



Admissions Policy and Procedure

Purpose

To ensure that the criteria and process for the admission of students into any course offered by Newton College are clearly specified and made available to students prior to and during an application process. The practices followed will be in compliance with the Standards for RTOs 2015 (SRTO 2015) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

Scope

This policy applies to all prospective students and the Newton College staff who are involved in assessing applications, issuing the Letter of Offer and Enrolment Acceptance Agreement and processing applications in PRISMS.

Policy

The course information and entry requirements will be clearly described in the Newton College Student Prospectus on the Newton College website (www.newton.edu.au). The admissions team will ensure that a rigorous assessment process is followed in line with the admissions criteria for all applications for courses.

Students who apply for Recognition of Prior Learning (RPL) or Credit Transfer from a previous qualification will be assessed according to the RPL/Credit Transfer Policy. In cases where RPL or Credit Transfer has been awarded after the issuance of the student visa, Newton College will report the change of course duration in PRISMS.

Newton College must retain records of all International Student Enrolment Written Agreements and receipts of payments made under any Written Agreement for at least 2 years after the person ceases to be Newton College's student.

Entry requirements

Newton College has admission requirements as follows (in addition to the course specific entry requirement):

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level (except AQF Level 8 and PSP qualifications).
- Have demonstrated an IELTS level at score of least 6.0 or equivalent or demonstration of successful completion of at least General English at Advanced or English for Academic Purposes at Advanced level (for AQF Level 8 qualifications only).
- The applicant must have completed at least Advanced Diploma where English is the medium of instruction. If the required qualification is completed offshore and not completed with English as the medium of instruction, then candidates must have an IELTS 6.0 or equivalent to IELTS (no band score less than 6) (For PSP qualifications only).
- Successfully meets the requirements and satisfies the criteria of Genuine Student Test.





- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Newton College is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- Student must have sound digital literacy and access to working internet.

Please note: All the students commencing this course are required to complete LLN test on the orientation day to assist Newton College to identify student's needs for additional support during their study with Newton College.

Enrolment Acceptance Agreement for overseas students

Each overseas student who has successfully met the Newton College entry requirements will be offered a place in the course that the student has applied for where the capacity of the course is available. An Enrolment Acceptance Agreement between Newton College and the student will be issued. The Enrolment Acceptance Agreement sets out the services that Newton College will provide and the student's obligations upon accepting the Enrolment Acceptance Agreement. This agreement will:

- Be signed by the student prior to, or concurrently with, making the payment of the tuition fee.
- Outline the course(s) in which the student is to be enrolled, the expected course start and end date, the location(s) of the delivery of the course, any work-based training required as part of the course (if applicable), the course qualification.
- Specify the prerequisites (if any) for entry to the course, including the academic and English language proficiency level.
- Indicate the enrolment fee, tuition fee and material fees for the periods to which the fees relate, payment options, late payment charge and refund policy.
- Include an outline of the Newton College internal and external complaints and appeals processes.
- Include any conditions imposed on the student's enrolment.
- Provide details of any non-tuition fees that may incur in the circumstances of late payment of tuition fees or any other circumstances where additional fees may apply.
- Set out the circumstance in which personal information about the student may be disclosed by Newton College to the Australian Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988.
- Provide a statement that states 'This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies'.
- Advise the overseas student of their responsibility to notify Newton College of a change of address while enrolled in their course(s), to provide emergency contact details and to inform the Institute within 7 days of changes to these.
- Advise students that in the event of a course not being delivered by Newton College, Newton College will refund the tuition fees paid or under the Tuition Protection Service (TPS) will arrange a refund or transfer as per the TPS Framework.
- Include a statement that clearly advises the student to retain a copy of the Enrolment Acceptance Agreement and any receipts of payment of fees.





Procedure

Steps of Assessing an Application

- 1) On receipt of an application, the Admissions Department will ensure the application documents are complete for assessment. This would include:
 - An application form with all the required fields completed.
 - Copies of the academic qualifications and transcript (in English)
 - Copies of English results (where appropriate)/Newton College placement test result
 - Copy of the passport (main page and visa page where appropriate).
- 2) Each application is to be assessed to ensure that the applicant's qualifications and English language proficiency meet the requirements of the course being applied for. The requirements are described in this Procedure. The Administration Manager completes an admissions checklist to ensure the requirements are met.
- 3) The Admissions Department checks the student visa status on VEVO.
- 4) Applicants that meet the entry requirements will be offered a place in the course being applied for. An Offer Letter and Enrolment Acceptance Agreement will be issued by Newton College and sent to the applicant and/or their education agent.
- 5) Along with Offer Letter and Enrolment Acceptance Agreement, a link of current student prospectus is also emailed to the student/education agent so that intended student has correct and up-to-date information of the course/s in accordance with Standard 2 of National Code 2018 and Standard 5.2 of SRT0 2015.
- 6) The Administration Manager issues a CoE on PRISMS. When a CoE cannot be generated for any reason whatsoever, or where a release is required from the student's principal course provider, the Administration Manager will contact the student or their education agent seeking for the release from other provider before an Newton College CoE can be issued or as appropriate document.
- 7) Upon the receipt of the release information on PRISMS, the Administration Manager will issue the CoE.

