

RECRUITMENT OF INTERNATIONAL STUDENTS

This Policy and Procedure is in compliance with National Code Standard 1 and 2

Context

All students admitted to Anglican Schools Commission International (ASC International) and ASC Schools must be provided with information consistent with that required by The National Code (Standards 1 Marketing information and practices & Standard 2 Recruitment of an overseas student) to ensure that they have adequate information to assess the program, are capable of benefiting from the course, and have every chance of succeeding in it.

All international students must be enrolled on a student visa and are required to enrol as full-time students - meaning that they must study 100% of the nominal program load as documented in the program curriculum.

Exceptions to full-time enrolment may be approved by the Principal or Director of International Programs (Director) in special circumstances such as ill health or an extreme, exceptional personal circumstance supported by a professional medical practitioner or registered psychologist.

For the purpose of this policy, a 'course' is identified as a recognised qualification (e.g. VET Certificate or Certificate of Education).

Modes of Delivery

All courses delivered by the Anglican Schools Commission and its schools are registered school courses delivered via face to face learning, with minimal (less than one third) online or distance education being undertaken. Specific policies with regards to online delivery are identified below:

1. No ASC course is delivered exclusively online or via distance education
2. All courses have less than one third of the units delivered via online or distance modes of delivery
3. In any study period, at least one unit is to be delivered via face to face
4. Any online or distance learning is delivered in addition to the required minimal face to face delivery

ASC Obligations and Commitments

The ASC commits to not providing any false or misleading information to prospective or enrolling students on:

- a) Its association with other persons or organisations it has relationships with for the purposes of delivering services to overseas students
- b) Any work-based training a student is required to undertake
- c) Pre-requisites, including academic, age and English language requirements
- d) Any other relevant information

Procedures

All applications are to be made on the International Student Application form (Application Form) (hard copy or online), which includes the Conditions of Enrolment which are in compliance with the National Code Standards, and Section 28(1) of the ESOS Act. The Application Form must be signed by the student, and their parent or guardian if the student is under 18 years of age, and forwarded, together with all relevant academic transcripts and documentation, to Admissions.

Recruitment and Application Process:

A summary of each step in the enrolment and admissions process can be seen below:

| PHASE | TEAM RESPONSIBLE | ACTIONS |
|---------|------------------|--|
| ENQUIRY | MARKETING | <ol style="list-style-type: none">1. Note the name and contact details of the person with whom you are communicating and establish the educational needs of the student concerned (may be the same person).2. Enquire about the students' name, gender, nationality, age, current/previous completed level of education (place and Year |

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| | | <p>group) and estimated level of English Language competency (any one of ASES or Academic IELTS).</p> <ol style="list-style-type: none"> 3. Provide answers to their questions at a general level such as but not limited to information pertaining to courses, campus locations, facilities and learning resources available to students. In the case of an enquiry regarding a student who is too old for our Schools, offer to provide assistance, by referral to a Senior College such as Canning College. 4. Provide information to the student and parents relevant to: <ol style="list-style-type: none"> a. School information including campus, facilities, resources and equipment – found in the ASC International Schools Handbook b. Course Duration – Found in the ASC International Prospectus and Schools Handbook c. Holiday Breaks – found in the ‘Information for Students’ section of the ASC International website. d. Indicative tuition and other fees – found in the ASC International Prospectus 5. The student and parents should be directed to the ASC International website for further and detailed information and enable access to ASC International policies and processes. 6. Give (send) an Application Form to the enquirer, if appropriate, including the application form for scholarships 7. Input the details of the enquiry into the student administration system (MAZE) |
| APPLICATION | MARKETING | <p>When an Application Form is received either in Physical Copy or through the online form:</p> <ul style="list-style-type: none"> · check it for completeness · note details of: <ol style="list-style-type: none"> i. ACADEMIC LEVEL – Ensure that (translated) copies of the student’s past two years of academic reports are included with the Application Form. ii. ENGLISH LEVEL – Ensure that evidence (Certificate) of English Language competency (any one of ASC Language School EPA, ASES, TOEFL Jnr or IELTS) is not older than one year. iii. For students <ol style="list-style-type: none"> 1. NOT undertaking the ASC Language assessment, 2. Not requiring language assessment please ensure they complete the Student Introduction Form and video. iv. For students who require the ASC English Language Assessment, refer to EPA Assessment section below v. AGE – check age – student cannot be younger than 11 years in Year 7 (<i>may be flexible – check with Principal</i>) nor of an age that would result in them being older than 19 years by the time they reach Year 12 vi. PASSPORT – Ensure that a clear copy of the student’s relevant passport detail is included with the Application Form. |

