

APPLICATION, ENROLMENT AND SELECTION POLICY AND PROCEDURE

1.0 PURPOSE

This policy is in place to ensure that all individuals who gain entry into a nationally recognised program being offered at the Academy of Film, Theatre and Television (AFTT) have the appropriate skills and abilities to successfully complete their studies within the normal duration of the qualification/course.

This policy has also been developed to ensure:

- a. AFTT has open, fair and transparent procedures for making decisions about the selection of students, which are based on the published clearly-defined entry requirements, and students are selected on merit, based on those requirements, on an individual case by case basis and;
- b. Prospective student are accurately informed about the training, assessment and support services to be provided, and about their rights and obligations.
- c. Prospective students and genuine student requirements are met.

2.0 SCOPE

This policy and procedure applies to all students seeking a place in a qualification/course provided by AFTT.

3.0 Standards for Registered Training Organisations (RTOs) 2015

Standard 4.1

Information, whether disseminated directly by AFTT or on its behalf, is both accurate and factual

Standard 5

5.1. Prior to enrolment or the commencement of training and assessment, whichever comes first, AFTT 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.

5.2. Prior to enrolment or the commencement of training and assessment, whichever comes first, AFTT 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 AFTT and at a minimum includes the following content:

3.1 In relation to the requirements of the Standards for Registered Training Organisations (RTOs) 2015, AFTT ensures that in its marketing and other promotional or advisory material it;

- a) accurately represents the services it provides and the training products on its scope of registration;
- b) includes its RTO and CRICOS Codes;
- c) refers to another person or organisation in its marketing material only if the consent of that person or organisation has been obtained;
- d) uses the NRT Logo only in accordance with the conditions of use specified in Schedule 4;
- e) makes clear where a third party is recruiting prospective learners for AFTT on its behalf;
- f) distinguishes where it is delivering training and assessment on behalf of another RTO or where training and assessment is being delivered on its behalf by a third party;
- g) distinguishes between nationally recognised training and assessment leading to the issuance of AQF certification documentation from any other training or assessment delivered by AFTT;
- h) includes the code and title of any training product, as published on the National Register, referred to in that information;
- i) only advertises or markets a training product while it remains on AFTT's scope of registration;
- j) only advertises or markets that a training product it delivers will enable learners to obtain a licensed or regulated outcome where this has been confirmed by the industry regulator in the jurisdiction in which it is being advertised;
- k) includes details about any VET Fee-Help / VET Student Loan, government funded subsidy or other financial support arrangements associated with AFTT's provision of training and assessment; and
- l) does not guarantee that:
 - a learner will successfully complete a training product on its scope of registration; or
 - a training product can be completed in a manner which does not meet the specified requirements of training packages and VET accredited courses
 - a learner will obtain a particular employment outcome where this is outside the control of AFTT

Prior to enrolment or the commencement of training and assessment, whichever comes first, AFTT 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.

3.2. Prior to enrolment or the commencement of training and assessment, whichever comes first, AFTT 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 AFTT 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 AFTT 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 AFTT's behalf; and
 - v) any work placement arrangements.
- c) AFTT's obligations to the learner, including that AFTT is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.
- d) the learner's rights, including:
 - i) details of AFTT's complaints and appeals process required by Standard 6; and
 - ii) if AFTT, 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 Fee-Help / VET Student Loan scheme arising from the provision of services;
 - ii) any requirements AFTT requires the learner to meet to enter and successfully complete their chosen training product; and
 - iii) any materials and equipment that the learner must provide; and
- f) information on the implications for the learner of any government training entitlements and subsidy arrangements in relation to the delivery of the services.

