



<b>Institution</b>	Mercury Institute of Victoria
<b>Policy Name</b>	Enrolment Policy and Procedure
<b>Policy Governance</b>	Compliance Manager
<b>Reference to Standards</b>	Standards for RTO 2015 - Standard 5 Clause 5.1 – 5.3 National Code 2018 - Standard 2 Recruitment of an overseas student, Standard 3 Formalisation of enrolment and written agreements
<b>Date of Approval</b>	April 2022
<b>Review Date</b>	April 2023

### PURPOSE

This policy is designed to ensure that all individuals who gain entry into an AQF qualification have the appropriate skills and abilities required to be successful in their studies. This policy provides a framework to ensure that admission of students into Mercury Institute of Victoria VET programs of study is supported by fair, clear, consistent and timely procedures that are in line with Mercury Institute of Victoria's core values.

Mercury Institute of Victoria establishes this policy and procedure to:

- Comply with the requirements of Standards for RTO 2015 - Standard 5 Clause 5.1-5.3
- Comply with the requirements of the National Code 2018 – Standard 2 Recruitment of an overseas student, Standard 3 Formalisation of enrolment and written agreements

### SCOPE

This policy applies to all Mercury Institute of Victoria students.

## 1. POLICY

This policy supports 'National Code of Practice for Providers of Education and Training to Overseas Students 2018'.

Prior to accepting a student, Mercury Institute of Victoria will provide, each potential student a copy of the Student Handbook in print or through referral to Mercury Institute of Victoria website, current and accurate information regarding the following:

- The minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable.
- The minimum age requirements.
- The course content and duration, qualification offered if applicable, modes of study and assessment methods.
- Campus locations and a general description of facilities, equipment, and learning and library resources available (see Mercury Institute of Victoria website).
- Indicative course-related fees including advice on the potential for fees to change during the student's course and applicable Refund policies (see Mercury Institute of Victoria website for Fees, Charges and Refund Policy)
- Information about the grounds by which the student's enrolment may be deferred, suspended or cancelled
- A description of the ESOS framework, and
- Relevant information on living in Australia, including:
  - Indicative costs of living
  - Accommodation options, and
  - Where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.

Mercury Institute of Victoria have documented procedures in place and implement these procedures to assess whether the student's qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

All prospective students of Mercury Institute of Victoria will be informed about their



relationship with Mercury Institute of Victoria, which includes:

- Enrolment Agreement before Enrolment and issue of CoE
- Mercury Institute of Victoria's obligations
- Student obligations and rights
- Student has access of information about all fees and charges, conditions of enrolment, refunds, and costs involved in studying with Mercury Institute of Victoria
- Tuition protection Scheme (TPS) arrangement information will be given to the student prior to their enrolment.

All students enrolling into Mercury Institute of Victoria will be required demonstrate a satisfactory level of English prior to enrolment.

### **Entry Requirements:**

- Age (Mercury Institute of Victoria) is not accepting students under the age of 18) for all courses on scope
- An English language proficiency level of one of the following:
  - IELTS band score of 5.5 (academic test version) or equivalent
  - IELTS band 5.0 and a successful completion of ELICOS course minimum 10 weeks
  - For Assessment Level 1 countries – Mercury Institute of Victoria's English Language Placement Test
- Minimum secondary studies in your home country equivalent to an Australian Year 11
- Student needs to undertake pre-training review prior to commencement of studies to ensure that they have ability to complete the course
- As a condition of the Student Visa, the Australian Government requires the student to have Overseas Student Health Cover (OSHC). Student needs to indicate whether they require Mercury Institute of Victoria to organize OSHC or will arrange by themselves

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- a) Mercury Institute of Victoria is able to provide OSHC through NIB, and will provide the associated fees and charges on the Enrolment Agreement, and must be paid at the time of acceptance or
- b) The student is free to arrange OSHC themselves.
  - i. Students will not be able to obtain a valid Student visa, if they do not have proof of OSHC
  - ii. If the student is to arrange cover, they are required to provide Mercury Institute of Victoria with all details in order to validate a Confirmation of Enrolment.

