

GORDON INSTITUTE OF TAFE

(ABN 27 241 053 246 RTO 3044 CRICOS 00011G)

Private Bag 1, Geelong Mail Centre, Victoria, Australia

P +61 3 5225 0800 www.thegordon.edu.au

Admission and Selection Policy and Procedure – International Students

1. Statement of policy and procedure

This policy describes the international student admission and selection process to ensure students are provided with appropriate levels of course information and advice to guide their choice of course. The policy also ensures that The Gordon's selection processes are valid, fair, reliable and transparent. This policy incorporates all State and National regulatory requirements that relate to student selection, eligibility and admission to accredited training programs

2. Scope

This policy applies to all prospective international students studying onshore at The Gordon seeking admission into Training Products offered by The Gordon in CRICOS registered courses on The Gordon scope of registration.

3. Definitions

Principal Course of Study: The principal course of study is the main or final course to be undertaken by an international student visa holder where the enrolment covers multiple courses in its scope (as stated on the Confirmation of Enrolment). For example where a student is enrolled in an ELICOS and diploma course, the diploma course is the principal course.

PRISMS: The Provider Registration and International Student Management System (PRISMS) is an Australian Government secure online system that allows providers to issue confirmations of enrolment (CoEs). Australian Government agencies use PRISMS to monitor student compliance with visa conditions and provider compliance.

ELICOS: English Language Intensive Course for Overseas Students

Confirmation of Enrolment (CoE): The Confirmation of Enrolment (CoE) is a document issued by an education provider to verify the applicant's enrolment in a specified course.

4. Overview / principles

The [National Code of Practice for Providers of Education and Training to Overseas Students \(National Code\)](#) sets nationally consistent standards that govern the protection of international students and delivery of courses to those students by providers registered on CRICOS. The National Code is a legislative instrument of the ESOS Act and is legally enforceable under Part 4. Detailed information on The ESOS Legislative Framework can be found on the [International staff portal page](#)

Standard one: Marketing information and practices

Standard two: Recruitment of overseas students

4.1 Supporting students to make an informed decision

The Gordon courses have specific entry requirements that are clearly stated in course information published on its International website and in annual Course Guides.

A list of approved international qualifications is maintained by The Gordon International team and available on The Gordon website.



GORDON INSTITUTE OF TAFE

(ABN 27 241 053 246 RTO 3044 CRICOS 00011G)
 Private Bag 1, Geelong Mail Centre, Victoria, Australia
 P +61 3 5225 0800 www.thegordon.edu.au

Language proficiency entry requirements for courses and courses taught in a language other than English will be specified in the course entry requirements.

Specific course entrance requirements may include:

- Pre-requisites skills, experience, qualifications or units of competency
- Minimum academic entry requirements (entrance requirements)
- English language requirements.
- Additional application requirements (if applicable) including interviews; presentation of portfolios; and supplementary application forms
- Holding current police or working with children's checks where required by employers or regulatory authorities
- Minimum age requirement of 18 years of age as at the commencement date of the course
- Testing of literacy and numeracy or aptitude
- Personal learning requirements detailing the abilities, knowledge and skills needed to complete the course that must be met by all students.

The Gordon shall maintain student support services to provide advice and a pre enrolment consultation to students prior to and during the application and selection process to ensure that students can make an informed decision regarding:

- Appropriateness of courses for their desired employment or education outcomes
- Services available to support individual learning needs
- Alternate pathways for achieving desired outcomes
- Availability of advanced standing through credit transfer and recognition of prior learning
- Availability of finance payment options

4.2 Application

The International Office is responsible for the selection and admission of international applicants.

All prospective international students apply to The Gordon International directly or through a Gordon registered representative (Education Agent).

Applications are submitted via eCentral online application. Student may be required to also submit

- Statement of Purpose
- Financial Check

Alternate Gordon registered representative (Education Agent) option is paper based forms;

- International student application form
- Statement of Purpose
- Financial Check
- Academic evidence
- English evidence
- Education Agent check form

The International Office reserves the right to request additional information from an applicant relevant to their application to assess GTE requirements, this may include the Department of Home Affairs. Failure to supply the information requested may adversely affect the success of the application.

If any staff member involved in a selection decision has, may have, or may be perceived to have a conflict of interest, they must disclose this conflict to the International Office, its Director or delegate.



GORDON INSTITUTE OF TAFE

(ABN 27 241 053 246 RTO 3044 CRICOS 00011G)
 Private Bag 1, Geelong Mail Centre, Victoria, Australia
 P +61 3 5225 0800 www.thegordon.edu.au

In order to be considered for a place, applicants must submit their application on time, in the correct manner, and complete with all required documentation.