3.3. Where AFTT collects fees from the individual learner, either directly or through a third party, AFTT provides or directs the learner to information prior to enrolment specifying:

- all relevant fee information including:
 - fees that must be paid to AFTT; and
 - payment terms and conditions including deposits and refunds;
 - payment options:
 - up-front payment; or
 - Government loan through the VET Fee-Help / VET Student Loan scheme including eligibility criteria; or
 - any other options
 - the learner's rights as a consumer, including but not limited to any statutory cooling-off period, if one applies;
 - the learner's right to obtain a refund for services not provided by AFTT in the event the:
 - arrangement is terminated early; or
 - AFTT fails to provide the agreed services.
 - information on the implications for the learner of any government training entitlements and subsidy arrangements and VET Fee-Help / VET Student Loan student loans in relation to the delivery of the services
 - the learner's obligations in relation to the repayment of any debt to be incurred under the VET Fee-Help / VET Student Loan student loans scheme arising from the provision of services;

3.4 AFTT also ensures that students receive or have access to

- Information about how and when they can apply for a VET student loan.
- Information about the census day which is the date by which they can cancel their enrolment without incurring tuition fees

ESOS National Code

2.2. The registered provider must have documented procedures in place, and implement these procedures to assess whether the student's qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought

In relation to the ESOS national Code, AFTT must provide up-to-date and accurate information to students prior to the enrolment in the course, information must include following:

Course information

- entry requirements for the course, including minimum level of English proficiency
- educational qualifications or work experience required and whether course credit may be applicable
- Requirements for acceptance into a course
- minimum level of English language proficiency
- educational qualifications (advice as to whether course credit is applicable)
- course content and duration
- qualification / exit statement offered
- modes of study
- assessment methods

Campus information

- campus location(s)
- general description of facilities, equipment, learning and library resources available to students

Third party

- Details of any arrangements with another party to provide the course or part of the course

Fees

- Indicative course-related fees including, advice on the potential fees to change during the student's course and applicable refund policies.

Other information

- Information about the grounds on which a student's enrolment may be deferred, suspended or cancelled
- ESOS framework description
- relevant information on living in Australia, including indicative costs of living, accommodation options, where relevant schooling obligations for school aged dependants of intending students, including that school fees may be incurred

4.0 COMPLIANCE EVIDENCE

To demonstrate compliance, AFTT has the following forms of evidence:

- Student files containing application and enrolment documentation
- Samples of the information provided to students prior to enrolment such as website, student prospectus, application form, letter of offer, acceptance agreement
- This policy and procedure for assessing students' qualifications, experience and English language proficiency
- Authorising of marketing materials signed off by the Marketing Director
- Communications with agents signed by the Marketing Director
- Verified copies of qualifications on student files
- Authorisations to make an offer signed by the Course Director
- RPL and national recognition applications
- Induction checklists
- Student surveys

5.0 POLICY

AFTT specifies all entry requirements and other conditions necessary for enrolment within the delivery and assessment strategies for each course. These requirements are consistent with training package or accredited course requirements.

AFTT enrolment processes take into account the requirements of laws relating to privacy, discrimination and equal opportunity.

Refer to AFTT website for the relevant policies.

Every member of AFTT community has the opportunity to learn, work and participate in an environment that is free from discrimination, harassment, bullying, vilification and victimization.

6.0 ENTRY REQUIREMENTS

The following outlines entry requirements for local and international students intending to undertake study at AFTT. Specific requirements for each qualification/course are specified in each delivery and assessment strategy and qualification/course information sheet.

6.1 Entry Requirements

- Entry requirements at all times will meet the specifications of the relevant Training Package qualification
- Entry into Diploma and Advanced Diploma courses generally requires successful completion of 12 years of schooling or an AQF Certificate IV qualification
- Students over 21 years of age, without the minimum academic requirements but with relevant work experience within chosen area of study may be admitted if the level of English language is appropriate.
- Students applying for a Diploma or Advanced Diploma course are required to undertake an interview with the Course Director and Student Recruitment Adviser to determine each applicant's suitability to the course and to discuss a range of other personal and external factors.
The interview allows each applicant to address discussion areas that explore; their career goals, support networks, health, academic history, financial needs and learning background. The physical and emotional health of students are important factors in selection to AFTT's courses. Physical health is important for the demands of film and screen production which require outside work, working with relatively heavy equipment to and from location, and in the physical movement on and about the stage. Mental health is important in that the emotional demands of performing on a stage and the requirement to immerse oneself in the character and of meeting production deadlines can create enormous personal pressure.
The Recruitment Advisor and Course Director then review each applicant's interview against the needs and demands of the course to determine the applicant's suitability. If AFTT has any concerns relating to health issues students are requested to provide a medical form that indicates that they are able to cope with these demands of the course.
- All students must be at least 18 years of age at commencement of study.