### **Assessment of Language, Literacy and Numeracy (LLN)**

All students will be required to complete *LLN Test* prior to enrolment to identify their level of competence in language, literacy and numeracy. This will determine whether or not they will need any additional LLN support during their studies. Where gaps are identified an individual training plan will be developed for the particular student; so that the LLN gap can be addressed prior to the student commencing this course where possible.

This test will occur during the orientation session prior to course commencement and will be assessed by a qualified trainer.

Trainers to provide extra assistance by using different strategies like:

- Providing extra time to complete the assessment
- Providing academic support e.g. additional classes or study groups
- Recommendations for participation in Mercury Institute of Victoria run workshops for student support
- Using short and simple sentences to explain
- Using life experiences in the classroom
- Confirm understanding for example ask students to rephrase questions
- Referring them to the courses that may help them to develop the skills in these areas



- Including more pictures or diagrams e.g. power point presentation, videos etc. during the learning process
- External / Third Party references such as:
  - Math's Online <https://www.mathsonline.com.au/>
  - Reading and Writing Hotline <http://www.readingwritinghotline.edu.au/>

## 2. PROCEDURE

Initial contact with potential students will be either directly with Mercury Institute of Victoria or through an approved Mercury Institute of Victoria Education Agent.

Student will be provided with details of the course, timetable costs etc. and will also be referred to the Student Handbook for full details of studying in Australia and at Mercury Institute of Victoria. To enrol for any qualification at Mercury Institute of Victoria students are required to complete and submit an Application Form located on the Mercury Institute of Victoria website, or through an approved Mercury Institute of Victoria Education Agent (All Mercury Institute of Victoria approved agents are listed on Mercury Institute of Victoria Website).

Application Form together with documents listed below should be submitted to the Mercury Institute of Victoria administration team by emailing [admissions@mercury.edu.au](mailto:admissions@mercury.edu.au).

- Copies of academic qualifications and transcripts,
- Copies of English Language proficiency,
- Copies of passport are provided (main page and visa page where appropriate),

All documentation sent with applications should be certified copies. If not certified the original must be sighted by a Mercury Institute of Victoria representative.

Upon receipt of the student application and supporting document the Mercury Institute of Victoria administration team will review these against the following criteria:

- All sections of the application have been complete in full



- Certified copy of photographic ID
- (International student only) The student has submitted sufficient evidence of English proficiency
  - IELTS band score of 5.5 (academic test version) or equivalent
  - IELTS band 5.0 and a successful completion of ELICOS course minimum 10 weeks
  - For Assessment Level 1 countries – Mercury Institute of Victoria’s English Language Placement Test
- (International students only) Minimum secondary studies in the students home country equivalent to an Australian year 11
- Student needs to undertake pre-training review prior to commencement of studies to ensure that they have ability to complete the course
- If the student is applying for Advanced standing:
  - If a student is applying for advanced standing, they are required to attach *Credit Transfer Application Form/RPL Application Form* to the application, details of all subjects they have successfully completed and would like credit for, in addition to certified copies of qualifications and academic transcripts.
  - The administration team will verify the results see the Recognition of Prior Learning and Credit Transfer Policy and Procedure for further details.

When all of the above is complete the Mercury Institute of Victoria administrator will issue an Enrolment Agreement including all details:

- Proposed commencement date and completion date
- Full qualification title and code
- Mercury Institute of Victoria responsibilities
- Student obligations
- Costs and Payment Plan
- Refund details

Enrolment Agreement or rejection letters should be issued within 3 business days of receiving all

required documentation from the student.

Students will be required to sign the Enrolment Agreement and return to Mercury Institute of Victoria along with evidence of the required initial payment. On receipt of this Mercury Institute of Victoria administrators will issue COE (Confirmation of Enrolment) within 3 business days.