4.2.1 Existing student applicants

Students who are currently enrolled in a Gordon course may apply for another Gordon course. Students must apply directly through The Gordon International Office and will need to meet all the course entry requirements. Applications are subject to course numbers. There is no guarantee that an existing student application will be successful.

4.2.2 Student transferring from another provider

Students will need to meet requirements as per *International Students Transfer Policy INT PO 02*.

4.3 Admission Entry Requirements

International Recruitment and Admissions Officers will review applications against the following criteria:

- The Gordon course entry requirements including English Language requirements
- Simplified Student Visa Framework (SSVF) and Genuine Temporary Entrant (GTE) criteria

Applicants and required to meet all admission entry requirements.

Student applicant summary is recommended by International Recruitment and Admission Officer and approved by Manger Commercial Operations or Director of Commercial Operations.

4.3.1 Course Entry Requirements

Academic

Applicants must satisfy the relevant academic entry requirement or equivalent, or training requirement, for the level of course to which they are applying.

The academic requirements are published in the International Course Guide and Gordon [international website](#). International qualification equivalents to Australian Qualifications Framework AQF levels are assessed by The Gordon International. A list of approved equivalent international qualifications is available on The Gordon website.

Qualification type	Minimum academic requirement
Australian Year 12 (Victoria)	The Victorian Certificate of Education (VCE), including all work requirements for eight units at levels 3 and 4; or The Victorian Certificate of Applied Learning at Senior Level. See also the English language entry requirements for school-leaver applicants, click on link .
Australian Year 12 (other states)	An Australian Senior Secondary Certificate of Education deemed equivalent to the VCE. See also the English language entry requirements for school-leaver applicants, click on link .
New Zealand Year 12	The National Certificate of Educational Achievement.
International Baccalaureate Diploma	The International Baccalaureate Diploma.



GORDON INSTITUTE OF TAFE
(ABN 27 241 053 246 RTO 3044 CRICOS 00011G)
Private Bag 1, Geelong Mail Centre, Victoria, Australia
P +61 3 5225 0800 www.thegordon.edu.au

Foundation Studies	A Foundation Studies course offered by a registered TAFE, university or private provider that is accredited as a TAFE Certificate IV or accredited as compliant with the Australian National Standards for Foundation Studies.
International secondary schooling	A qualification recognised by The Gordon as equivalent to an Australian Senior Certificate of Education. Recognised qualifications are specified on the Year 12 Overseas Equivalent page on The Gordon International website.
Australian tertiary studies	The satisfactory completion of at least six months' consecutive study or equivalent, taken at any Australian University (including Open Universities Australia), either on an award or non-award basis.
Open Universities Australia studies	The satisfactory completion of two Open Universities Australia units. Scored or graded results are required.
International tertiary studies	Satisfactory completion of at least six months' consecutive study in a course deemed equivalent to an Australian Qualifications Framework level qualification of at least level 5.
TAFE	The satisfactory completion of at least one year of an AQF accredited award at Certificate IV or above.

English Language Requirements

Applicants must satisfy English language entry requirements, no exceptions apply.

Where a course requires a higher level of English language proficiency than the minimum English language entry requirement, this will be a course entry requirement. The level required for selection is approved by The Gordon Board of Studies and published in all course information.

The requirements of the Australian Department of Home Affairs may differ for the purpose of obtaining a valid student visa. It is recommended that international applicants contact the Department of Home Affairs in order to ascertain English requirements for obtaining a student visa.

English Entry	Courses
IELTS 5.5, with no band lower than 5	Building Design & Construction Cookery, Patisserie and Hospitality Engineering Beauty Therapy Laboratory Technology Remedial Massage Computer Systems Engineering Information and Technology
IELTS 6 with no band lower than 5.5	Individual Support 'Aged Care' Early Childhood Education
IELTS 7 with no band lower than 7	Nursing

English entry requirements is listed on each International [course page](#).

For International students applying for ELICOS courses, they should demonstrate English level for entry to the equivalent level of ELICOS by one of the following:

- English Language test
- Gordon English placement test

GORDON INSTITUTE OF TAFE

(ABN 27 241 053 246 RTO 3044 CRICOS 00011G)

Private Bag 1, Geelong Mail Centre, Victoria, Australia

P +61 3 5225 0800

www.thegordon.edu.au

English Language Equivalency is published on [The Gordon website](#)

Recognised English language testing systems are:

- IELTS (International English Language Testing System)
- TOEFL (Test of English as a Foreign Language)
- PTE (Pearson Test of English academic)
- OET (Occupational English Test)

The English language test must be taken in the two years before applying for a student visa.

English Language Exemption countries: English Language Exempt Countries are listed on [The Gordon Website](#).

Applicants from specified countries may be exempt from English language requirements for admissions purposes. Students from these specified countries undertaking courses that require a higher IELTS score than 5.5 (6.0 and above) will not be exempt from the English language requirement and must provide evidence of meeting the IELTS (or equivalent) requirement at the time of admission.

