

# **Applications, Enrolment and Selection**

## **Policy & Procedure**

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## 1. PURPOSE

This policy is in place to ensure that all individuals who seek to gain entry into a nationally recognised program being offered at the Academy of Film, Theatre & Television (AFTT), have the appropriate skills and abilities and academic capacity to successfully complete their studies within the normal duration of the 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;
- b. Prospective students are selected on merit, based on those requirements, on an individual case by case basis;
- c. Prospective students are accurately informed about the training, assessment, and support services to be provided, and about their rights and obligations;
- d. Prospective students are accurately informed about their options for paying their tuition fees including the following payment options:
  - Up-front payment; or
  - Government loan through the VET Student Loan (VSL) scheme including eligibility criteria; and
  - Any other options.
- e. Students who had previously withdrawn from studies or had their enrolment cancelled are able to reapply through normal application processes.

## 2. SCOPE

This policy applies to:

- all prospective students, Domestic and International, seeking a place in a qualification/course provided by AFTT
- all previous students, Domestic and International, who withdrew or had their enrolment cancelled prior to completing the qualification/ course who are seeking re-admission.

## 3. DEFINITIONS

All definitions are located in the *AFTT Glossary*.

## 4. POLICY

AFTT specifies all entry requirements and other conditions necessary for enrolment within the published training 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.

AFTT ensures that all individuals who wish to gain entry/re-entry into a nationally recognised program being offered at AFTT

- Provide verified evidence to show; or are assessed to determine whether they have
  - appropriate skills and abilities and
  - English language proficiencyto be able to successfully complete their studies within the normal duration of the qualification/course.
- are given recognition of any previous completed units of competency specified in the qualification/course.

As part of the admissions process AFTT determines the academic suitability and support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses  
 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 victimisation.

**Readmission after termination/exclusion**

Any student who has been excluded from a qualification/course may apply for re-admission to that course or any other course offered by AFTT after the period of one (1) year. The student's case will be reviewed and determined by the respective Head of Department in consultation with Campus Manager.

**Readmission after withdrawal**

Any student may apply for readmission after formally withdrawing from a course at any time.

**5. STANDARDS FOR REGISTERED TRAINING ORGANISATIONS (RTO's) 2015**

**Standard 1.2**

The RTO determines the amount of training they provide to each learner with regard to:

- a) the existing skills, knowledge, and the experience of the learner
- b) the mode of delivery, and
- c) where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification.

**Standard 1.7**

The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses.

**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:

In relation to the requirements for 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. Makes clear where a third party is recruiting prospective learners for AFTT on its behalf;
- e. 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;

- f. Distinguishes between nationally recognised training and assessment leading to the issuance of AQF certification documentation from any other training or assessment delivered by AFTT;
- g. Includes the code and title of any training product, as published on the National Register, referred to in that information;
- h. Only advertises or markets a training product while it remains on AFTT's scope of registration;
- i. 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;
- j. Includes details about any VET Student Loan, government funded subsidy or other financial support arrangements associated with AFTT's provision of training and assessment; and
- k. Does not guarantee that:
  - A learner will successfully complete a training product on its scope of registration;
  - A training product can be completed in a manner which does not meet the specified requirements of training packages and VET accredited courses; and
  - 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.

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. Training and assessment in compliance with these Standards, and for the issuance of the
  - 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 Student Loan scheme arising from the provision of services;
  - ii) Any requirements AFTT necessitates the learner to meet to enter and successfully complete their chosen training product;
  - 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.

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 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 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 Student Loans scheme arising from the provision of services.

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 date which is the date by which they can cancel their enrolment without incurring tuition fees.

## 6. 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 the 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;
- Course content and duration;
- Qualification / exit statement offered;
- Modes of study; and
- Assessment methods.

### **Campus information**

- Campus location(s); and
- 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; and
- Relevant information on living in Australia, including indicative costs of living, accommodation options, where relevant schooling obligations for school aged dependents of intending students, including that school fees may be incurred.

## **7. ENTRY REQUIREMENTS - GENERAL**

The following outlines entry requirements for domestic 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.