**Note: In case any document that is presented when applying for enrolment at the Mercury Institute of Victoria is in a language other than English, it must be accompanied with an English translated copy.**

### Student Visa Condition

The Administration Department/ Administration Manager will check student's passport and visa label or visa grant before issuing any CoE through PRISMS. If the student provides only the visa grant number, the Administration Department/ Administration Manager will login to VEVO (Visa Entitlement Verification Online) to generate and print the student's current visa. If the student's visa has ceased as per the PRISMS report, the Administration Department/ Administration Manager will ask the student to provide evidence of his/her visa status in case of breaching or the appeal against his/her visa is refused or cancelled.

### Orientation

All successful applicants must complete an Orientation program before the first day of their course commencement to familiarise themselves with Mercury Institute of Victoria's services, facilities and procedures. Students will be given an Orientation pack to introduce them to the services available and provide them with some general information about life in Australia. All Students will be provided with a full orientation of Mercury Institute of Victoria's facilities and services upon arrival.

The Student Support Officer or Administration Manager will inform the students.

### *Appendix 1- IELTS 5.5 and equivalent*

Qualification	Score/Grade
Pearson Test of English Academic	42



Cambridge English: Advanced (CAE) from Cambridge ESOL Test Scores	162
TOEFL Internet based	46
CELS (all skills)	Pass
Upper Intermediate (English for Academic Purposes) certificate from recognised English language centre	Yes
Advanced English (English for Academic Purposes) certificate from recognised English language centre	Yes
Senior Secondary Certificate of Education completed in Australia	Yes
Certificate IV or higher completed in Australia in English Language	Yes
Tertiary studies in medium of English	Yes
Evidence of at least 5 years of studies in an English-speaking country (Australia, New Zealand, United Kingdom, Canada, United States of America, South Africa, Republic of Ireland)	Yes
English is the first language	Yes
Achieving a pass mark of 5.5 on the Mercury Institute of Victoria English Language Placement test for VET courses.	Yes

*Appendix 2- Australian Year XI equivalent*

Country	Equivalent qualification
Bahrain	2nd Year of Secondary School Certificate (Yr 2 of Tawjihiya)
Bangladesh	Higher Secondary Certificate *#
Brazil	Year 11 Ensino Medio, Year 11 Upper Secondary Schooling
Chile	Year 11 (Tercer año medio) of Licencia de Educacion Media
China	Senior Middle 2 with minimum overall average of 60%
Colombia	Bachillerato
Country	Equivalent level





Czech Republic	Year 11 of Secondary Education
Egypt	General Secondary School Certificate (Thanaweya A'ama) *
Hong Kong	Form 5 (HKCEE)
India	Standard XI (with a first-class pass) or Standard XII *#
Iran	Iranian High School Diploma *
Japan	Upper Secondary School Grade 2
Kenya	Kenya Certificate of Secondary Education (KCSE)*
Korea	Senior High School Grade 2
Kuwait	3rd Year of General Secondary School Certificate (Kuwaiti Yr 11)
Lebanon	Baccalauréat Général *#
Macau	Form 5 or Senior Middle 2
Malaysia	SPM or Senior Middle 2
Mexico	Year 11 Ciclo Medio Superior
Nepal	Higher Secondary Certificate/Standard XII *#
Oman	2nd Year of Secondary School Certificate (Yr 2 of Thanawiya amma)
Peru	Certificado de Educacion Secundaria Completa
Russia	Certificate of Secondary Education (Attestat)
Saudi Arabia	2nd Year of General Secondary Education Certificate (Yr 2 of Tawjihiyah)
Sweden	Year 11 of Upper Secondary School
Switzerland	Year 11 of Gymnasium
Taiwan	Senior year 2 (when packaged with Cert IV + Diploma) Senior year 3 for Diploma of IT (Systems Admin)
Thailand	Upper Secondary School Matayom 5



Turkey	Lise Diplomasi
UAE	2nd Year of Secondary School Certificate (Yr 2 of Tawjihyya)
Venezuela	Year 11 (quinto año) of Educacion Media Completa
Vietnam	Year 11
Zambia	Zambian School Certificate *
Zimbabwe	GCE O levels *