

## **CRICOS ENROLMENT INTERVIEW POLICY AND PROCEDURE**

### **PURPOSE**

The purpose of this procedure is to outline the process for conducting an enrolment interview with a prospective international student for enrolment into a course with Equinim College.

### **1. CONTEXT**

This policy and procedure is to be read in conjunction with the Enrolment Policy and Procedure-International Students. It offers more detail on the content and structure of an enrolment interview, as part of the enrolment process.

### **2. AN IMPORTANT PREFACE: WHERE WE COME FROM AS A COLLEGE**

This policy and procedure relates to checks which are performed in the process of enrolling a student. Those checks are required of us as a College, by law.

Equinim College's doors are open, and it operates on the basis of fairness and equity. All people, from all backgrounds and abilities are welcome to apply.

Within that welcoming approach, Equinim College is also subject to strict legal requirements which it must fulfil. Equinim College carries out those legal obligations with the highest of respect and decency.

Equinim College observes its legal requirement, under the legislation governing all CRICOS registered providers, to assess whether the international student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course (*Standard 2.2, National Code of Practice for Providers of Education and Training to Overseas Students 2018*).

Equinim College is required by law to make an assessment about whether the candidate is going to be able to enter (and cope with) the course they have expressed interest in studying. Equinim College carries out that legal requirement with absolute respect for the candidate at all times.

### **3. ENROLMENT INTERVIEW**

As part of the enrolment process to enter a course with Equinim College, the Enrolment Officer conducts an interview with the candidate for enrolment. The interview is a supportive conversation, to assist the candidate in being prepared to study with Equinim College.

#### **3.1 Purpose of Enrolment Interview**

The enrolment interview enables the Enrolment Officer to inform the candidate about important, legal aspects of the course, such as what to expect in the course and tips for the candidate as a student, as well as what is expected of the student. As part of that, the candidate may ask any questions they like and the Enrolment Officer is there to assist them. The enrolment interview also acts as a check in on

the candidate's readiness to study and to meet the demands of a student in the particular course.

### 3.2 Content of Enrolment Interview

During the interview, the Enrolment Officer provides the following information:

- (a) The course content and duration, including any holiday breaks, modes of study and assessment methods;
- (b) All relevant course codes, for each relevant CRICOS registered course the candidate has expressed interest in;
- (c) Campus locations and a general description of facilities and equipment, as well as learning resources available to students in the Equinim Learning Hub;
- (d) Confirmation that Equinim College uses NO third parties in its delivery of education.
- (e) Indicative tuition and non-tuition fees including advice on what fees could change during the International Student's course, what fees can be incurred outside tuition fee charges, and applicable refund policies;
- (f) Information about the grounds on which the International Student's enrolment may be deferred, suspended or cancelled;
- (g) Relevant information on living in Australia, such as:
  - a. Indicative costs of living;
  - b. Accommodation options; and
  - c. Where relevant, schooling obligations and options for school-aged dependents of intending international students, including that school fees may be incurred.
- (h) Other content, as described below.

### 3.3 Genuine Entrant

The Commonwealth Government of Australia requires recipients of a student visa to demonstrate that they are genuine in wanting to study in Australia, as well as intending to return to their home country after study. To satisfy this requirement, in the enrolment interview, the Enrolment Officer asks the candidate about their intentions to enrol with Equinim College, including the reasoning for study, any prior study undertaken, and their post study intentions. The Enrolment Officer explains that, after the interview, the Enrolment Officer will send the candidate a **Statement of Purpose**, for them to complete and return as evidence of prior study and/or employment and as proof of genuine intention. The purpose of this document is to seek and obtain evidence to satisfy the Commonwealth Government's requirements in this regard.

### 3.4 Financial Capacity

The Commonwealth Government also requires that applicants for a student visa demonstrate the financial capacity to live and study in Australia. Education providers act as the agents of the Commonwealth Government in collecting and pre-assessing the information required for the grant of a student visa. For this reason, in the enrolment interview, the Enrolment Officer informs the candidate

that they will be asked to provide proof of financial capacity to live and study in Australia. The Enrolment Officer explains that, after the interview, the Enrolment Officer will send the candidate a **Declaration of Financial Capacity** form for the candidate to complete and return, to satisfy the government's student visa requirements.

