

# Application and Enrolment Policy & Procedure for International Students – VET Qualifications



## Policy

The purpose of this policy is to outline Dalton College’s application and enrolment procedures for international students engaged in its training programs. This policy provides information for international students about admission to VET courses of study offered by Dalton College. Part of this policy is to ensure that all Students accepted by Dalton College have been assessed with sufficient English language proficiency, educational qualifications and/or work experience to enrol in the course.

Access to training must be equal for all Students. Dalton College does not discriminate against Students whose needs are identified under the standards of language, literacy, numeracy and digital (LLND) with regards to their enrolment in any current or future training courses. Where LLND levels are identified as being lower than the specified requirements for the qualification or course level, Dalton College will provide advice and information about alternative program choices, including with other providers, internal LLND support services or where Students may obtain external assistance with their LLND needs. Dalton College will always act in the interest of the Student.

In alignment with the Standards for RTOs 2025:

- Dalton College will conduct a documented Pre-Training Review (PTR) to assess each student’s suitability for the course.
- Evidence of English language proficiency, LLND results, and academic assessment must be retained for audit purposes.
- All application and enrolment processes will be transparent and meet compliance requirements for student information provision.

## Responsibilities

Dalton College’s CEO is responsible for ensuring that all areas of operations are regularly reviewed and that the current Standards for Registered Training Organisations (RTOs) 2025 and the ESOS National Code are fully met.

Dalton College's Administration staff and Compliance Manager are responsible for ensuring that:

- All course applications and enrolment procedures are followed in line with SRT0 2025 and ESOS requirements.
- Evidence-based criteria for enrolment, including LLND (Language, Literacy, Numeracy and Digital) assessments, English proficiency, and academic suitability of international students, are applied, monitored, and documented.
- All required records are maintained and readily available for ongoing audit and compliance purposes.
- Pre-Training Reviews are completed and documented, and any identified learner support needs are recorded and actioned in accordance with the Student Support Services Policy.

## Definitions

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**International student:** a person who is enrolled at an Australian Registered Training Organisation [RTO] (but is not a domestic student) in a program of study which is offered by the RTO or on behalf of the RTO through a partner.

An international student applying for:

1. an **onshore student application for enrolment**, refers to an international student who undertakes their application in Australia
2. an **offshore student application for enrolment** refers to an international student who commences their application for enrolment offshore in their home country or applies in another country where that country is not Australia.

## Overview

This policy provides information for international students applying for– Onshore or Offshore – application for enrolment to VET courses of study offered by Dalton College. The Dalton College student journey is as follows:

### 1. Initial Contact with Dalton College

Prospective students may contact Dalton College directly, or the contact may be through an approved Agent. In all cases the student is provided with all relevant information by the College, and the complete enrolment process is conducted by the College. Where an Agent is involved, the Agent’s sole role is to introduce the student to the College. The Agent has no role or responsibility in determining the prospective student’s eligibility nor suitability for the relevant qualification or in advising the student on the most suitable course for the student to undertake.

Information for international students regarding admission requirements including suitability assessments that include foundation skills assessment, available courses and start dates, Overseas Student Health Cover requirements, recognition of prior learning and credit transfer, enrolment and fee confirmation and Refund Policy will be provided directly to the student once the student has made contact with the College. Clear and accurate marketing and course information must be provided in writing before enrolment.

### 2. Verification of academic qualifications

All international student applications for enrolment at Dalton College will be carefully assessed to ensure the applicant meets the entry requirements for the chosen VET course, as outlined in the relevant Training and Assessment Strategy. Applicants are required to provide certified copies of all academic qualifications, transcripts, and any supporting documentation, with non-English documents accompanied by a certified English translation. The College will review all evidence to confirm eligibility, and where necessary may contact the issuing institution to verify authenticity. All verification actions and outcomes are securely recorded in the student file, and applicants are informed in writing of the result, with alternative pathways or options offered if entry requirements are not met.

