



## CHRISTIAN HERITAGE COLLEGE

### **POLICY: Recruitment of an overseas student**

|                           |  |                     |   |
|---------------------------|--|---------------------|---|
| <b>Policy Group(s)</b>    | Group C: Administration – 3: Students (C3/0415.1; 0118)  |                     |   |
| <b>Related Policy:</b>    | Admission to Undergraduate Course<br>Admission to Postgraduate Courses<br>Cancellation of Enrolment for Overseas Students<br>Code of Conduct<br>Course Progress for Overseas Students<br>Deferral for Overseas Students<br>Enrolment<br>Formalisation of Enrolment and Written Agreements<br>Grievance Policy for Overseas Students<br>Leave of Absence for Overseas Students<br>Review of Academic Progress for Overseas Students |                     |   |
| <b>Related Documents:</b> | Guide for Overseas Applicants  |                     |   |
| <b>Commencement Date:</b> | April 2015   | <b>Review Date:</b> | April 2016<br>December 2017<br>April 2023 |

### **POLICY STATEMENT**

#### **Intent:**

Christian Heritage College (CHC) is motivated by its Christian ethos to behave ethically and with integrity towards prospective overseas applicants and students. Honesty and integrity are important attributes of Christian witness. 'The integrity of the upright will guide them' (Proverbs 11:3) and 'Lying lips are an abomination to the Lord' (Proverbs 12:22a). CHC aims to model honesty and integrity in all interactions with stakeholders and the wider public. CHC recruits students in an ethical and responsible way by providing accurate information to ensure they are well informed about studying with CHC. Engagement with prospective overseas students prior to enrolment is critical to a successful study experience. CHC willingly complies with the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (the National Code 2018) Standard 2 and as such ensures prospective students have the relevant qualifications, experience and English language proficiency for the entry requirements of the course they wish to enrol in; and to enable them to engage successfully with their studies.

#### **Scope:**

This policy applies to all prospective overseas students interested in studying at CHC.

**Restrictions:** Prospective ASC students

**Exclusions:** Prospective domestic students

#### **Objectives:**

1. To provide clear guidelines for engaging with overseas students and disseminating information about the course, fees and facilities, prior to enrolment.
2. To provide a clear procedure for ensuring students' academic and other qualifications and English language proficiency are appropriate for the course for which enrolment is sought.
3. To provide applicants with advice and information on enrolment procedures and the grounds for deferring, cancelling or suspending an overseas student enrolment.

4. To ensure compliance with the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (the National Code 2018) specifically Standard 2.

## **Policy Provisions:**

### **1. General**

- 1.1. All enquiries from prospective students are responded to by student administration.
- 1.2. Prospective students will be provided with information which will enable them to make informed decisions about CHC courses and their studies in Australia.
- 1.3. Prospective students will be made aware of the *Education Services for Overseas Students* (ESOS) legislative framework, the security it affords them and how to make use of the consumer protections should the need arise.
- 1.4. CHC ensures students are only offered places in courses for which they have been assessed as having appropriate skills and experience.
- 1.5. Where a student is entering Australia under a visa other than a student visa, those prospective students will be considered for entry to courses other than those registered through CRICOS.

### **2. Response to enquiries**

- 2.1. All prospective students will be directed to the description of the ESOS legislative framework available on the Australian Education International (AEI) website [www.internationaleducation.gov.au](http://www.internationaleducation.gov.au)