AFTT specifies the following course entry requirements for all applicants:

1. Written application [available at [www.aftt.edu.au](http://www.aftt.edu.au); or [info@aftt.edu.au](mailto:info@aftt.edu.au)];
2. Minimum of 18 years of age at the start date of a Diploma course; and
3. All **Selection Requirements** have been met.

Note: Interviews are conducted and are designed to ensure AFTT has the opportunity to assess applicant readiness and academic suitability. If it is not possible to attend in person, an interview may be conducted via Skype. Applicants are encouraged to discuss both their current experience and future ambitions.

### **Entry Requirements:**

- Entry requirements at all times will meet the specifications of the relevant Training Package qualification
- Entry into Diploma and Advanced Diploma courses conducted by AFTT requires:
  - successful completion of final two (2) years of secondary schooling:
    - in an Australian school (Year 12), or
    - in a school where the language of instruction was in English, or
  - successful completion of the International Baccalaureate, or
  - successful completion of an AQF Certificate IV level (or above) qualification, or
  - applicants over twenty-one (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, literacy and numeracy is appropriate.

It is expected that students over 21 years of age will provide a suitable form of evidence of their English language and literacy capabilities, but if this is not available, AFTT will require the student to undertake an assessment of their English language, literacy and numeracy proficiency. To ensure the honesty and integrity of the assessment, AFTT will arrange for such an assessment to be undertaken by a recognised provider using a DESE approved assessment instrument. The results of any such assessment will be reported to the student as soon as practicable and similarly reported to the Secretary of the Department of Education, Skills, and Employment on request.

All records of such an assessment will be retained on the student file.

Any applicants in this category are encouraged to speak with the Student Admissions team to discuss the support mechanisms available at AFTT.

- All applicants applying for a Diploma or Advanced Diploma course are required to undertake an interview with the Head of Department and Student Admissions to determine their academic 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.

### Interview Criteria

Each interview is conducted individually with the Head of Department or suitable representative.

The interview process requires the applicant to:

- Discuss their learning and academic history;  
The student must, at minimum, have completed or be completing Year 12 or equivalence (proof will be required upon an offer being made into the course), as well as any other qualifications or courses completed.  
This discussion includes the applicant's learning processes and any learning difficulties, disabilities, or additional learning support.  
The interview is designed to determine if the applicant is academically suited to undertake the course.
- Discuss their employment history;
- Discuss their career and learning goals; and
- Discuss their living arrangements and support networks.

During the interview process, applicants are required to complete a written statement (application / assessment) to ensure that they meet the required reading and numeracy for the course, as well as any other entry requirements.

- **Acting:**  
Completion of an audition, and a personal & wellbeing statement with an overview of their passion for acting and description of why and how they feel they are ready and prepared for the course if a position was offered
- **Film:**  
Completion of a personal & wellbeing statement with an overview of their passion for film and an outline of their lifestyle choices that can positively support their participation in the course if a position was offered
- **Theatre Production:**  
In advance of interview – outline of qualifications, work experience, and what interests them about Stage Management  
At the interview – Technical Skills & Technical case study for a hypothetical theatrical production

The interview process allows for AFTT to assess a potential student's academic suitability to the course outcomes and training and assessment processes, as well as examining other factors which may affect the student's successful completion of the course.

- The Student Admissions team and the Head of Department then review each applicant's interview against the needs and demands of the course to determine the applicant's suitability.  
Each student is required to submit a Statement of Health which is issued included in the student's enrolment documents
- If AFTT has any concerns relating to health issues, students are requested to supply further information, i.e., Medical Certificate, which indicates that they are able to cope with the demands of the course.



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 stage 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 and the requirement to immerse oneself in the character and of meeting production deadlines can create enormous personal pressure.

At the conclusion of the interview and assessment process, the applicants are notified of their acceptance:

- If accepted, they have satisfied AFTT that they are academically suitable for the course offering;
- If not accepted, it is explained why, and what needs to be worked on – applicants who are not accepted are encouraged to apply again in future intakes.

