relevant information about where to live in Melbourne, accommodation information and where relevant, schooling obligations and options for school-aged dependents of intending students, including that school fees that may be incurred?

Yes		No	
Any Comments (If Applicable)			

19. Are you aware about CMI's policies and procedures including RPL, internal and external complaints procedures, appeals processes?

Yes		No	
Any Comments (If Applicable)			

20. Are you aware that the availability of complaints and appeals processes or any such agreement does not remove your rights to take action under Australia’s consumer protection laws?

Yes		No	
Any Comments (If Applicable)			

21. Are you aware about your obligations in regard to study hours commitment, visa conditions and course requirements to successfully complete your chosen course?

Yes		No	
Any Comments (If Applicable)			

22. A description of the ESOS framework has been made available electronically by Department of Education link?

Yes		No	
Any Comments (If Applicable)			

23. Do you agree that you will notify CMI of current contact details, any changes to contact details and who to contact in Australia in emergency, while in Australia and studying with CMI?

Yes		No	
Any Comments (If Applicable)			

24. Do you agree with all circumstances where your personal information may be shared between the institute, the Australian Government, designated authorities and the Tuition Protection Service? This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by you of a student visa conditions.

Yes		No	
Any Comments (If Applicable)			

OFFICE USE SECTION

Pre-training evaluation by CMI Administrative Officer (Please tick)

Yes

No

Understands course information including entry requirements, units, course duration, including holidays, mode of study, location, and assessment methods

Enrolment in the course are aligned with the students work/ career plans

Students are aware of course progress requirements including deferment suspension and cancellation of the course

Students are fully aware of fees including tuition and non-tuition fees. Student is also aware of refund policy and procedure

Student meets entry requirements specified for the course including English requirements, academic requirements, age, and has ability to undertake this course successfully.

Student is eligible for RPL/CT (if so please initiate RPL/CT process)

Student is aware of visa obligations including change of address and full time study requirements.

Student requires additional LLN or other support to participate in the proposed course

Student displayed appropriate listening and oral communication skills.

Recommendation:

Enrolment to proceed: Yes No Enrolment to proceed with adjustments: Yes No

If additional assistance/recommendation for support or adjustment is identified, please ensure proper processing to the Student Services/Academic Departments.

Staff Signature:

Appendix 2: Enrolment quality checklist

CMI staff team must follow this checklist *when handling Enrolment Policy CMI's authorized administration staff will use these as Key performance indicators while doing performance appraisal.*

Process	Action	Completed (Please tick)	Comments
Expression of Interest	Students' decision is respected and all relevant information related to the course they wish to apply at CMI is provided to them.		
	Students are provided with support services related with admission and its procedures.		
Providing students with latest and accurate version of handbook and prospectus.	Latest and accurate version of handbook is provided to students with respect to National Code 2018, National standard 2015.		
Application forms	Applications received by CMI are treated in a fair, equitable and respectable manner in accordance with CMI's privacy policy.		
	Signed applications forms have been received from students including certified academic transcripts, evidence of English language, passport copy, pre training review from and other relevant documents.		
	Authorized administration officer has reviewed and assessed the applications in order to determine whether letter of offer should be provided or not.		
Pre-Training Review	CMI has organized time for Pre training review interview.		
	Pre-training Interview Questions are enough to retrieve information to ensure that students have met minimum entry requirements, student's current competencies, and students' needs and support requirements.		

	Pre training review has been helpful in ensuring enrolment of students into the most appropriate course to achieve their intended outcomes.		
	Pre-training interview has been completed successfully.		
	LLN test has been given to students		
Entry requirements	Applicants' entry requirements including English test, LLN test, computer literacy requirements have been duly checked and verified in order to provide students with offer letter.		
Verification of documents	Authorized admission officer has checked authenticity of documents submitted along with application.		
	English test has been checked online to verify if it's genuine.		
Offer letter & Agreement	Offer letter has been issued to applicants after thorough verification of documents		
	Offer letter includes all the detailed instructions and conditions for accepting the student agreement.		
	Applicants who did not meet entry requirements have been notified in writing and alternative study options are offered to them		
	Copies of letter of offer and student agreement have been kept in student's file/profile to maintain student's record.		

CoE	CoE is sent to students after signed copy of student agreement and fee paid confirmation has been received by CMI.		
	CoE has been prepared and generated as per the PRISMS user guide for international students		
	A copy of CoE has been kept in students file to maintain students record		
CMI has followed all the relevant steps required for Enrollment of a student as per the Standard 2 of National Code of Practice for Providers and Training to overseas students 2018.			