### **3. Information to be Provided**

- 3.1. Prior to accepting an overseas student for enrolment in a course, CHC will provide via email referral to an electronic copy and the CHC website, current and accurate information regarding the following:
  - 3.1.1. 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;
  - 3.1.2. the CRICOS course code, the course content and duration, qualification offered if applicable, modes of study for the course including:
  - 3.1.3. compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements; and
  - 3.1.4. assessment methods;
  - 3.1.5. course duration and holiday breaks;
  - 3.1.6. the course qualification, award or other outcomes;
  - 3.1.7. campus locations and a general description of facilities, equipment, and learning and library resources available to students;
  - 3.1.8. details of any arrangements with another registered provider, person or business to provide the course or part of the course;
  - 3.1.9. indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and CHC's cancellation and refund policies;
  - 3.1.10. information about the grounds on which a student's enrolment may be deferred, suspended or cancelled;
  - 3.1.11. a description of the ESOS framework including Australian Government material or links to this material online; and
  - 3.1.12. relevant information on living in Australia, including:
    - 3.1.12.1. indicative costs of living
    - 3.1.12.2. accommodation options; and
    - 3.1.12.3. where relevant, schooling obligations and options for school-aged dependants of prospective students, including that school fees may be incurred.
- 3.2. CHC will only make an offer to an appropriately qualified applicant who meets all the entry requirements (academic and personal suitability) for the course.

- 3.2.1 The CHC policy: *Admission to Undergraduate Courses* and *Admission to Postgraduate Courses* provide the processes for assessing the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.
- 3.2.2 The CHC policy: *Transfer of Credit for Overseas Students* provides the process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit.
- 3.2.3 If CHC grants a student RPL or course credit that reduces the overseas student's course length, CHC will:
  - 3.2.3.1 inform the student of the reduced course duration following the granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
  - 3.2.3.2 report any change in the course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

#### 4. Dissemination of Information

- 4.1. The information required to be provided to the prospective student, as per Policy Provision 3 above, must be given to the student before the student acknowledges (signed or otherwise accepted) an offer. This information can be provided at the same time as the *Written Agreement*.
- 4.2. CHC will provide the student with information regarding the general grounds on which an enrolment may be deferred, suspended or cancelled. This information is contained within the *Guide for Overseas Applicants* document and in the CHC *Deferral for Overseas Students*, *Leave of Absence for Overseas Students*, and *Cancellation of Enrolment for Overseas Students* policies.
- 4.3. CHC will provide a description of the ESOS framework by directing students to the Department of Education website.

#### Supporting Procedures and Guidelines:

##### 1 Procedure for assessing prospective students' qualifications:

- 1.1 An applicant for admission, who does hold formal qualifications, may be considered for admission on the basis of documented professional experience, portfolio of professional work or other evidence, portfolio of professional work or other evidence, which indicates that the applicant has the capacity to undertake and benefit from the course.
- 1.2 Certified transcripts and supporting documentation are to be submitted as follows:
  - 1.2.1 by email to: Student Administration [sadmin@chc.edu.au](mailto:sadmin@chc.edu.au)
  - 1.2.2 by mail to: Student Administration  
PO Box 2246  
Mansfield BC QLD 4122

##### 2 Procedure for assessing prospective students' English language proficiency:

- 2.1 Overseas applicants for whom English is not their first language, who are seeking admission to undergraduate courses where the language of instruction and assessment is English are required to meet the following prescribed minimum proficiency standards in English language to be considered to be eligible for admission, unless otherwise specified in the course entry rules:
- 2.2 their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- 2.3 they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

| <i>English Language Proficiency examination</i>                              | <i>Minimum result required</i>  |
|--|---|
| <b>IELTS</b> (International English Language Testing System)                 | 6.5 overall, with a minimum of 6.0 in all subtests <sup>1</sup>                                       |
| <b>ISLPR</b> (International Second Language Proficiency Rating) <sup>2</sup> | Not accepted by CHC   |
| <b>TOEFL</b> (Test of English as a Foreign Language)                         | 575 or better (pBT; paper-based)<br>90 or better with no subscore lower than 20 (iBT: internet-based) |
| <b>STAT</b> (Special Tertiary Admissions Test)                               | 156 or higher in the Verbal component of the STAT   |

## 2.4 For initial teacher education courses only

2.4.1 The English language proficiency requirements as stated above will apply to all domestic and overseas applicants for initial teacher education courses who do not have English as a first language, with the exception of those students who are admitted via the following English admission pathway:

2.4.1.1 Satisfactory completion within the past five years (from Canada [excluding Quebec], New Zealand, Australia, Republic of Ireland, United States or United Kingdom) of senior secondary or accredited higher education sector studies of at least two years (full-time equivalent).