AFTT verifies academic results of international students against the Government's Country Education Profiles: <https://internationaleducation.gov.au/Services-And-Resources/Services/Country-Education-Profiles/Access-CEP/Pages/default.aspx?ReturnUrl=%2fcep%2fPages%2fdefault.aspx>

In addition to meeting the academic/pathway requirements applicants must demonstrate their competence in English language levels when submitting their application.

6.2 English Entry Requirements for international students

Entry to all VET Courses

All international students entering these qualifications must have an English Language proficiency level of one of the below:

- IELTS band score of 5.5 (Academic or general version) or equivalent internationally recognised exam result in line with Department of Immigration and Border Protection (DIBP) regulations or
- IELTS band score of 5.0 (Academic or general version) then

- Satisfactory completion of an ELICOS or ESL program up to 20 weeks at upper intermediate level or
- Satisfactory completion of the AFTT English Proficiency Test (EPT) with a score of at least 70%
- Completed secondary studies equivalent to an Australian Year 12 qualification from an English-language speaking country.

Students continuing to experience English language difficulties whilst enrolled in AFTT will be offered further English language support.

English Entry Requirements	Minimum 30 weeks of ELICOS	Minimum 20 weeks of ELICOS	Minimum 10 weeks of ELICOS	Direct Entry to all VET Courses except Certificate IV in TESOL	Direct Entry for Certificate IV in TESOL
IELTS	<4.0	4.5	5.0	5.5 (no band under 5.0)	6.5
TOEFL iBT	<31	32	35	46	79
TOEFL PBT	<433	450	500	527	N/A
PTE	<29	30	36	42	58

AFTT verifies IELTS scores online: <https://ielts.ucl.ac.uk/ielts-trf/roadmin/viewroadminprofile.do>

- Each International Student is required to provide a certified/ verified copy of their current IELTS level from their IELTS provider on application to AFTT.
- If the International student's IELTS has expired an Australian Certificate IV qualification or an English language qualification at the upper intermediate level or above studied in Australia can be considered as a suitable entry requirements.
- If the IELTS/TOEFL tests show that the English language requirements have not been met then the student will need to undertake a period of study in an English language course that gives an outcome at the upper intermediate level.
- International students who citizens of the following countries are not required to provide evidence of English language proficiency provided they have at least one assessable qualification at year 12 level or above from one of the countries listed AND the language in which they undertook the qualification was English.
 - Canada (excluding Quebec)
 - Fiji
 - Ireland
 - Kenya
 - New Zealand
 - Papua New Guinea
 - Singapore
 - Solomon Islands
 - South Africa
 - United Kingdom (including Northern Ireland)
 - United States of America
 - Samoa
 - Zambia
- Similarly applicants who have successfully completed **two (2)** full-time years of study or equivalent at a secondary (years 10-12) or post-secondary educational institution, where the sole language of instruction and assessment was English, do not have to provide a current IELTS certificate and may not be required to undertake a language test, if they can provide an original or certified statement or certificate of confirmation, issued by that institution. This study must have been completed no more than **two (2) years** prior to the date of application to the AFTT program.

