



# Student Information Pre-Enrolment Policy

**Organisation:** Australian Leading Institute of Technology (ALIT) **RTO Code:** 45156 **Quality Area:** 2 – VET Student Support **Standard:** RTO Standards 2025 – Standards 2 & 3 / ESOS National Code  
**Document Owner:** Director of Student Services / CEO **Review Cycle:** Annual **Version:** 1.0 **Effective Date:** April 2026

---

## 1. Purpose

This policy ensures that all prospective learners receive accurate, complete, and accessible information prior to enrolment so they can make informed decisions about their study at ALIT.

---

## 2. Scope

Applies to all ALIT staff involved in marketing, recruitment, admissions, and enrolment, and covers all domestic and international learners.

---

## 3. Policy Statement

ALIT is committed to ethical, transparent, and learner-centred pre-enrolment practices. All information provided to prospective learners must be accurate, up to date, and sufficient to allow an informed enrolment decision. ALIT will never misrepresent its programs, outcomes, or services to recruit learners.

---

## 4. Pre-Enrolment Information Requirements

Before a learner enrolls, ALIT must provide (in writing or via its website) the following information:

### 4.1 Course Information

- Full qualification title, national code, and AQF level
- Units of competency included (core and elective)
- Duration of study (total hours and scheduled contact time)
- Delivery mode (face-to-face, online, blended, workplace)
- Location(s) of delivery
- Entry requirements (academic, English language, age, licensing prerequisites)
- Pathways: what the qualification leads to (employment and further study)
- RPL and Credit Transfer options

### 4.2 Fees and Financial Information

- Full fee schedule including tuition fees, material fees, and any additional charges
- Payment terms and options
- Refund policy (domestic and international)
- Tuition Protection Service (TPS) obligations for CRICOS-enrolled students
- Fee support options (VET Student Loans, government subsidies, payment plans where applicable)

### 4.3 Support Services

- Overview of student support services available (academic, language, personal counselling, disability support)
- Contact details for Student Support Officer
- Complaints and appeals process summary

### 4.4 Rights and Obligations

- Student rights and responsibilities
- Attendance and academic progress expectations
- Code of conduct summary



- Privacy notice and how personal information is collected, used, and stored

#### 4.5 International Learner Information (CRICOS)

In addition to the above, CRICOS-enrolled learners must receive:

- CRICOS registration details and course code
- Student visa conditions and attendance obligations
- Overseas Student Health Cover (OSHC) requirements
- Information on the ESOS framework and learner protections
- Contact for the Overseas Students Ombudsman
- Details of DoHA reporting obligations and how they may affect visa status

#### 5. Delivery of Pre-Enrolment Information

- Pre-enrolment information must be provided in plain English and at an appropriate literacy level
- Information must be available in electronic and print format on request
- Language assistance must be offered to learners with limited English proficiency
- Staff must not pressure prospective learners to enrol; any concerns about suitability for a program must be addressed honestly before enrolment proceeds

#### 6. Review of Pre-Enrolment Materials

- All pre-enrolment materials (website, brochures, Student Handbook) must be reviewed at least annually
- Materials must be updated immediately following any change to fees, entry requirements, course content, or regulatory requirements
- The Compliance Officer is responsible for coordinating the annual review and maintaining version control

#### 7. Roles and Responsibilities

Role	Responsibility
Director of Student Services	Oversee pre-enrolment process; approve information materials
Admissions / Enrolment Staff	Provide accurate information to prospective learners; conduct enrolment interviews
Compliance Officer	Review and update pre-enrolment documents; maintain version control
Marketing Staff	Ensure all published materials comply with this policy

#### 8. Related Documents

- Policy: Enrolment and Admissions
- Policy: Fees, Refunds and Financial Management
- Policy: Student Support Services
- Policy: Information and Marketing Transparency
- Policy: Student Feedback, Complaints and Appeals

#### 9. Review and Approval

Version	Date	Approved By	Changes
1.0	April 2026	CEO, ALIT	Initial issue