Assessing Academic Qualifications

- Applicants must have completed at least Australian Year 12 or equivalent to enter the following courses:
 - BSB50120 Diploma of Business.
 - BSB60120 Advanced Diploma of Business.
 - BSB50420 Diploma of Leadership and Management.
 - BSB60420 Advanced Diploma of Leadership and Management.
 - BSB40820 Certificate IV in Marketing and Communication.
 - BSB50620 Diploma of Marketing and Communication.
 - BSB60520 Advanced Diploma of Marketing and Communication.
 - SIT30821 Certificate III in Commercial Cookery.





- SIT40521 Certificate IV in Kitchen Management.
- SIT50422 Diploma of Hospitality Management.
- SIT60322 Diploma of Hospitality Management.
- The applicant must have completed at least Advanced Diploma where English is the medium of instruction. If the required qualification is completed offshore and not completed with English as the medium of instruction, then candidates must have an IELTS 6.0 or equivalent to IELTS (no band score less than 6). Evidence of LOTE background learning, i.e. High School certificate/degrees awarded in LOTE countries. Otherwise, a Newton College internal LOTE language proficiency test is required.
 - PSP50922 Diploma of Interpreting
 - PSP60822 Advanced Diploma of Translating
- The following courses require the applicant to have completed a qualification equivalent to Australian Advanced Diploma level (AQF Level 6) or higher or have four years equivalent full-time relevant workplace experience in the field of organisational learning and capability development.
 - BSB80120 Graduate Diploma of Management (Learning)
- The following courses require the applicant to have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise or have completed a bachelor's degree in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise or have five years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.
 - BSB80320 Graduate Diploma of Strategic Leadership

Assessing Language Proficiency

- **English proficiency requirement**
 - 1) All the courses listed above require the English proficiency of an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level except for PSP50922, PSP60822, BSB80120 and BSB80320 which require:
 - PSP50922: an IELTS overall score of 6.0 or equivalent (6.0 on listening and speaking)
 - PSP60822: an IELTS overall score of 6.0 or equivalent (6.0 on writing and reading)
 - BSB80120 & BSB80320: an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced or English for Academic Purposes Advanced level.
 - 2) In circumstance where an applicant is unable to provide a valid English result or an academic qualification, the applicant will be required to take the Newton College English placement test. Offshore applicants must take the offshore English placement test under the supervision of their





education agent. Onshore applicants must take the test on the Newton College campus under the supervision of the Newton College administration staff. The placement test will be assessed by the ELICOS teacher. Newton College reserves the right to re-test any student for English language proficiency during orientation. Results from such a test may be used to determine course entry.

Please refer to the score comparison table at:

<https://www.pearsonpte.com/research/scoring>

Assessing Recognition of Prior Learning (RPL)/Credit Transfer

If an applicant is applying for RPL, the applicant is required to make an appointment with the Academic Manager to discuss their eligibility and the process. The Academic Manager will notify the admissions team, with the RPL outcome for the course, and then a revised offer is to be made, if required.

If an applicant is applying for a credit transfer, the applicant must provide the copies of their qualifications and academic transcripts. Applications for RPL and Credit Transfer are governed by the RPL/Credit Transfer Policy and Procedure.

In the case of accepted RPL or Credit Transfer, Newton College will inform the student in writing of the outcome of the application and advise the student of reduced course duration and issue a revised CoE.

Admission Student Files

Within 10 business days of receiving the signed agreement from an overseas student, the admissions team will confirm the following enrolment details into PRISMS:

- Student's full name
- Gender
- Date of birth
- Country of birth
- Nationality
- Passport number
- Student's Australian contact details
- Student's overseas contact details
- Education agent details
- Start and end date of the course
- Course name, course code and the location of delivery
- Amount of tuition and non-tuition fees received by Newton College
- Total amount of tuition fees in accordance with the International Student Enrolment written agreement
- OSHC details (if arranged by Newton College)





- If the student has undertaken an English language test, the name of the test and the results the applicant received.
- Any conditions for the course commencement

Enrolment variations

Pre-commencement deferral, withdrawal and change of the course:

When a student applies for a deferral, withdrawal or change of course after they receive the CoE and before the course commencement, the student must:

- 1) Complete the Student Deferral/Suspension/Cancellation/Leave Request Form. If it is a change of course application, then the International Student Application Form must also be completed for the new course being applied for.
- 2) The application will be assessed by the Admissions Department according to the admissions criteria. The outcome will be communicated to the student and education agent.
- 3) When the student meets the admissions criteria, a revised Letter of Offer and Enrolment Acceptance Agreement will be sent to the student and their education agent.
- 4) Upon the receipt of the student signed International Student Enrolment Written Agreement, the change of course will be reported on PRISMS and the new CoE will be issued to the student and their education agent.
- 5) Deferral and withdrawal applications will be assessed by the Admissions Manager and the RTO Manager in accordance with the Deferring, Suspending or Cancelling the Overseas Students' Enrolment Policy and Procedure.

Post-commencement withdrawal, deferral and change of course

- 1) All student-initiated applications for deferral/cancellation/suspension must be in writing using the Student Deferral/Suspension/Cancellation/Leave Request Form. Supporting documents must be submitted with the application as appropriate.
- 2) The completed form must be submitted in writing to student administration.
- 3) The application will be assessed according to the Deferment, Suspension or Cancellation Policy and Procedure and will be reported in PRISMS according to ESOS Act.
- 4) The enrolment variation will be communicated to the student via email with the attachment of a new CoE/cancelled CoE.
- 5) The Newton College Admissions Department will document the whole process of the enrolment variation in the individual student files.
- 7) If the application is rejected, the student will be communicated via email of the outcome and be advised that they have the rights and access to appeal in accordance with the Complaints and Appeals Policy and Procedure.