### 3 Procedure for assessing prospective students' experience:

3.1 Where course entry requirements assess experience as a basis for admission, the CHC School requires a portfolio to demonstrate the way in which the applicant meets the entry requirements.

3.2 For specific courses CHC special criteria are used in addition to, in conjunction with, or in place of standard admission requirements. CHC will publish the entry requirements for each course in the CHC Course Guide and in the school section on the website noting which courses have special entry criteria.

### 4 Procedures for providing prospective students with the relevant information as per Policy Provision 3 (including a description of the ESOS framework):

4.1 CHC will publish all the relevant information outlined in Policy Provision 3 in the annual *Guide for Overseas Applicants*. This document is developed and published by the Academic Registrar's Office.

4.2 In July every year, the Academic Registrar's Office will revise and update as appropriate the information contained in the Guide and will make correlating adjustments to the CHC website.

4.3 This will be finalised in time for the opening of the following year applications on 1 August.

4.4 This information will be provided to applicants again through the *Written Agreement* and will include the full policy statement of the *Refund for Overseas Students*, *Code of Conduct* and *Grievance Policy for Overseas Students*.

4.5 The *Written Agreement* will include the Department of Education website details plus direction to information for the students including the *ESOS Framework Student Fact Sheet*.

## POLICY FURTHER INFORMATION

|  |  |
|--|--|
| <b>Relevant Commonwealth/State Legislation</b> | ESOS Act 2000<br>ESOS Regulations 2001<br>National Code 2018<br>Education (Overseas Students) Act 1996<br>Education (Overseas Students) Regulation 1998<br>HESF (2015) |
|--|--|

<sup>1</sup> Overall score of 7.5 in IELTS (Academic); 8.0 for Listening and Speaking, 7.0 for Reading and Writing

<sup>2</sup> The ISLPR test applies to initial teacher education courses only, and will only be accepted if it has been administered by Migrant Projects, TESOL Unit, Queensland University of Technology or by ISLPR Language Services, Mt Gravatt, Queensland.

## ACCOUNTABILITIES

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| <b>Implementation:</b>            | Academic Registrar                |
| <b>Compliance:</b>                | Academic Registrar                |
| <b>Monitoring and Evaluation:</b> | Academic Registrar                |
| <b>Development/Review:</b>        | Director of Quality and Standards |
| <b>Approval Authority:</b>        | CHC CEO                           |
| <b>Interpretation and Advice:</b> | Academic Registrar's Office       |

## WHO SHOULD KNOW THIS POLICY?

Academic Administration Staff  
Deans  
Students

## EFFECTIVENESS OF THIS POLICY

|                                  |  |
|----------------------------------|--|
| <b>Performance Indicators:</b>   | <ul style="list-style-type: none"><li>Number of overseas students requesting information</li></ul>   |
| <b>Other</b>                     | Nil  |
| <b>Definitions and Acronyms:</b> | CHC Christian Heritage College<br>Dean – the head of the School administering a course, includes the Executive Director of the Millis Institute<br>ESOS Act 2000 Education Services for Overseas Students Act 2000<br>School – the academic organisational units of CHC, includes the Millis Institute |

## APPROVAL – section maintained by the Director of Quality and Standards

| Reference No. | Approved | Date       | Committee/Board | Resolution No. / Minute Ref. |
|---------------|----------|------------|-----------------|------------------------------|
| C3/0415.1     | Yes      | 28/04/2015 | CHC CEO         | NA                           |

## REVISION HISTORY – section maintained by the Director of Quality and Standards

| Revision Reference No. | Approved/Rescinded | Date       | Committee/Board | Resolution No. / Minute Ref. |
|------------------------|--------------------|------------|-----------------|------------------------------|
| 0118                   | Yes                | 01/01/2018 | CHC CEO         | NA                           |

| Additional Changes:                           |   | Date         |
|---|---|--------------|
| New title: Recruitment of an overseas student | Existing title: Student Engagement before Enrolment | January 2018 |