AFTT verifies academic achievements 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.

## 8. ENGLISH ENTRY REQUIREMENTS FOR DOMESTIC STUDENTS

The Academy of Film, Theatre & Television's (AFTT) requires all domestic students to possess appropriate English language, literacy, and numeracy skills for entry to its Diploma and Advanced Diploma courses.

### Deemed English language, Literacy and Numeracy

Domestic students are deemed to have met the English language, literacy, and numeracy entry requirements by

- successful completion of final two (2) years of secondary schooling
  - in an Australian school, or
  - in a school where the language of instruction was English
- successful completion of the International Baccalaureate, or
- possessing an AQF Certificate IV level (or above) qualification, or
- being 21 years or over and providing alternative evidence as specified below.

### Alternative evidence: English test score requirements

AFTT recognises the following as having satisfied the English language and literacy and numeracy requirements for admission to our courses:

|                            |  |
|----------------------------|--|
| ACSF                       | <b>Diploma and Advanced Diploma:</b><br>Successful achievement of Level 3 in an approved DESE Language and literacy assessment |
| IELTS (Academic)           | <b>Diploma and Advanced Diploma:</b><br>Overall score of 5.5 with no single band score below 5.0                               |
| TOEFL (iBT)                | <b>Diploma and Advanced Diploma:</b> 59 overall; minimum 17 in Writing   |
| Pearson English Test (PTE) | <b>Diploma and Advanced Diploma:</b> 46  |
| Cambridge English Test     | <b>Diploma and Advanced Diploma:</b> CAE with no band below 162  |

| Online Test accepted:          | Score: Diploma and Advanced Diploma |
|--------------------------------|-------------------------------------|
| IELTS Indicator (Academic)     | 5.5                                 |
| TOEFL IBT Special Home Edition | 46 – 59                             |
| Duolingo                       | 85 - 90                             |

In recognition of significant disruption to benchmarked English proficiency testing due to Covid-19, tests taken up to three years prior to commencement of a course at AFTT in 2022 or 2022 will be recognised.

### Alternative Evidence: Pathway courses

Students may also evidence successful completion of, or achieving a minimum standard in, a pre-academic English course delivered by one of AFTT's pathway provider partners.

Please contact us for more details about the courses and results required at each institution.

- Cass Training International College
- English Language Company
- Holmes English Language College
- ILSC Education Group
- International House Sydney
- Langports English Language College
- Universal English College

## 9. ENGLISH ENTRY REQUIREMENTS FOR INTERNATIONAL STUDENTS

Refer to AFTT English Language Entry Requirements policy.

### Entry to all VET Courses

International students must also demonstrate a suitable level of English language in one of the following ways:

- Academic IELTS level 5.5 with no band under 5.0 or equivalent internationally recognised exam result in line with DoHA regulations;  
For Bachelor degree applicants, Academic IELTS 6.0 with no single band below 5.5 or equivalent.
- TOEFL: iBT: 59 overall; minimum 7 in writing
- Pearson English Test (PTE): 46
- Cambridge English Test: CAE with no band below 162
- Completion of one year of full-time post-secondary study in an English-speaking country or where the language of instruction was English
- Completion of one year of full-time study in a post-secondary education program in Australia where the minimum entry requirement was evidenced to be an overall IELTS band score of not less than 5.0 (or equivalent)
- Completion of the final two years of senior high school in an English-speaking country or where the language of instruction was English
- GCE A Levels with Grade C or better in the General Paper;
- International Baccalaureate: Completion of IB program where the language of instruction was in English OR where the language of instruction was not in English, completion of English A2 or A1
- Satisfactory completion of a pre-academic English course at an AFTT pathway provider partner.

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.ucles.org.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 requirement.
- 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) | UK (including Northern Ireland) | South Africa and Zambia  | Kenya           |
| New Zealand               | Papua New Guinea                | Singapore                | Solomon Islands |
| Ireland                   | Fiji                            | United States of America | Samoa           |

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.