### 3.5 Privacy

The Enrolment Officer informs the candidate that all information collected is treated with the utmost respect, confidentiality and privacy, in accordance with Equinim College's Privacy Policy, as available on our website, [www.equinimcollege.com](http://www.equinimcollege.com).

### 3.6 Special needs

In the enrolment interview, the Enrolment Officer shall ascertain from the candidate whether the candidate has any special needs, or need for reasonable adjustment.

### 3.7 Readiness to undertake the course

During the Enrolment Interview:

- (a) (**Informal assessment**) The Enrolment Officer will assess the candidate's ability to understand and converse in English on the requirements of the course and course information and general ability to grasp essential pieces of information in relation to the selected course, study requirements and Equinim College.
- (b) (**Where further support needed**) Where the Enrolment Officer reasonably believes the candidate has not gained an understanding of the course requirements, or is unable to converse on course requirements (to a level that indicates they will be able to complete the study requirements), the candidate shall be asked to undertake a Trainer/Assessor interview, as outlined in section 3.8, below.
- (c) (**Where no further support needed**) Where the Enrolment Officer is satisfied with the applicant's understanding of the course requirements, the applicant can proceed to documentation for enrolment, as per the Enrolment Policy and Procedure-International Students.

### 3.8 Trainer/Assessor interview

Where indicated as advisable by the Enrolment Officer, to further support the candidate in their potential enrolment and study with Equinim College, an Equinim College Trainer/Assessor will conduct an interview ("**Trainer/Assessor Interview**") to give the candidate an opportunity to demonstrate the capacity to enter and complete the course, through such activities as reading and understanding important information within the International Student Handbook or other written material and discussing them with the Trainer/Assessor. Further details on this are below.

**(a) Purpose**

**The reason for this interview is to help support the student – if they do not currently possess the skills to complete the course, it is Equinim College’s intention that they will be supported to the full extent possible, rather than rejected and dismissed. Our aim is to build students’ confidence and abilities, to support them to succeed in their studies, and become a valuable asset to industry.** Often, if a student does not hold the necessary level of skills (e.g. in English) to study a course, then with support appropriate for them and their situation, they may become ready to re-apply at a future point.

**(b) Process**

In conducting the Trainer/Assessor interview, the Trainer/Assessor will act in accordance with the Trainer/Assessor interview checklist.

**(c) Informal check**

The interview is conducted entirely in English. In conducting the interview, the Trainer/Assessor will informally check the general ability of the candidate to read, comprehend and discuss aspects of written materials such as the International Student Handbook, as an indication of how the candidate will respond to the study requirements of the course.

**(d) If proceeding is not indicated at this time**

If the Trainer/Assessor reasonably believes that it is indicated that the candidate may not be able to complete the course, the student will not proceed with the next stages of enrolment at this time. If this is the case, the results of the Trainer/Assessor’s assessment shall be communicated to the student in a respectful, supportive manner.

**(e) Immediate support**

At this point:

- a. The Enrolment Officer who has been assigned to the candidate shall resume contact with the candidate and discuss options.
- b. The Enrolment Officer shall offer support to the student, who may, for instance, just need encouragement and a bit more preparation before they are ready to study. In this vein, various mechanisms available to strengthen English proficiency, for example, can be discussed with the student, and the student shall be offered support until such time as the Trainer/Assessor is confident that the applicant demonstrates the capacity to enter and undertake the course.
- c. The supportive process can last as long as is reasonably needed for the candidate.

**(f) Readiness to proceed**

When the candidate and the Trainer/Assessor, working together, are satisfied that the candidate is ready to meet the course requirements, the candidate may proceed with the enrolment process. The Enrolment Policy and Procedure-International Students, shall be followed.