7.0 ENQUIRY, APPLICATION AND ENROLMENT PROCESS

The enquiry, application and enrolment process involves the following steps:

ENQUIRY PROCESS

- Enquiry – the prospective student makes an enquiry directly to AFTT or through one of AFTT's nominated education agents
- AFTT or its nominated education agent supplies the prospective student with the following information:
 - Detailed and up to date information on the course of interest, including course content, duration of study, commencement dates and qualifications awarded upon successful completion;
 - The requirements for acceptance into a course including the expected level of English language proficiency and academic requirements;
 - Fees and charges and refund policies;
 - Campus locations and general description of facilities;
 - Terms and conditions of enrolment;
 - Details on any collaborations with other training providers to provide whole or part of the course; and
 - Options for paying their tuition fees including the following payment options:
 - up-front payment; or
 - Government loan scheme including eligibility criteria; or
 - any other options

APPLICATION PROCESS

- Application – once the prospective student decides they wish to apply at AFTT, they will complete an application form (either paper-based or via the AFTT website)
- If an applicant completes the application as their first point of contact with AFTT, AFTT or one of AFTT's nominated education agents, will take the applicant through the information listed above under enquiry
- Applicants will be required to confirm that they meet all the entry requirements for the Academy as listed under Entry Requirements.

What comes next?:

- Film applicants: Interview
- Acting applicants: Audition and Interview

Audition dates will be provided to the applicant at the time of application, or during the enquiry process, along with an AFTT Audition Booklet to assist preparation.

For Regional, Interstate or International applications unable to attend in person, auditions can be submitted directly to the Student Recruitment Advisor via post (CD, DVD, USB), electronically or conducted via skype.

Upon completion of the audition, the applicant will then attend an interview.

- Interview – the interview can be held either in-person, or via phone or skype if interstate or overseas.
- The purpose of the interview is to get to know more about the applicant; their career objectives, their expectations and to discuss placement within their chosen course.
- During this process, discussions will be held regarding the students' needs and training requirements using a Pre-training Review form which is completed as a part of the application process. A suitable course will be recommended and specific course information will be provided (including the information listed above under enquiry).

Upon receipt of a completed application form and all the required relevant documentation, the Student Recruitment Advisor will ensure that all necessary entry requirements using the Enrolment Checklist form are met and authorise the issuing of a Letter of Offer and an Acceptance Agreement to the prospective student.

- Letter of Offer (including the applicants Acceptance form):
Upon completion of the interview;
 - Successful applicants who meet all of the entry requirements will be offered placement within the course
 - Unsuccessful applicants will be advised why they have not been accepted into a course, and where possible, will be encouraged to reapply in future intakes.

The Letter of Offer outlines;

- Applicants details
- Course information, including: dates, full qualification name, delivery mode, tuition fees and payment advice
- AFTT policies and procedures
- Applicants acceptance form - instructions on how to accept the offer, terms and conditions of acceptance and refund policy

Selection decisions and the reasons for those decisions shall be recorded so that they can be reviewed, communicated to applicants and used for review and research purposes.

ENROLMENT PROCESS

- Letter of Offer Accepted - the applicant returns their signed Acceptance form, accepting the Academy's Offer Letter, and confirming their intention to enrol in the offered course placement.

After the statutory 'cooling off' period (if any) has passed, the applicant will be issued with an Enrolment pack.

Enrolment Pack includes;

- Enrolment form
The Enrolment form requires students to provide all AVETMISS required data and information about the student's intention in relation to Recognition of Prior Learning (RPL).

All information on the Enrolment form is then recorded directly into AFTT Student Management Systems to meet reporting requirements. This includes:

1. Personal Information
2. Language at home
3. Disability
4. Schooling
5. Previous Qualification Achieved
6. Employment Status
7. Study Reason
8. Course preference
9. Student Type
10. Funding Source Code
11. Fee Exemption
12. Fee Concession

Once data is recorded, AFTT will retain the application and enrolment form and all supporting evidence for applicants.

- Student Handbook
The student handbook outlines AFTT's policies and procedures and outlines the Academy's obligations to the student, as well as the obligations of the student.

