

ENTRY REQUIREMENTS POLICY



Human Resources and Compliance

Version 2.2

Last Reviewed: 26 February 2019

1 Statement

FSAC Ltd trading as St John's International College and St John's Anglican College (the College) is committed to informing intending students of all requirements for acceptance into a course. This includes assessing applications for enrolment according to College policies and procedures to determine if educational qualifications and English language proficiency are sufficient to enable a student to enter a course. Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and in accordance with Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students (the National Code).

2 Scope

This policy applies to the College Council members, employees, international students and their parents/legal guardians.

3 Principles

This policy is based on the following principles:

- International Students have the right to feel safe, be listened to, be involved in decisions that affect them, have their cultural values respected, not be unjustly discriminated against based on their status, activities, expressed opinions or beliefs of their parents or carers, and have their best interests considered.
- Students under the care of the College should be provided with the knowledge and information they require to feel empowered to act in the event of abuse or neglect.
- The College acknowledges that International Students are unique and valued individuals and deserve to be treated with care and respect.
- The College recognises that respect for students is the foundation on which all policies and procedures are developed.
- The College is committed to promoting the wellbeing of International Students under its protection by protecting their security, safety and wellbeing.



4 Student Protection

The College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of students. The College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

5 Enrolment applications

The College will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the College, and with legislative requirements of the State of Queensland and the Commonwealth of Australia. This includes any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.

Applications for enrolment must be made on the College's 'International Student Enrolment' form. This must be correctly completed, and must be accompanied by the following documents to support the application:

- copies of 'Student Report Cards' from the previous 2 years of study, including a copy of the latest Student Report in English;
- a completed 'Reference Form' from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
- a completed 'Subject Choices Form' if appropriate;
- written evidence of proficiency in English as a second language, as applicable;
- photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date or alternative proof of identity and age if passport has not yet been issued; and
- if Homestay is required, this is to be indicated under section 1 of the enrolment form.

Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant. An application for enrolment can only be processed when all of the above items are in the hands of the Enrolments Officer.

Applications are processed according to established policy and procedures and are dealt with on their merits. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the College may require relevant testing of the applicant to assess the application.

Onshore applications for Years 11-12, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment. Offshore applications for enrolment in Years 11-12 will not be considered after the Year 11 course has commenced unless the student can complete course assessment before the end of the first semester of Year 11. For other year level



applications, the College must receive the release letter from other CRICOS registered providers before accepting the payments from the applicant.

The College requires evidence that the applicant's academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. This is a requirement under Standard 2 of the National Code.

6 Academic requirements

Students must provide evidence of satisfactory academic performance appropriate to entry to the Year level requested on the Enrolment Form or offered as an alternative point of entry by the College in a 'Letter of Offer'.

For Primary School:

- evidence of application to school work and age-appropriate achievement in literacy and numeracy areas of the curriculum.

For Year 7 – 12 students:

- a pass level or "C" grade or better for the majority of core subjects.

All students must complete Level 5 for entry into Year 9 and above. Students need to pass Level 4 for entry into Years 6, 7 and 8.

7 English Language proficiency requirements

Applicants are assessed individually based on the contents of their report cards and personal references if any are required to undertake a language proficiency test set by the College. If supplied, the College will assess evidence of English language proficiency presented by a student at the time of application but reserves the right to confirm the student's English language proficiency through additional tests.

If not presenting appropriate evidence of English language proficiency at the time of application, the College will assess the student's application for entry based on satisfactory test results as outlined in the table below.

ACCEPTABLE TEST	MINIMUM TEST RESULT	FOR ENTRY TO
In house placement test	Level 4	Year 7 and 8
In house placement test	Level 5	Year 9, 10, 11 and 12

Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies. Please refer to the ESL Bandscales Matrix: Adapted from NLLIA Secondary ESL Bandscales at



'Attachment 1'.

If undertaking an intensive English language course before beginning mainstream studies, English language proficiency will be reassessed after the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.

8 Course credit

The College does not offer course credit and entry into any course; it is subject to the assessment of the College. This also applies to on-shore school transfers, either within the state or from interstate.

9 Privacy

Personal information that may be obtained, stored and released is done so in accordance with the *Privacy Act 1988*. For further information please refer to the college's *Privacy Procedure*.

10 Accountabilities and Responsibilities

The table below outlines the accountabilities and responsibilities for governing and managing the College.

College Council:	Is responsible for ensuring the proper and effective management and operation of the College. This includes defining and monitoring the strategic direction, developing and monitoring policies, monitoring the effectiveness of the College Council and College, and establishing control and accountability systems.
Principal:	Is responsible for the administration and implementation of the College's strategic direction, policies and procedures and control and accountability systems developed by the College Council. The Principal works closely with and is accountable to the College Council for leading the College to deliver high quality curriculum and educational outcomes, excellence in teaching and learning, a strong College community and driving market growth.
Manager Human Resources and Compliance:	Is responsible for ensuring the achievement of College strategic objectives through the development and application of best practice Human Resource Management principles and practices that comply with legislative requirements. The Manager Human Resources and Compliance works closely with and is accountable to the Principal for developing, implementing and evaluating an appropriate policy framework compliant with all statutory requirements.
Employees:	Are expected to abide by all College policies and procedures.



11 Related policies, procedures and other documents

11.1 Policies

Complaints and Appeals Policy

Course Progress, Attendance and Course Duration Policy

Deferment, Suspension and Cancellation Policy

International College Homestay Management Policy

Refund Policy

Student Transfer Request Policy

11.2 Procedures

Accommodation and Welfare Procedure

Privacy Procedure

11.3 Other documents

Australian Privacy Principles

College Vision, Mission and Values Statement

Student Code of Conduct

11.4 Legislation

Child Protection Act 1999 (Qld)

Education Services for Overseas Students Act 2000

National Code of Practice for Providers of Education and Training to Overseas Students 2018

Privacy Act 1988

12 Approval

This policy was issued on 4 March 2019 under the authority of the Principal. This document represents the current policy of the College until it is revised or rescinded.

13 Managing this policy

13.1 Review

This policy is to be reviewed every two years or earlier if necessary. The Manager Human Resources and Compliance is responsible for reviewing or making approved modifications to the policy.



14 Authorisation

Maria McIvor
Principal
Date: 4 March 2019