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| | | <p>Compare these with our published Entry Requirements. If there is doubt or uncertainty at this point, the School Principal may be consulted as to the most appropriate placement of the student.</p> <p><i>[Please note that students may not be of an age that would result in them being older than 19 years of age by Year 12].</i></p> <p>For students who may require General English (i.e. – language levels are below those required for entry) refer to ASC Pathway Providers (e.g. – PICE, Phoenix or Language Links) and send the relevant entry assessment and application documents to the agent</p> <p>Complete the ASC International Enrolment Checklist ENSURE ALL DOCUMENTATION IS UPLOADED TO SHAREPOINT AND RECORD UPDATED IN MAZE</p> <p>Send the completed application documentation to ASC International Admissions</p> <p>APPLICATIONS FOR SCHOLARSHIP Send to Director for commencement of the assessment process.</p> |
| EPA ASSESSMENT | <p>ADMISSIONS</p> <p>ASC Language School Academic Coordinator</p> | <p>Students choosing to undertake the ASC Language School EPA are provided with a login to the EPA system and instructions on completion of both offline and online components. Once all components are received, the EPA is passed onto the ASC Language School Academic Coordinator.</p> <p>Language School Coordinator to mark and assess Language proficiency for entry and commencement level</p> |
| ACCEPTANCE | ADMISSIONS | <p>Pass the completed application to the School Registrar for acceptance</p> <p>School to advise on one of the below acceptance processes:</p> <p>A) INTERNATIONAL OFFICE APPROVAL</p> <ol style="list-style-type: none"> a. Letter of Offer issued on approval from Director or ASC International Registrar b. Information sent to school prior to arrival c. Interview arranged after arrival <p>B) PRINCIPAL APPROVAL PRIOR TO OFFSHORE INTERVIEW</p> <ol style="list-style-type: none"> a. Letter of Offer issued on documentation approval from Principal b. Skype/Phone interview conducted prior to arrival <p>C) PRINCIPAL APPROVAL PRIOR TO ONSHORE INTERVIEW</p> <ol style="list-style-type: none"> a. Letter of Offer issued on documentation approval from Principal b. Face to face interview conducted after arrival onshore <p>D) PRINCIPAL APPROVAL PENDING INTERVIEW</p> <ol style="list-style-type: none"> a. Skype/Phone interview with Principal / Nominated School Representative b. Principal approval c. Letter of Offer issued |

Transfer Students

The ASC commits to not actively recruit a student where this conflicts with its obligations under Standard 7 (Overseas student transfers).

Where a student is seeking transfer from another provider, all actions must ensure the appropriate documentation and information is collected from the previous provider including:

- Release of study letter
- Reports on academics, behaviour and pastoral information
- The date at which the provider will cease to approve welfare and accommodation (please note – communication and negotiation with the previous provider will occur where necessary to ensure there are no gaps in welfare).

Student seeking transfer will be notified of their obligations to maintain approved welfare arrangements at all times.

Deferring Studies

International students can defer their offered place in a study program provided that they have not yet enrolled in, and commenced, the program; or entered Australia on the basis of their acceptance into the program. Enrolment later than two weeks after the commencement of a course must be approved by the Director of International Programs.