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## 3. English Language Proficiency levels

All applicants must meet the English language proficiency requirements before admission to ensure they can successfully participate in the chosen VET course. Applicants may demonstrate proficiency through recognised English language tests such as IELTS, TOEFL, PTE Academic, or equivalent, with scores meeting the minimum thresholds specified in the relevant Training and Assessment Strategy. For example:

- Direct entry into a VET course requires a minimum IELTS overall score of 6.0 (no band below 5.5), or a PTE Academic overall score of 50 (with no communicative skill below 42), or equivalent; or
- An IELTS overall score of 5.0 (or PTE Academic overall score of 36) with up to 30 weeks of ELICOS to be completed before commencing the main VET course; or
- An IELTS overall score of 5.5 (or PTE Academic overall score of 42) with up to 10 weeks of ELICOS to be completed before commencing the main VET course.

As an alternative to providing a recognised English test score, applicants may also undertake a Language, Literacy and Numeracy Diagnostic (LLND) test conducted by Dalton College to demonstrate their readiness for study.

Alternative evidence of proficiency may include prior study in English, completion of approved English bridging courses, or other documentation as accepted by Dalton College. All submitted evidence is verified for authenticity and assessed to determine the applicant’s suitability for course entry. Applicants who do not meet the minimum requirements may be advised to undertake an English language course, the LLND test, or other pathways before enrolment.

## 4. Suitability for the Chosen Course – Pre-Training Review

Dalton College recognizes the importance of basic skills in English language, literacy, numeracy and digital (LLND) for students in being able to participate actively and effectively in any course of study. Improving basic skills will assist in breaking down barriers for Students in communicating with their trainers, peers and in the workplace. To achieve this, the College will ensure that all participants enrolled in our VET courses are given the opportunity to learn based on their individual competencies in LLND identified by an LLND assessment test, as part of a Pre-Training Review (PTR). We recognize that not all individuals have the same skills-set in reading, writing and performing calculations and work with each Student to provide customized support.

All applications will be reviewed to ensure that, based on the information provided in a PTR; the applicant is suited to the qualification for which they have applied. Where there is any doubt about this, further information will be sought from the applicant. All international students must complete a PTR and Application for Enrolment Form provided by Dalton College.

All completed Pre-Training Reviews (PTRs), whether conducted onshore or offshore, are assessed by a qualified Dalton College administration officer. This process ensures that the PTR outcomes are accurate, consistent, and compliant with College policy and the Standards for RTOs 2025, providing a reliable basis for evaluating a student’s readiness and suitability for their chosen VET course.

## 5. Procedure for Onshore Applicants

### 5.1 Application

Where the applicant is on-shore, the following procedure applies [also refer to On-shore Application and Enrolment Flowchart below]:

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- Dalton College will provide all relevant information to the applicant, including the Student Prospectus and any other information required under the relevant Student Information and Enrolment requirements of the Standards for RTOs 2025 and Standard 2 of the ESOS National Code. This information will also be available on the Dalton College website at [www.daltoncollege.vic.edu.au](http://www.daltoncollege.vic.edu.au).
- Complete an application form and provide supporting documents, including previous qualifications, passport, visa, OSHC, and English language test results (if available), GS (only offshore students need to provide)
- The Pre-Training Review (PTR) is provided to students at the point of application for an AQF qualification. The PTR and the Language, Literacy and Numeracy Diagnostic (LLND) are sent together with the Conditional Letter of Offer. Students are required to complete and return them before the issuance of a Full Letter of Offer.
- Confirmation of the applicant’s English proficiency and academic requirements (refer to On-shore Application and Enrolment Flowchart).
- Provision of information to the student regarding the nature, structure, and content of the course.
- Verification of the applicant’s previous qualifications and relevant experience.
- Advice on Recognition of Prior Learning (RPL) and credit transfer, and confirmation if the applicant wishes to apply for either option.
- The information and documentation provided by the applicant will be reviewed by the Admissions Officer. A Conditional Letter of Offer and Student Agreement will only be issued if the Admissions Officer is satisfied that the applicant has met the entry requirements and that the course is appropriate for the student based on their qualifications, experience, and any other information provided by the applicant. The applicant must then complete a Dalton College approved Pre-Training Review (PTR) and Language, Literacy and Numeracy Diagnostic (LLND) before a Full Letter of Offer and acceptance agreement.
- Upon the receipt of the signed agreement and any required deposit, a Confirmation of Enrolment will be issued from prisms.

