



OXFORD COLLEGE OF BUSINESS
RTO No: 21442 CRICOS No. 02573B

Course Enrolment Application and Offer Letter Policy (International Students) (Standard 2.2)

1. Purpose

This policy aims to ensure that Oxford College of Business complies with Standard 2 of the National Code – Student Engagement Before Enrolment.

2. Rationale

Providers must ensure that students’ qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought – documented procedures must be in place.

3. Scope

This policy applies to all Oxford College of Business staff processing enrolment applications from prospective international students.

4. Policy

- 4.1 All applications received shall be recorded, and an initial assessment undertaken.
- 4.2 Applications will be assessed ensuring rigorous selection processes are followed to meet National Code requirements.
- 4.3 Admissions Officers shall assess applications in a timely manner using the procedures outlined below, ensuring that adequate evidence has been provided on:
 - 4.3.1 All applicants must meet Academic Entry Requirements.

ENTRY REQUIREMENTS

Academic Entry Requirements

Level of Study	Academic Level
Certificate II	Satisfactory completion of the equivalent of Australian Year 10,11 or 12
Certificate III	Satisfactory completion of the equivalent of Australian Year 10,11 or 12
Certificate IV	Satisfactory completion of the equivalent of Australian year 12 or relevant certificate III or equivalent
Diploma	Satisfactory completion of the equivalent of Australian year 12 or relevant Certificate IV*
Advanced Diploma	Satisfactory completion of the equivalent of Australian year 12 or relevant Diploma*

** Subject to country Assessment Level*

English Entry Requirements

Entry to all VET Courses except Certificate IV in TESOL

All 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 recognized exam result in line with DIAC 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 Ozford 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

Ozford also offers all students the opportunity to undertake a pre-entry English Proficiency Test (EPT) as part of the student enrolment process. Students can choose to undertake the English Proficiency Test (EPT) to confirm their level of English proficiency. Other students will be encouraged to undertake the English Proficiency Test (EPT) if for any reason there is doubt or concern about their English language Proficiency. Those students who gain less than 70% at the English Proficiency Test (EPT) will be required to undertake an ELICOS or ESL program up to 20 weeks at upper intermediate level.

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

For Entry to Certificate IV in TESOL

All students entering this qualification must have an English Language proficiency level of one of the below:

- IELTS band score of 6.5 (Academic or general version) or equivalent internationally recognized exam result in line with DIAC regulations or
- IELTS band score of 6.0 (Academic or general version) then
 - Satisfactory completion of an ELICOS or ESL program up to 20 weeks at advanced level or
 - Satisfactory completion of the Ozford English Proficiency Test (EPT) with a score of at least 85%
- Completed secondary studies equivalent to an Australian Year 12 qualification from an English – language speaking country

Ozford also offers all students the opportunity to undertake a pre-entry English Proficiency Test (EPT) as part of the student enrolment process. Students can choose to undertake the English Proficiency Test (EPT) to confirm their level of English proficiency. Other students will be encouraged to undertake the English Proficiency Test (EPT) if for any reason there is doubt or concern about their English language Proficiency. Those students who gain less than 85% at the English Proficiency Test (EPT) will be required to undertake an ELICOS or ESL program up to 20 weeks at advanced level.

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

English Proficiency Test

The EPT consists of 2 sections: a written assessment and an oral interview. The written assessment has a time limit of one hour that covers grammar, vocabulary and reading comprehension. The oral interview is a one-on-one oral conversation with the student by an academic staff to determine student orally proficiency level. The final result will be the average of oral and written assessment as marked by qualified TESOL trainer and assessor

Test score and equivalent

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	6.5
TOEFL iBT	<31	32	35	46	79
TOEFL PBT	<433	450	500	527	N/A
PTE	<29	30	36	42	58
Oxford English Proficiency Test (EPT)					
ENGLISH PROFICIENCY TEST	<19%	20 – 39%	40-59%	60-79%	80-100%
Average Score	Elementary Level	Pre-intermediate Level	Intermediate Level	Upper - Intermediate Level Students are required to have average score of 70% and above to have a direct entry to VET courses.	Advanced Level Students are required to have average score 85 % and above to have a direct entry to Certificate IV in TESOL

Age requirement

Student must be 18 years of age prior to commencement of VET courses.

- 4.4 Students must complete the first 6 months of their principle course (proof must be provided) unless;
- the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered
 - the original registered provider has provided a written letter of release

- the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course, or
- any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.]
- any other form of supporting documents to proof that the student has completed 6 month principle course.

For further information regarding transfer between registered providers, please refer to "Transfer Between Registered Providers Policy"

- 4.5 Only students aged 18 years and over will be accepted.
- 4.6 Ozford will only issue an Offer Letter and Student Acceptance Agreement to successful applicants.
- 4.7 On acceptance of the offer, the applicant shall complete a Student Acceptance Agreement and pay the tuition fees as specified on the payment schedule.
- 4.8 Upon receiving documents in 4.7, Ozford will issue eCoE (Electronic Confirmation of Enrolment). This will be sent to the applicant.
- 4.9 If the applicant accepts an offer and does not enrol, DIAC shall be notified and the confirmation of enrolment (COE) will be cancelled.
- 4.10 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.

5. Procedures

- 5.1 Complete 'General Student Enrolment Checklist – Overseas Student Application'.
- 5.2 If the student does not meet the academic and English language level requirements, or documentation is not complete, the student will be referred back to the Agent or the student if there is no agent involved.
- 5.3 If the student meets the academic and English language level requirements, an Offer Letter and a Student Acceptance Agreement will be issued.
 - Special attention should be paid to the following items when generating the Offer Letter:
 - i. Full Name; Family and Firm's Name
 - ii. Date of Birth
 - iii. Year level for which the offer has been generated
 - iv. Start date
 - v. Completion date
 - vi. Admissions Officer must be named correctly
 - The Admissions Officer will also check the following:
 - i. Visa processing time for the country of origin
 - ii. Check students have meet the entry requirement
 - iii. Check if students have completed the first 6 months of their principle course (this is only applicable to students who are on-shore)
 - iv. The agent MUST be a current agent which has not been suspended nor contract cancelled by Ozford.