International students who don't meet English requirements of the chosen VET course may be offered to enrol ELICOS at the Gordon as English language pathways.

Minimum Age Requirement

In order to be eligible for admission, an applicant must reach at least 18 years of age as at the commencement date of the course in which they will enrol as a student if their application is successful.

Personal Learning Requirements

There are personal learning requirements for each qualification, they are essential personal capabilities and skills required to complete the course and be ready to work in the industry. Personal Learning Requirements are listed under each course on the website and students are required to confirm or let us know if support is required in meeting the requirements.

4.3.2 Simplified Student Visa Framework (SSVF) and Genuine Temporary Entrant (GTE)

Under the SSVF The Gordon is required to ensure that students who apply for admission are:

- Genuine temporary entrants to Australia and genuine students
- Have access to sufficient funds to support themselves and any accompanying dependents during their studies.

All applications to The Gordon is subject to these requirements.

International applicants will be advised on application if they need to provide a Statement of Purpose for assessment under the provisions of the SSVF. The Statement of Purpose is designed to ensure that The Gordon has all of the required information to assess the application under SSVF guidelines and that the student meets the [Genuine Temporary Entrant \(GTE\)](#) requirement prior to an offer being made.

The Gordon has the right to refuse an application if applicants fail to meet the Genuine Temporary Entrant requirements of the SSVF program. This includes, but is not limited to, concerns that applicants are either a non-genuine temporary entrant, a non-genuine student or that they do not have the financial capacity to support themselves or their dependants during their studies.

GORDON INSTITUTE OF TAFE

(ABN 27 241 053 246 RTO 3044 CRICOS 00011G)

Private Bag 1, Geelong Mail Centre, Victoria, Australia

P +61 3 5225 0800

www.thegordon.edu.au

4.4 Student Selection Process

Student selection will be based on the principles of merit and fairness and will be consistent with published course entry requirements and the Simplified Student Visa Framework (SSVF) and the Genuine Temporary Entrant (GTE) criteria:

- Student has met the course entry requirements
- Student has provided all the required application documentation
- Student has met the requirements of the Simplified Student Visa Framework (SSVF) and the Genuine Temporary Entrant (GTE) criteria

Where a course has more applicants than positions available, admission will be based on a first formal application received and completed, first offered basis and accepted until all places are filled. Students may also be referred to future intakes (in the same calendar year or alternate campus).

A student may be made a conditional offer pending completion of particular application requirements.

4.5 Application and Admission Outcome

Outcomes of admission are made in writing by The International Recruitment and Admission Officer.

4.5.1 Letter of Offer and Acceptance Agreement

The letter of offer and acceptance agreement is sent to the student via email. In plain English the agreement includes:

- The course or courses in which the student will be enrolled
 - Expected start dates
 - Location the course will be delivered
 - The mode of study for the course, including compulsory online and/or work-based training, placements and/or other community-based learning and/or collaborative research training arrangements
- Prerequisites necessary to enter the course, including English language requirements
- Any conditions imposed on students enrolment
- All tuition payable by the student for the course, the periods to which the tuition fees relate and payment options (including, if permitted under the ESOS Act, the student may choose to pay more than 50 per cent of their tuition fee before their course commencement)
- Details of any non-tuition fees the student may incur, including as a result of having their study outcome reassessed, deferral of study, fees for late payment of tuition fees or other circumstances in which additional fees may apply
- The circumstances in which personal information about the student may be disclosed, the Commonwealth including the TPS, state or territory agencies, in accordance with the *Privacy Act 1988*
- The complaints and appeals process *Complaints and Appeals Policy QA PO 10*
- The student is responsible for keeping a copy of the written agreement as provided and receipts of any payments of fees (links are only provided for supplementary materials)

The following information is also included in relation to refunds of tuition fees and course material/resource fees:

- Amounts that may or not be repaid to students
- Process for claiming a refund
- The specified person (s), other than the student, who can receive a refund in respect to the student in the written agreement
- An explanation of what happens if the course is not delivered, including the role of the TPS
- The following statement: "This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights



GORDON INSTITUTE OF TAFE

(ABN 27 241 053 246 RTO 3044 CRICOS 00011G)

Private Bag 1, Geelong Mail Centre, Victoria, Australia

P +61 3 5225 0800

www.thegordon.edu.au

of the student to take action under the *Australian Consumer Law* if the *Australian Consumer Law* applies”.

Students must notify The Gordon of contact details including:

- Current residential address, mobile number (if any) and email address (if any)
- Who to contact in emergency situations
- Any changes to these details, within 7 days of the change

The offer letter is sent to the student and the place is not confirmed until the signed agreement and deposit is received.