## 5.2 Enrolment

Prior to enrolling the student, the student and the College must sign a Student Agreement.

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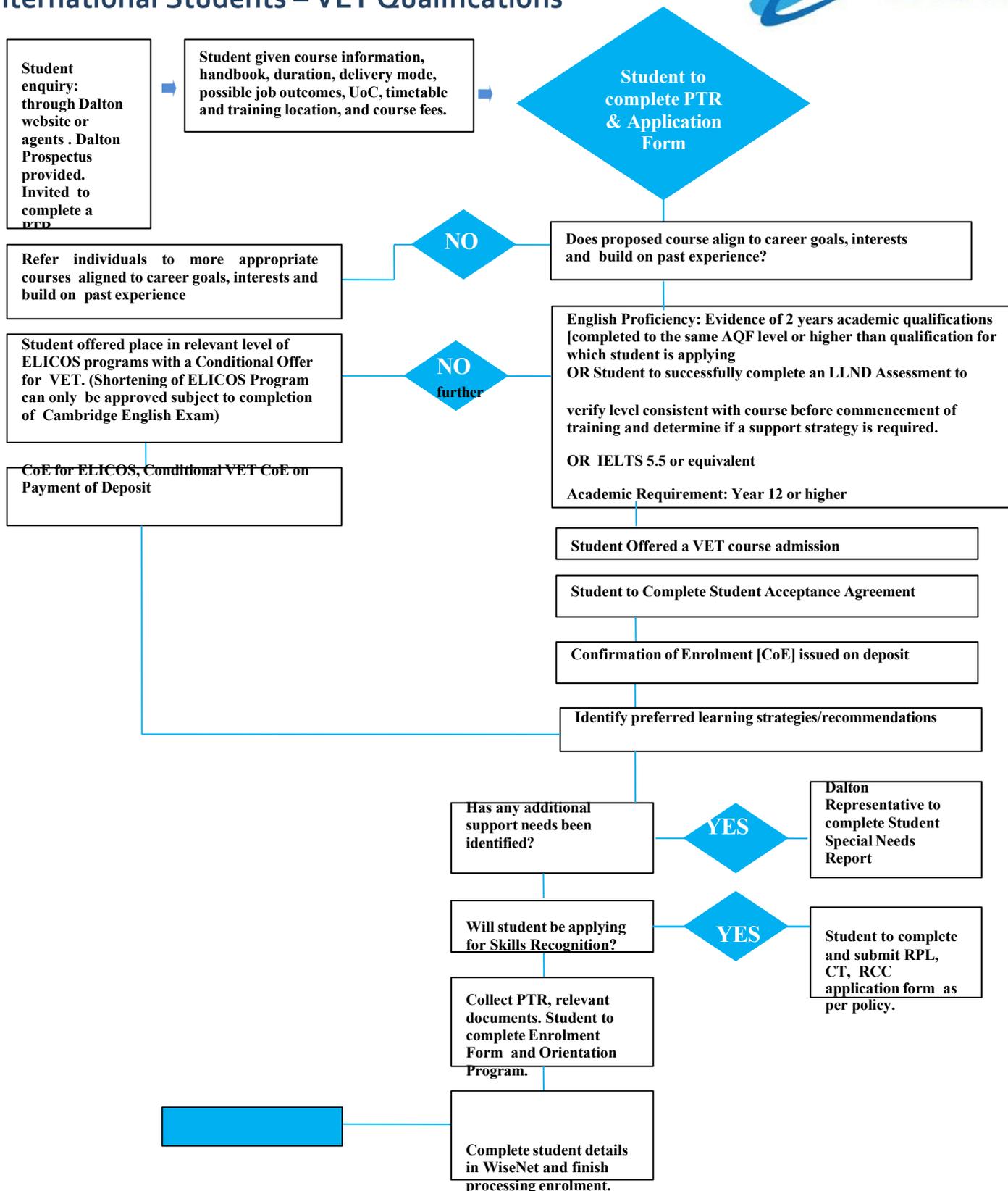
The applicant will then be required to complete an Enrolment Form and Orientation Program before training commencement.

