

ENROLMENT POLICY AND PROCEDURE –

CRICOS (Overseas Students)

Legal Name: Job Training Institute Pty Ltd

Trading Name: Job Training Institute (JTI)

RTO Code: 122208

CRICOS Code: 03373B

A. PURPOSE

This policy ensures that the enrolment of overseas students is conducted ethically, transparently, and in full compliance with:

- Education Services for Overseas Students (ESOS) Act 2000 and Regulations 2019
- National Code of Practice 2018 (Standards 2, 3, 5 & 6)
- Standards for RTOs 2025 (Outcome Standards 4 & 5 – Information and Transparency; Integrity of NRT Products)
- Australian Consumer Law (Competition and Consumer Act 2010)
- Skills First Quality Charter principles of integrity, fairness, and transparency.

The policy ensures accurate pre-enrolment information, compliant Written Agreements, assessment of student suitability, and proper PRISMS record keeping.

B. POLICY STATEMENT

JTI recruits and enrolls overseas students ethically, ensuring transparency and compliance with all governing frameworks.

National Code 2018 – Standard 2 Recruitment: JTI recruits responsibly and provides adequate information for informed decisions.

National Code 2018 – Standard 3 Written Agreements: JTI formalises enrolment with comprehensive Written Agreements detailing services, fees, refunds, and conditions.

National Code 2018 – Standard 5 Younger Students: JTI informs students of obligations for school-aged dependants (if applicable).

National Code 2018 – Standard 6 Support Services: JTI provides orientation and ongoing support services.

Standards for RTOs 2025: JTI maintains transparent and accurate information on training products.

Australian Consumer Law: All communications and agreements are truthful and not misleading.

C. DEFINITIONS

Overseas Student: A person holding or intending to hold a student visa enrolled in a CRICOS course.

PRISMS: Provider Registration and International Student Management System – used for CoE issuance and reporting.

Letter of Offer: A formal offer of enrolment outlining conditions and fees.

Written Agreement: The legally binding Student Acceptance Agreement meeting ESOS Act s.47 requirements.

CoE: Confirmation of Enrolment generated through PRISMS after acceptance and payment.

D. PROCEDURE

1. Provision of Pre-Enrolment Information

JTI provides accurate and current course and enrolment information via website, Pre-Enrolment Guide, and authorised education agents. Information includes entry requirements, course structure, duration, fees, refund policy, support services, accommodation, visa conditions, ESOS framework, and complaints/appeals procedures.

All pre-enrolment information is version-controlled and reviewed annually for accuracy.

2. Student Application

Applicants complete the Student Application Form and submit certified documents (passport, visa, academic/English evidence, GS statement if required). Applications are recorded in the Student Management System (SMS).

3. Assessment of Suitability

JTI admission Team Manager assesses applications to ensure English proficiency, academic qualifications, or work experience meet requirements. Mature-age entry, aptitude, Genuine Student (GS) requirement etc .

4. Letter of Offer and Written Agreement

If entry requirements are met, a Letter of Offer and Written Agreement are issued. The Agreement includes course details, fees, payment schedule, refund policy, TPS reference, student obligations, and privacy provisions. Each agreement is validated against the Enrolment Compliance Checklist before issuing the CoE.

5. Acceptance and CoE

Students must sign and return the Written Agreement and Letter of Offer acceptance, and pay the enrollment fee and deposit. JTI then enters details into PRISMS and issues a CoE within 1 to 2 working days.

6. Orientation and Commencement

JTI conducts orientation before commencement. Orientation covers academic requirements, attendance, RPL/Credit Transfer, support services, visa conditions, complaints and appeals, OHSC, safety, wellbeing, and anti-bullying information. Orientation attendance is recorded and filed in student records.

7. Recordkeeping

All enrolment records (application, offer, agreement, CoE, PRISMS entries) are securely stored in the SMS and retained for at least seven years. Weekly electronic backups are stored securely in JTI's cloud server per Privacy Act 1988.

8. PRISMS Reporting

JTI reports in PRISMS within 14 days any CoE issuance, variation, deferral, suspension, cancellation, or breach. The Compliance Manager conducts monthly data reconciliation to verify accuracy.

E. ROLES AND RESPONSIBILITIES

CEO / General Manager– Approves policy and ensures overall compliance.

Compliance Manager – Monitors legislative changes, conducts audits, and staff training.

International Admissions Manager – Oversees processing, Written Agreements, PRISMS data, and CoEs.

International Student Coordinator – Manages applications, student support, and orientation.

Trainers/Assessors – Monitor student wellbeing and refer to support services.

F. CONTINUOUS IMPROVEMENT AND AUDIT

JTI International admission team regularly do the enrolment and PRISMS checks. The results are reviewed and any findings are recorded in the Continuous Improvement Register. Feedback from students, staff, and agents informs process enhancements.

H. COMPLIANCE ASSURANCE

JTI maintains ongoing compliance assurance by:

- Reviewing all pre-enrolment materials annually to ensure CRICOS scope accuracy.
- Validating every Written Agreement and CoE against the Enrolment Compliance Checklist.
- Auditing agent-submitted applications to confirm approval status.
- Maintaining documented evidence of GS assessments in student files.
- Reporting findings to the Compliance Committee and recording outcomes in the Continuous Improvement Register.