A copy of the signed written agreement and receipts of payments is kept in the student account in eCentral.

4.5.2 Unsuccessful Admissions

Where an applicant has not met the course entry requirements and the requirements of the Simplified Student Visa Framework (SSVF) and the Genuine Temporary Entrant (GTE) criteria they will be notified of the outcome via email.

Students may be offered a place for which they are eligible either in an alternative or a pathway course if applicable and available.

4.5.3 Withdrawal of Offer

The Gordon reserves the right to withdraw an offer of admission and / or cancel the enrolment of a student where such an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority.

The Gordon reserves the right to cancel a course that is not viable and to cancel any offers of admission to the course that have been made, except where an offer has been accepted. Where an accepted offer is cancelled, The Gordon is subject to the Provider Default provisions of the [Tuition Protection Service \(TPS\)](#)

The decision to cancel a course and offers of admission to the course will be made by the relevant Vocational Education Manager in consultation with the Head of Centre and the Manger Commercial Operations.

4.5.4 Deferment

Where an offer is accepted and the Confirmation of Enrolment is issued, Deferment will be managed in accordance with *Deferring, Suspending or Cancelling A Student's Enrolment Policy and Procedure - International students INT PR 02*.

4.5.5 Credit transfer

Credit transfer request will be managed in accordance with *the Credit Transfer (CT) STS PR 24*.

5. Procedure

ACTION	RESPONSIBILITY	GUIDANCE
Submit application	Student / Education Agent	Application can be submitted directly online or via Education agent

GORDON INSTITUTE OF TAFE

(ABN 27 241 053 246 RTO 3044 CRICOS 00011G)

Private Bag 1, Geelong Mail Centre, Victoria, Australia

P +61 3 5225 0800

www.thegordon.edu.au

Assess application	International Officer	Assess application according to entry requirements, request for additional information and documentation if required
Determine outcome	Manager Commercial Operations	Bases on assessment, determine outcome
Deliver outcome	International Officer	Depends on the outcome: <ul style="list-style-type: none"> • Issue offer letter (conditional or unconditional) • Advise application refusal in writing
Accept offer	Student / Education Agent	Return signed offer letter and pay deposit
Update record	International Officer	Update eCentral Arrange OSHC if applicable Issue CoE Send ii and iii to the student/ Education agent
Conditional offer only	International Officer	Follow up with the student/ Education agent to fulfil the condition before course commencement
Orientation	International Officer	One month before commencement, send Orientation email

6. Governance / responsibilities

POSITION	GOVERNANCE / RESPONSIBILITY
Board of Studies	For ensuring that this policy meets the requirements of the Standards for Registered Training Organisations and is consistent with The Gordon's obligations in regard to the principles of access and equity
Vocational Education Managers	For establishing entry requirements, selection criteria which are consistent with the requirements of relevant regulatory standards (eg ASQA, VRQA, the specific Training Product and this policy).
Student Services	For providing advice to, and advocacy for students to support the principles of access and equity for disadvantaged students.
International Office	For the recruitment, assessment and admission, compliance and specialised support of international students.

7. Key aligned internal documents

Refer to the *Operational Management System (OMS)* for copies of all policies, procedures and supporting documents.

Homestay Application for International Studies INT FO 03.02

Tuition Payment Plan – Application and Policy for International Students INF FO 03.04

ELICOS Student at risk notification INT FO 03.05

Monitoring Attendance and Course Progress Policy and Procedure – International Studies INT PR 01

International Education Agent Procedure INT PR 04

Genuine Temporary Entrant and Genuine Student Assessment Policy and Procedure – International Students INT PR 07

ELICOS Progress and Attendance Monitoring Policy and Procedure INT PR 08



GORDON INSTITUTE OF TAFE

(ABN 27 241 053 246 RTO 3044 CRICOS 00011G)

Private Bag 1, Geelong Mail Centre, Victoria, Australia

P +61 3 5225 0800 www.thegordon.edu.au

Students Transfer Policy and Procedure – International Students INT PR 09

Deferring, Suspending or Cancelling A Student's Enrolment (for international students) INT PO 02

Withdrawal and Refund Policy STS PO 06

Credit Transfer (CT) STS PR 24

Fees and Charges Procedure STS PR 02

Complaints and Appeals Policy QA PO 10

8. Key aligned external documents

[Education Services for Overseas Students Act 2000 \(Cth\)](#)

[National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018](#)

9. Review and approval

	POSITION	AREA
Business Process Owner	Executive Director	Commercial Business
Endorsed by (if applicable):	Nil	
Ratified by (if applicable):	Nil	
Review schedule:	This policy and procedure will be reviewed every 3 years / annually (or earlier as required)	
Last reviewed / updated:	5 November 2021	