Students will then be required to complete the Enrolment Form which includes all the information as specified in the AVETMISS guidelines. Students will be required to obtain and provide to the College with their Unique Student Identifier, which will then be verified by the College. All information included in the enrolment form will then be entered into the College's student management system. Any support needs identified earlier during the Pre-Training Review (PTR) are referred to the Student Support Team and appropriately documented. This ensures a clear distinction between the pre-enrolment assessment (PTR) and the formal enrolment process, maintaining compliance with the Standards for RTOs 2025.

## 5.3 On-Shore Application and Enrolment Flowchart

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## 6. Procedure for Offshore Applicants

### 6.1 Application

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Where the applicant is off-shore, the following procedure applies [also refer to Off-shore Application and Enrolment Flowchart below]:

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- Complete an application form and provide supporting documents, including previous qualifications, passport, visa, OSHC, and English language test results (if available), GS (only offshore students need to provide)
- The Pre-Training Review (PTR) is provided to students at the point of application for an AQF qualification. The PTR and the Language, Literacy and Numeracy Diagnostic (LLND) are sent together with the Conditional Letter of Offer. Students are required to complete and return them before the issuance of a Full Letter of Offer.
- Confirmation of the applicant’s English proficiency and academic requirements (refer to On-shore Application and Enrolment Flowchart).
- Provision of information to the student regarding the nature, structure, and content of the course.
- Verification of the applicant’s previous qualifications and relevant experience.
- Advice on Recognition of Prior Learning (RPL) and credit transfer, and confirmation if the applicant wishes to apply for either option.-
- Offshore applicants are required to provide a Genuine Student (GS) statement. The Admissions Officer must review the GS statement before proceeding with the application assessment.
- The information and documentation provided by the applicant will be reviewed by the Admissions Officer. A Conditional Letter of Offer and Student Agreement will only be issued if the Admissions Officer is satisfied that the applicant has met the entry requirements and that the course is appropriate for the student based on their qualifications, experience, and any other information provided by the applicant. The applicant must then complete a Dalton College approved Pre-Training Review (PTR) and Language, Literacy and Numeracy Diagnostic (LLND) before a Full Letter of Offer and acceptance agreement.
- Upon the receipt of the signed agreement and any required deposit, a Confirmation of Enrolment will be issued from prisms.

## 6.2 Enrolment

Prior to enrolling the student, the student and the College must sign a Student Agreement.

Onshore students are required to obtain and provide their Unique Student Identifier (USI), which the College will verify and record in the student management system. For offshore students, the USI cannot be generated until the student enters Australia; in these cases, the College records all other enrolment information in the student management system and ensures the USI is obtained and verified once the student arrives. Any support needs identified during pre-enrolment assessments are documented in a Student Special Needs Report.