To finalise enrolment, the applicant will be required to supply evidence that they meet all the entry requirements for the Academy as listed under Entry Requirements, as well as returning the below to the Academy;

- Enrolment form - completed and signed
- Student Handbook - signed declarations on back pages of the handbook, outlining that the student has read and understood all policies, procedures and requirements within the Handbook
- Student Unique Identifier (USI) - AFTT meets the requirements of the Student Identifier scheme
- Student Health Declaration

- o Original or certified copies of the following documentation:
 - Birth Cert or Passport
 - Proof of HSC/Year 12 or equivalency;
 - and (where required):
 - Proof of English Language proficiency;
 - Academic qualifications;
 - Vocational experience
- o Fee Payment notification

Students have the option to pay fees directly to the school, or if eligible, through the VET Student Loan Scheme (VSL). Payments plans can be coordinated if requested.

VET Student Loan (VSL)

Once applicants have completed their enrolment paperwork their details are entered into the eCaf system by the Academy. Once entered, the student receives a log on from eCaf to their supplied email address to then facilitate completion of their VSL application.

Once processed and approved for VSL funding, the student will receive a confirmation eCaf that is provided to the Academy to keep on file.

CONFIRMATION OF ENROLMENT

AFTT will confirm the enrolment of the prospective student when all the following conditions have been met:

- The student accepts the offer, and returns the signed Acceptance Agreement form to the Academy
- The student has confirmed VSL, or
- The student has paid the minimum balance payable as indicated on the Letter of Offer, and AFTT has confirmed receipt of this amount directly into AFTT's nominated account.

If the applicant is an international student who has accepted an offer signed the agreement and paid the required fees and does not commence, DIBP shall be notified and the confirmation of enrolment (COE) will be cancelled.

Selection decisions and the reasons for those decisions shall be recorded so that they can be reviewed, communicated to applicants and used for review and research purposes.

AFTT may at times require students to provide the original certificates before they commence study at AFTT. The staff at AFTT checks the originals against the certified or notarised copies previously received from the student. If fraud is discovered, AFTT will cancel the enrolment and in relation to international students inform the Department of Immigration and Border Protection (DIBP) through PRISMS.

- All information on the Enrolment form is then recorded directly into AFTT's Student Management System (SMS) to meet reporting requirements.
- Once data is recorded, AFTT will retain the Enrolment form and all supporting evidence for the student's file.

Upon receipt of the above Enrolment documentation and requirements, the applicant is then considered a STUDENT at AFTT.

8.0 ORIENTATION & TRANSITION SUPPORT

All students go through an Orientation Program during their first day at AFTT. The Orientation program involves familiarisation with studying at AFTT.

Contents of Orientation program include:

- A tour of AFTT;
- Details of the course, training plan, timetable;
- Details of other Student Services and Support available in Student Handbook
- Information on other support available e.g. Legal, emergency and health services available
- Contacts for assistance with payment, welfare and academic issues
- Details of RPL and national recognition

9.0 RESPONSIBILITIES

- It is the responsibility of the Marketing Director and Student Recruitment Advisors to ensure that all marketing information provided to prospective students is accurate and complete as per the guidelines of this policy
- It is the responsibility of the Marketing Director to monitor agents to ensure they are acting in accordance with the Admission and Enrolment policy of AFTT
- It is the responsibility of the Course Director to authorise the issuing of letters of offer on being satisfied that all entry requirements are met.
- It is the responsibility of the Course Director to confirm any applications for RPL or national recognition and take the necessary action.
- It is the responsibility of the Student Recruitment Advisor and Course Director to ensure that the guidelines for entry requirements and issuing of Letters of Offer are strictly followed.
- It is the responsibility of the Student Recruitment Advisor and Course Director to provide a list of all students offered a place at AFTT to the following operations meeting
- It is the responsibility of the Student Recruitment Advisor and Course Director to ensure that all selection information is maintained

10.0 PROCEDURE OWNER

The owner of this procedure is AFTT Campus Manager