## 10. ENQUIRY, APPLICATION AND ENROLMENT PROCESS

The enquiry, application and enrolment process involve 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 current 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 location 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
  - Payment plan being partial VSL and up-front instalments.

### **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; and
- Applicants will be required to confirm that they meet all the entry requirements for the Academy as listed under Entry Requirements.
- Original or certified copies of the following documentation:
  - Birth Certificate or Passport;
  - Proof of HSC/ Year 12 or equivalency; and
  - Where required Proof of English Language proficiency;
  - Academic qualifications; and/or
  - Vocational experience.

What comes next?

- Film & Theatre Production 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 Admissions Advisor via post (CD, DVD, USB), electronically or conducted online.

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 online if interstate or overseas.
- The purpose of the interview is to get to know more about the applicant; their career objectives, their expectations, their support networks and to discuss placement within their chosen course.
- During this process, discussions will be held regarding the students' needs and training requirements, their education and learning history, as well as reviewing each applicant's ability to meet the learning and assessment requirements of the course.
- In the absence of a Head of Department conducting the interview and AFTT Team Member may conduct the process and provide the HoD with a recommendation as to a potential student receiving an offer.

Upon completion of the interview:

- Successful applicants who meet all of the entry requirements and are deemed to be academically suited will be offered placement within the course; and
- 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.

Offer:

Upon receipt of a completed application form and all the required relevant documentation, the Student Admissions team 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 Enrolment Acceptance Agreement to the prospective student.

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 accepts the Academy's Letter of Offer and confirms their intention to enrol in the offered course placement.

All students must be eighteen (18) years of age by the commencement of the course of study.

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).
- 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
- Student Handbook – signed declarations 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
- Statement of Health
- Fee Payment notification.

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

### **VET Student Loan (VSL)**

If eligible and choosing to pay via VSL and 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.

### **Language Literacy and Numeracy TEST (LLNT)**

Refer to English Language, Literacy and Numeracy Entry Requirements\_Domestic Students (VET).

Students experiencing English language difficulties whilst enrolled in AFTT will be offered further English language support.

### **CONFIRMATION OF ENROLMENT**

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

- Letter of Offer & acceptance (including confirmed chosen payment)
- Enrolment form;
- Statement of Health;
- Unique Student Identifier (USI);
- Student Handbook – signed declarations; and
- 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
- Tax File Number (VSL only);
- eCaf (VSL only)

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.

AFTT may require students to provide the original certificates before they commence study at AFTT.

Team Members at AFTT check 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 to meet AVETMISS 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 full Enrolment documentation and requirements, the applicant is then considered a STUDENT at AFTT.

## STUDENT FILE

Documentation / evidence collected & filed:

| Domestic  | International  |
|---|--|
| <p><b>Prior to Offer</b></p> <ul style="list-style-type: none"> <li>➤ Application</li> <li>➤ Interview questions</li> <br/> <li>➤ Proof of ID – Passport or Driver's License</li> <li>➤ Year 12 or Equivalent (VSL only)</li> </ul><br><p><b>Prior to Commencement</b></p> <ul style="list-style-type: none"> <li>➤ Letter of Offer &amp; acceptance<br/>Includes: Payment options:<br/>Full-fee, VET Student-Loans (VSL)</li> <br/> <li>➤ Tax File Number (VSL only)</li> <li>➤ eCaf (VSL only)</li> <br/> <li>➤ Enrolment form</li> <li>➤ Statement of Health</li> <li>➤ Unique Student Identifier (USI)</li> <li>➤ Student Handbook – signed declarations</li> </ul><br><p><b>Commencement</b></p> <ul style="list-style-type: none"> <li>➤ Student Induction checklist</li> </ul> | <p><b>Prior to Offer</b></p> <ul style="list-style-type: none"> <li>➤ Application</li> <li>➤ Interview questions</li> <br/> <li>➤ Proof of ID – Passport or Driver's License</li> <li>➤ Evidence of Senior Secondary Certificate or equivalent (written in English);</li> <li>➤ English language proficiency equivalent to IELTS 5.5 (VET), or<br/>For Bachelor degree applicants, Academic IELTS 6.0 with no single band below 5.5 or equivalent (HE).</li> <br/> <li>➤ Personal statement</li> </ul><br><p><b>Prior to Commencement</b></p> <ul style="list-style-type: none"> <li>➤ Letter of Offer &amp; Student Enrolment Acceptance Agreement<br/>Includes: Payment options</li> <br/> <li>➤ Copy of Confirmation of Enrolment (CoE)</li> <li>➤ Copy of Student Visa</li> <li>➤ Overseas Health Cover</li> <br/> <li>➤ Enrolment form</li> <li>➤ Statement of Health</li> <li>➤ Unique Student Identifier (USI)</li> <li>➤ Student Handbook – signed declarations</li> </ul><br><p><b>Commencement</b></p> <ul style="list-style-type: none"> <li>➤ Student Induction checklist</li> </ul> |

