

CPP002 RECRUITMENT POLICY AND PROCEDURE

A. PURPOSE

Registered providers must recruit responsibly and ensure that overseas students are appropriately qualified for the course they are seeking to enrol in. Overseas students must have sufficient information to enable them to make informed decisions about studying with their chosen registered provider.

B. POLICY:

This policy/procedure supports 'Standard 2: Recruitment of an overseas student' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2018' which states:

Registered providers must:

- **Make a range of current, comprehensive and plain English information available and easily accessible to assist students in making informed decisions, including on course details, tuition and non-tuition fees;**
- **Ensure overseas students have sufficient English language proficiency, educational qualifications and/or work experience to enrol in the course; and**
- **Have a policy and process for assessing and recording recognition of prior learning (RPL), if it intends to assess RPL or grant course credit.**

Job Training Institute (JTI) will assess all students' International *student application form* to ensure they meet the Recruitment requirements of the course, thus having the ability to complete the qualification. International students are admitted to JTI on a tuition fee paying basis.

And

This policy/procedure supports 'Standard 3 Written Agreements' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2018' which states:

'The registered provider must enter into a written agreement with the overseas student or intending overseas student, signed or otherwise accepted by the student, concurrently with or prior to accepting payment of tuition fees or non-tuition fees.'

C. PROCEDURE:

1. The potential student accesses information regarding JTI on the web, via an agent or from Job Training Institute direct which includes advice on how to access information on JTI, fee structure, and refund policy and Recruitment procedures.
2. Prior to Recruitment the student must read from JTI website or marketing materials forwarded to them the following information:
 - Requirements for acceptance into a course (including English levels, qualifications, work experience and course credit opportunities).
 - course content and duration, qualifications on offer, modes of study including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods.
 - Course duration and holiday breaks
 - The course qualification, award or other outcomes

- Campus locations and a general description of facilities, equipment, and learning and library resources available to students
 - Grounds, on which the student's Recruitment may be deferred, suspended or cancelled.
 - Indicative course related fees, including the potential for fees to change.
 - Information on accommodation options and indicative costs of living in Australia.
 - Schooling obligations and options for school-aged dependents, including that school fees may be incurred.
 - Documented procedures in place for assessing students' qualifications, experience and English language proficiency.
 - Requirement for a description of the ESOS framework as provided by DOE.
 - The details of any arrangements with another provider, person or business who will provide the course or part of the course
 - Indicative tuition and non-tuition fees(website), including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies
3. Student completes *International Student Application Form* and gathers other documents relevant to the application i.e. certified evidence of English language level, Certified school transcripts, certified copy of the student's passport and any other supporting documentation. This is forwarded to JTI for initial assessment.
4. *International Student Application Form* is not accepted without appropriate supporting documentation. All International students are required to submit the following with their Student *Application Form*: **All the academic and ID documents must be certified and scanned in colour (Refer the section certifying documents)**
- Certified School Transcripts
 - A CV
 - Certified copy of Evidence of English proficiency
 - Certified copy of Passport
 - Any other supporting information such as certified copies of previously attained qualifications.
5. An International student's English proficiency is required to be evidenced by a recognised English Language testing score according to qualification entry requirements.
6. If the applicant cannot produce a satisfactory IELTS score and there are doubts about English language skills to cope in an academic environment, JTI will advise the applicant to enrol in an English (ELICOS) course for an appropriate duration.
7. JTI assesses the applicant's educational qualifications (either obtained in Australia or overseas) necessary for studying at a certificate or diploma level. The applicant is also assessed to determine whether the applicant has the required entry level competencies for the course in which the student wants to enrol.
8. If the applicant's educational qualifications do not meet JTI's admission requirements, other factors may be considered. These are:
- Mature age
 - Work experience
 - Attitude and aptitude
 - Previous academic results
 - Attendance rate in previous college
 - Ability and skills to function in an academic environment
 - Possibility to succeed in his/her academic endeavours