Suspending or Cancelling Studies

Refer to the ASC International Refund Policy and Deferral, Suspension and Cancellation of Enrolment Policy for the suspension or cancellation of an enrolment

Entry Requirements

The table below shows the entry requirements for ASC International Programs. Flexibility can be adopted in certain circumstances.

| Year | 7-8 | 9 | 10 | 11 &12 (WACE) | WAUFP |
|-------------|----------------------------|----|----|------------------------------|-------|
| Maximum Age | 14 (Year 7) 15 (Year 8) | 16 | 17 | 18 (Year 11) 19 (Year 12) | 19 |

| Country | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | Year 12/ WAUFP |
|---------------|------------|-------------|-------------|--------------|---------------------------|---------------------------|
| Brunei | Year 6 | F1 | F2 | F3 | F4 | O Level |
| China (PRC) | Year 6 | JR 1 | JR 2 | JR 3 | SR 1 | SR 2 |
| Hong Kong | Year 6 | F1 | F2 | F3 | F4 | F5 HKDSE |
| Indonesia | Year 6 | SMP I/II | SMP II/III | SMP III | SMA 1 | SMA 2 |
| Japan | Shogakko 6 | JR 1 | JR 2 | JR 3 / SR 1 | SR 2 | Kotogakko |
| Kenya | Year 7 | F1 / Year 8 | F2 / Year 9 | F3 / Year 10 | F4 / Year 11 | KCSC O Levels |
| Korea (South) | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | High School Certificate |
| Macau | Year 6 | F1 | F2 | F3 | Senior High School Year 1 | Senior High School Year 2 |
| Malaysia | Year 6 | F1 / J1 | F2 / J2 | F3 / J3 | F4 / SR 1/2 | SPM |
| Mauritius | Year 6 | Form 1 | Form 2 | Form 3 | Form 4 | O Level |
| Singapore | Primary 6 | S1N | S1E / 2N | S2E / 3N | S3E / 4N | O Level |
| South Africa | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | Year 12 |
| Taiwan | Year 6 | JR 1 | JR 2 | JR 3 | Senior Middle 1 | Senior Middle 2 |
| Thailand | Primary 6 | Matthayom 1 | Matthayom 2 | Matthayom 3 | Matthayom 4 | Matthayom 5 |
| Vietnam | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 |
| Zambia | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 |

The following table indicates the number of terms of English Language study required, on average, by students with scores lying within each of the bands shown. An approximate *IELTS-equivalent score is shown within each band as a general guide only.

Other testing forms included are: AEAS, TOEFL, EIKEN or the ASC Language School English Proficiency Assessment. All assessment forms provide a grade, which is equated to an approximate IELTS equivalent score for entry purposes.

| IELTS* | Entry to Junior Secondary (Yrs 7-9) | Entry to Year 10 | Entry to Year 11 | Entry to Year 12/WAUFP |
|-----------|-------------------------------------|---------------------|---------------------|------------------------|
| 5.5 | DIRECT ENTRY | DIRECT ENTRY | DIRECT ENTRY | DIRECT ENTRY |
| 5.0 | DIRECT ENTRY | DIRECT ENTRY | Min 8-12 weeks | Up to 8-12 weeks |
| 4.0-4.5 | Min 20-24 weeks | Min 20-24 weeks | Min 20-24 weeks | Min 20-24 weeks |
| 3.0 – 4.0 | Min 30 weeks | Min 30 weeks | Min 30 weeks | Min 30 weeks |
| 2.0-3.0 | Min. 40 weeks | Min. 40 weeks | Min. 40 weeks | Min. 40 weeks |

1. These approximate IELTS scores are only estimates and do not represent true IELTS results, which can only be ascertained and awarded as a result of a student undertaking an IELTS test (academic module) at an official IELTS test centre.
2. Progress - The anticipated weeks of study at an ESL level (will vary depending on individual circumstances, eg. commencing language level; home environment; commitment to learning; age and cultural differences).

Authority:

Commercial Manager

Reviewed:

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Approved:

Director of International Programs