## ORIENTATION AND TRANSITION SUPPORT

All students will undertake an orientation on their first day at the Academy of Film, Theatre & Television (AFTT), and at the start of subsequent tri/semesters.

The AFTT Head/s of Department conduct the Induction process and ORIENTATION, to ensure that all students are provided with an appropriate introduction to AFTT and their role and responsibilities as a student within it.

Induction at AFTT is regarded as an ongoing process rather than an event.

Contents of Orientation program include:

- A tour of AFTT and WHS/Evacuation procedures;
- Details of the course, training plan, timetable;
- Details of other Student Services and Support available, including other support available e.g., Legal, emergency and health services available; and
- Contacts at the Academy, including for assistance with payment, welfare, and academic issues.

## **11. COMPLIANCE EVIDENCE**

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

- Student files containing application and enrolment documentation;
- Authorisations to make an offer signed by the Head of Department;
- RPL and national recognition applications;
- Verified copies of qualifications on student files;
- Samples of the information provided to students prior to enrolment such as: website, student prospectus, application form, letter of offer, acceptance agreement;
- Authorising of marketing materials signed off by the International Department;
- Communication with agents signed by the International Department;
- Induction checklists; and
- Student surveys.

## **12. RELATED DOCUMENTS**

- 12.1. AFTT Glossary
- 12.2. Student Handbook
- 12.3. Life @ AFTT
- 12.4. Domestic Student Enrolment Process
- 12.5. International Student Enrolment Process
- 12.6. Student Code of Conduct
- 12.7. Student Terms and Conditions
- 12.8. Complaints and Appeals Policy and associated procedures
- 12.9. Deferring Suspending and Cancelling Student's Enrolment\_Domestic Student\_Policy and Procedure (VET)
- 12.10. Deferring Suspending and Cancelling Student's Enrolment\_VET Student Loans\_Policy and Procedure (VET)
- 12.11. AFTT English Language Entry Requirements\_Domestic Students (VET)
- 12.12. AFTT English Language Entry Requirements policy

## **13. RELEVANT LEGISLATION**

- 12.1 Standards for Registered Training Organisations (RTOs) 2015
- 12.2 Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- 12.3 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
- 12.4 ESOS National Code 2018
- 12.5 Education Standards Authority

## **14. POSITIONS RESPONSIBLE**

- 14.1. Campus Manager
- 14.2. Head/s of Department
- 14.3. Director of International Services
- 14.4. Student Admissions team
- 14.5. Administration



## 15. APPROVAL INFORMATION

|  |   |
|--|---|
| <b>Approval Authority</b>              | Quality Education and Risk Committee (QERC) |
| <b>Health Check approval authority</b> | AFTT CEO                                    |
| <b>Review date</b>                     | 01/12/2023                                  |

| <b>Version</b> | <b>Approved by</b> | <b>Approval date</b> | <b>Effective date</b> | <b>Modifications</b> | <b>Status</b> |
|----------------|--------------------|----------------------|-----------------------|----------------------|---------------|
| 4.0            | QERC               | 02/02/2022           | 03/02/2022            | New template         |               |
| 5.0            | QERC               | 11/05/2022           | 12/05/2022            | VSL amendments       | Current       |