9. The Marketing manager/Admissions Officer assesses student's Recruitment documents and checks them for completeness by filling in the **Letter of Offer and CoE checklist Appendix 1**. The Admissions Officer issues a **Letter of Offer** and this together with the **student acceptance agreement** are then forwarded to the student for signing.
10. The **student acceptance agreement** must at a minimum contain the following information:
 - Identify the course or courses in which the student is to be enrolled and any conditions on his or her Recruitment;
 - Provide an itemised list of course money payable by the student;
 - Provide information in relation to refunds of course money;
 - Set out the circumstances in which personal information about the student may be shared between JTI and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme. This information includes personal and contact details, course Recruitment details and changes, and the circumstance of any suspected breach by the student of a student visa condition; and
 - Advise the student of his or her obligation to notify JTI of a change of address while enrolled in the course
11. Upon receipt of the signed **student acceptance agreement**, signed student letter of offer acknowledgement, the tuition fee deposit and Recruitment fee (students make payment once they receive JTI authority to pay form), Statement of Purpose, statutory declaration (if required), and bank statement (if required), the student's information is entered into PRISMS within 14 days depending on the completion of documents submitted and an electronic confirmation of Recruitment (ECOE) is created by the Admissions Officer.
12. JTI, through the GM or delegate, must give the Secretary the following information within 14 days after the event below occurs:
 - 12.1 the name and any other prescribed details of each person who becomes an accepted student of that provider;
 - 12.2 for each person who becomes an accepted student – the name, starting day and expected duration of the course for which the student is accepted;
13. If the student acceptance agreement form is returned unsigned by the student then, the student acceptance agreement is returned to the student to be signed and returned to JTI.
14. Upon arrival in Australia the following procedure will occur for the commencement and orientation of new students to JTI.
 - 1) Student Support Officer(SSO), who will take down the students contact details and residential address in Australia.
 - 2) The Student contact details will be input by the SSO into the Student Management Database and the student file is then created.
 - 3) The SSO will inform the student of the induction date.
 - 4) Student is given a unique identification number from JTI student management system.
 - 5) The student will then attend induction day. The student will also be provided with a copy of the student handbook and a student ID card will be created during induction day.
 - 6) The program for Orientation day will include the following:
 - Student stays in Australia
 - Requirements to receive a qualification
 - Certificates issued on successful completion of the course
 - How the skills and knowledge will be assessed
 - Recognition of prior learning or recognition of current competency
 - How to make a complaint if student is not satisfied with any part of the course

- How to get extra help with learning
- Employment Rights in Australia
- Student Safety in Australia
- Course timetable and attendance
- Assessment processes and how to appeal of an assessment outcome
- Course progress policy
- Student ID Cards will be issued during orientation (photograph to be taken)
- Student obligations as a student at Job Training Institute including requirements for achieving satisfactory course progress.
 - Visa requirements
 - Overseas Health Cover
 - Introduction to staff
 - Evacuation procedure and meeting point
 - Fees policy
 - General questions
 - Lunch
 - Study commences, and classes begin.

Certifying documents

All the supporting admission documents including Academic transcripts, certificates, passport etc. **must be certified and scanned in colour.**

A certified copy is one that has been verified to be a true copy by a witness after they have sighted the original. Every page must be certified and should include the following details:

- stamp or write, 'This is a true copy of the original document'
- sign, date and provide contact details (name, address and telephone number)
- the official stamp or seal of their organisation or their profession and organisation name.

1. If you are applying inside Australia

- JTI Staff Member or
- JTI Registered Agent or
- An Australian citizen not related to you work in one of the occupation listed below
<https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/on-paper/certified-copy#content-index-4>

2. If you are applying outside Australia

- JTI Registered Agent or
- A citizen of the country you are in, not related to you and work in one of the occupation listed below
<https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/on-paper/certified-copy#content-index-4>

Occupations

- Australian consular officer or Australian diplomatic officer (check if this service is available at your nearest [Australian embassy or consulate](#))
- bailiff
- bank officer with 5 or more years of continuous service
- building society officer with 5 or more years of continuous service
- chiropractor (licensed or registered)

- clerk of court
- commissioner for affidavits
- commissioner for declarations
- credit union officer with 5 or more years of continuous service
- dentist (licensed or registered)
- fellow of the National Tax Accountant's Association
- finance company officer with 5 or more years of continuous service
- judge of a court
- justice of the peace
- legal practitioner (licensed or registered)
- magistrate
- marriage celebrant licensed or registered under Subdivision C of Division 1 of Part IV of the [Marriage Act 1961](#)
- master of a court
- medical practitioner (licensed or registered)
- member of Chartered Secretaries Australia
- member of Engineers Australia, other than at the grade of student
- member of the Association of Taxation and Management Accountants
- member of the Australian Defence Force with 5 or more years of continuous service
- member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
- member of the Parliament of the Commonwealth, a State, a Territory Legislature, or a local government authority of a State or Territory
- minister of religion licensed or registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- nurse (licensed or registered)
- optometrist (licensed or registered)
- permanent employee of Australian, state or local government authority with at least 5 or more years of continuous service.
- permanent employee of the Australian Postal Corporation with 5 or more years of continuous service
- pharmacist (licensed or registered)
- physiotherapist (licensed or registered)
- police officer
- psychologist (licensed or registered)
- registrar or deputy registrar of a court
- sheriff
- teacher employed on a full-time basis at a school or tertiary education institution, or
- veterinary surgeon (licensed or registered)