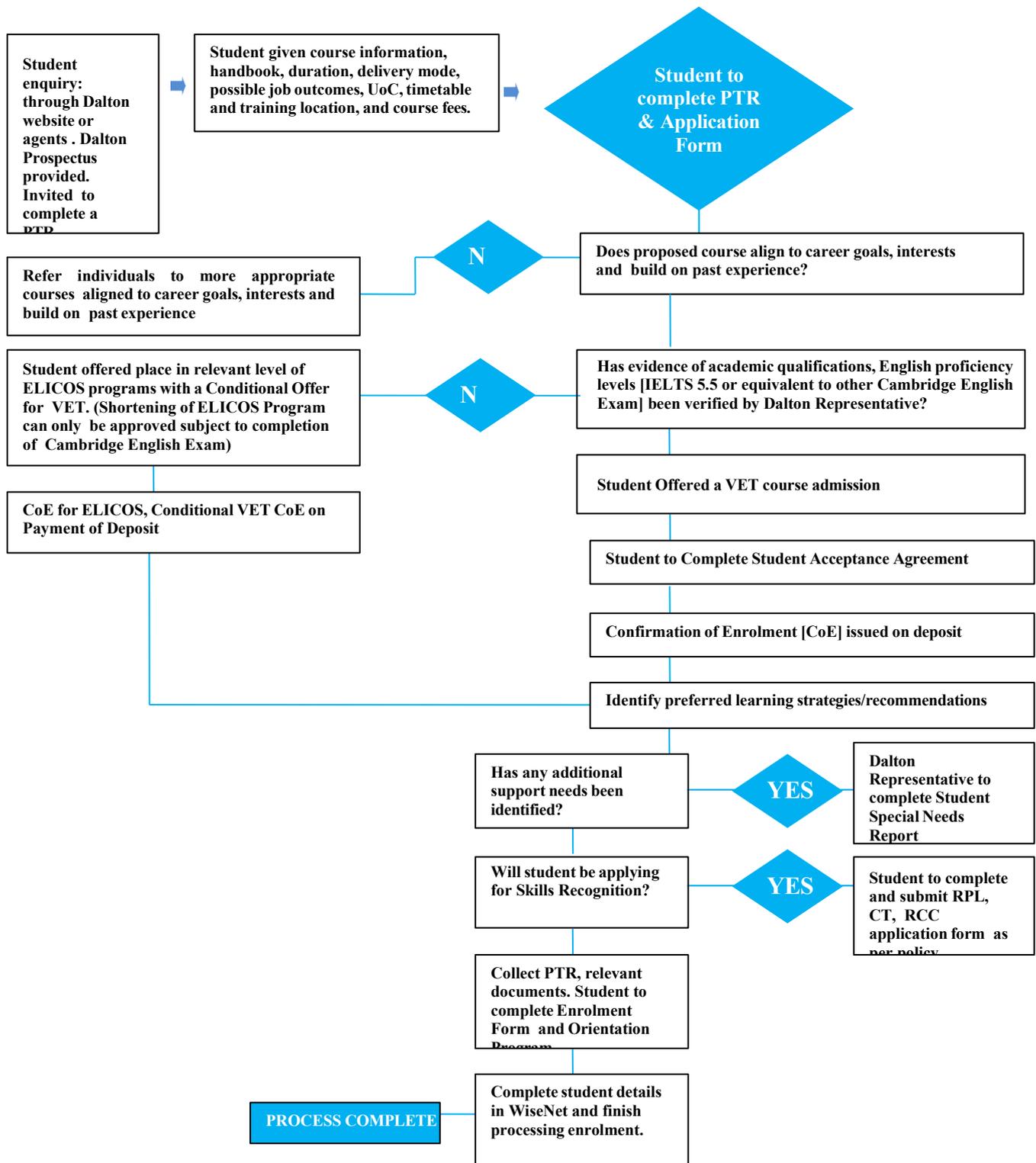
Dalton College ensures that it makes every effort to assist our Students in achieving competency and their desired outcomes. Part of this obligation is to confirm or re-affirm the information provided by the Students and about any special needs identified. In both instances where Dalton College has accepted a Student with additional learning needs or identifies any additional learning needs including LLND, its Student Support Policy and Procedure is implemented.

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## 6.2 Off-Shore Application and Enrolment Flowchart



## 7. Student Support Services

Dalton College is committed to ensuring each student achieves their highest performance throughout their studies. A key strategy of meeting this commitment, is offering a range of academic/educational and non- academic/educational support services, that may be accessed by every student if required. These services are offered by Dalton College personnel/external agencies with expertise and accordingly, may be either internally or externally provided. Dalton College distributes a list of student support services,

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both academic and non-academic, to all students through its Student Handbook. It encourages access to any of the services.

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Where students have been assessed and or at a later stage of their studies, identified with specific learning needs, regardless of whether academic/educational and non-academic/educational, and in accordance with its Student Support Policy and Procedure, Dalton College will prepare, in discussion with the student, a Student Special Needs Report. This document will guide the range of support that will be provided by Dalton College and the range of referrals to external expert agencies.

This Report and supporting student support procedure enables the student to have a positive and beneficial learning experience at Dalton College that allows for full student engagement and progression. The Report is regularly reviewed with the student, to ensure that the strategies remain appropriate and are adjusted accordingly.

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