



Enrolment and Admissions 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 Standards 2 & 3 **Document Owner:** Director of Student Services **Review Cycle:** Annual **Version:** 1.0 **Effective Date:** April 2026

1. Purpose

This policy establishes ALIT's procedures for managing enrolment and admissions in a manner that is transparent, equitable, and compliant with the RTO Standards 2025, the ESOS Act, and Department of Home Affairs (DoHA) visa requirements.

2. Scope

Applies to all prospective and enrolling learners (domestic and international), all admissions and enrolment staff, and any agent or third party involved in the recruitment and enrolment of learners on behalf of ALIT.

3. Policy Statement

ALIT's enrolment and admissions process is designed to ensure that every learner who enrolls is genuinely suited to their chosen program, has been accurately informed of all requirements and obligations, and meets the published entry criteria. ALIT does not enrol learners for commercial reasons where they do not meet the entry requirements or where the course is not appropriate to their needs.

4. Entry Requirements

4.1 General Entry Requirements

Entry requirements are established per qualification and published in ALIT's course information. General requirements may include:

- Minimum age (as specified per course — typically 18 years)
- Completion of a relevant prior qualification or experience (AQF level-dependent)
- Language, literacy, and numeracy (LLN) capability assessed at or before enrolment
- Industry-specific prerequisites (e.g., licences, clearances, physical requirements)

4.2 English Language Requirements (International Learners)

International learners must meet ALIT's minimum English language entry requirements per qualification, which may be demonstrated through:

- IELTS (Academic or General) — minimum band score as specified per course
- TOEFL iBT — equivalent minimum score
- PTE Academic — equivalent minimum score
- Completion of an Australian secondary or tertiary qualification taught in English
- Other evidence assessed by the Director of Student Services

Minimum English requirements are published in ALIT's course information and confirmed in writing before the CoE is issued.

4.3 LLN Assessment (Domestic Learners)

- All domestic learners undertake an LLN screening tool at or before enrolment
 - Where LLN needs are identified, appropriate support is arranged before or at commencement
 - LLN results are documented in the learner's file and shared with the relevant trainer
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5. Enrolment Procedure



Step 1 – Application

- The prospective learner submits a completed **Enrolment Application Form** with required supporting documents
- Required documents include: proof of identity, proof of prior qualifications (where required), English test results (international learners), and any licensing or clearance documents

Step 2 – Document Verification

- Enrolment staff verify all submitted documents for authenticity and completeness
- International learner qualification documents are cross-checked with the issuing institution or national register where possible
- Any fraudulent or unverifiable documents result in the application being declined and referred to the Director of Student Services

Step 3 – Pre-Enrolment Interview / Advice

- For qualifications with specific entry requirements, a pre-enrolment interview or suitability discussion is conducted
- The interview confirms that the course is appropriate to the learner's goals, experience, and capacity
- Learners are advised honestly if the course is not a suitable match

Step 4 – Student Agreement

- Before enrolment is confirmed, the learner must receive, read, and sign a **Student Agreement** that includes:
 - Course details (title, code, duration, delivery mode)
 - Fee schedule and payment terms
 - Refund policy
 - Rights and responsibilities
 - Attendance and academic progress obligations
 - Complaints and appeals process summary
 - Privacy notice

Step 5 – Enrolment Confirmation

- Enrolment is confirmed once the Student Agreement is signed and the initial payment is received
- A **Letter of Offer and Acceptance** is issued to the learner
- For international learners, a **Confirmation of Enrolment (CoE)** is issued via PRISMS only after:
 - All entry requirements are confirmed
 - The Student Agreement is signed
 - The required pre-course fee payment has been received per ESOS requirements

Step 6 – Student Record Creation

- A learner file is created in the Student Management System within 2 business days of enrolment confirmation
- The learner is issued with login credentials for ALIT's LMS and student portal
- Orientation is scheduled per the Student Support During Training Policy

6. Refusal of Enrolment

ALIT may decline an application where:

- The applicant does not meet published entry requirements
- Documents cannot be verified
- The applicant has previously been excluded from ALIT for serious misconduct
- The course is full and a waitlist is not available

All refusals are communicated in writing with reasons. The applicant may appeal through ALIT's Complaints and Appeals process.

7. Deferral, Suspension and Cancellation of Enrolment



ALIT manages deferral, suspension, and cancellation of enrolment in line with ESOS obligations (for international learners) and in a manner that is fair, documented, and consistent. These procedures are detailed in ALIT's Monitoring Student Progress Policy and Student Support During Training Policy.

8. Roles and Responsibilities

Role	Responsibility
Director of Student Services	Oversee admissions; approve exceptions; manage refusals and appeals
Enrolment / Admissions Staff	Process applications; verify documents; issue Student Agreements and CoEs
Student Support Officer	Conduct pre-enrolment interviews; coordinate LLN assessment
Compliance Officer	Monitor CoE accuracy; PRISMS reporting; maintain enrolment records

9. Related Documents

- Policy: Student Information Pre-Enrolment
- Policy: Student Support During Training
- Policy: Fees, Refunds and Financial Management
- Policy: Monitoring Student Progress
- Policy: Records Management and Data Reporting
- Policy: Information and Marketing Transparency

10. Review and Approval

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