

## Assessing Overseas Student Application Policy

### Policy Overview:

The Assessing Overseas Student Application Policy outlines the procedures SGSCC follows to assess applications from prospective overseas students. The policy ensures that all applications are evaluated fairly, consistently, and in compliance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

### Purpose and Rationale:

This policy aims to ensure that SGSCC recruits overseas students who are appropriately qualified and have the necessary English language proficiency, educational background, and work experience to succeed in their chosen courses. It provides a transparent and structured process for assessing overseas student applications, enabling them to make informed decisions about their studies at SGSCC.

### Procedures and Implementation:

#### Application Process:

- Prospective overseas students must complete the official application form provided by SGSCC, supplying all required documentation, including academic transcripts, English language proficiency test results, and any other relevant qualifications or work experience records.
- Applications must be submitted by the deadlines specified by SGSCC to ensure timely processing.

#### Initial Assessment:

- Upon receipt of an application, the Admissions Team will perform an initial review to ensure that all required documents are provided and that the application is complete.
- Incomplete applications will not be processed until all missing information is submitted.

#### Genuine Temporary Entrant (GTE) in assessing overseas student applications

- GTE is a key component of the student visa assessment process for international students wishing to study in Australia. Ensuring compliance with the GTE requirements help maintain the integrity of Australia's student visa program and supports the college in admitting genuine

students whose primary intention is to undertake study in Australia.

- Applicant is required to provide evidence supporting their GTE status, including:
  - A personal statement addressing their intentions to study in Australia and their future plans after completing their studies.
  - Personal statement addressing their reasons for choosing to study in Australia, their chosen course, and their career plans.
  - Evaluate whether the course chosen is appropriate given the applicant's academic background and career aspirations. The course should not overly basic or advanced compared to the applicant's prior qualifications.
  - Confirm that the applicant has a reasonable understanding of the course, its relevance to their future, and why they chose SGSCC specifically.

### Eligibility Criteria:

#### Academic Qualifications:

Applicants must meet the academic entry requirements for the intended course, as outlined in the course information provided by SGSCC. This includes prerequisite qualification(s) and any specific criteria related to the course.

#### English Language Proficiency:

Applicants must demonstrate a level of **English language proficiency IELTS: 6.0** to meet the CRICOS course entry requirements. Acceptable evidence includes results from recognized tests listed in the table below:

Converting from one English level to another						
The table below helps International Admission Staff map student's English Proficiency from other English test to IELTS in order to determine if a student meets SGSCC entry requirement.						
CEFR <sup>1</sup>	EF SET	TOEFL iBT <sup>2</sup>	IELTS <sup>3</sup>	TOEIC (R&L) Total Score <sup>4</sup>	Cambridge English Scale <sup>5</sup>	Global Scale of English <sup>6</sup>
<A1	1-10	n/a	n/a	n/a	80-99	n/a
A1 Beginner	11-30	n/a	n/a	120-220	100-119	22 - 29
A2 Elementary	31-40	n/a	n/a	225 - 545	120-139	30 - 42
B1 Intermediate	41-50	42-71	4.5-5.0	550 - 780	140-159	43 - 58
<b>B2 Upper Intermediate</b>	<b>51-60</b>	<b>72-94</b>	<b>5.5-6.0</b>	<b>785 - 940</b>	<b>160-179</b>	<b>59 - 75</b>
C1 Advanced	61-70	95-120	6.5-7.5	945 - 990	180-199	76 - 84
C2 Proficient	71-100	n/a	8.0-9.0	n/a	200-230	85 - 90

(Source: <https://www.efset.org/english-score/>)

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RTO: 7091 • CRICOS Provider No: 03122K • NDIS Registered Provider: 4050004600 • ABN: 89 753 440 576

## **Recognition of Prior Learning (RPL):**

If applicable, applicants may seek recognition of prior learning (RPL). SGSCC has a documented policy and process for assessing and granting RPL, ensuring it does not compromise the integrity of the qualification.

## **Interview and Further Assessment:**

In some cases, SGSCC may require an interview with the applicant to assess their suitability for the course. This interview may be conducted in person, via phone, or through online communication platforms.

Additional assessments, such as portfolio reviews or skills tests, may be required depending on the nature of the course.

## **Offer of Admission:**

- Applicants who meet the eligibility criteria will receive a formal offer of admission, which will include details about the course, tuition fees, and other relevant conditions.
- The offer letter will include a written agreement that must be signed by the student (or their parent or legal guardian if under 18) before any tuition fees are accepted.

## **Conditional Offers:**

- SGSCC may issue conditional offers to applicants who need to meet specific criteria before full admission can be granted. These conditions may include completing an English language course, achieving certain academic results, or providing additional documentation.

## **Visa Requirements:**

- As part of the application process, SGSCC will provide information about the visa requirements and support students in understanding their obligations under Australian immigration law.
- SGSCC will ensure that students are aware of the implications of their enrolment on their visa status, particularly regarding course progression, attendance, and duration.

## **Documentation and Record Keeping:**

- SGSCC will retain records of all applications, assessments, and communications with prospective students for a minimum of two years after the student ceases to be enrolled.
- All records will be maintained in accordance with the Privacy Act 1988 and SGSCC's data management policies.

## **Applicability and Responsibilities:**

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## Applicability:

- This policy applies to all applications submitted by prospective overseas students seeking to enroll in courses at SGSCC.
- It is relevant for SGSCC staff involved in the admissions process, including those responsible for assessing applications and making admission decisions.

## Responsibilities:


- **The Admissions Team** is responsible for assessing all applications in accordance with this policy and ensuring that decisions are fair, consistent, and comply with SGSCC's standards and legal obligations.
- **The Compliance Manager** is responsible for regularly reviewing and updating this policy to ensure it aligns with changes in regulatory requirements or institutional priorities.


## Contact Information

For any inquiries related to assessing overseas student application, contact:


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## References:

### Relevant Laws and Legislation:

- Education Services for Overseas Students Act 2000 (ESOS Act)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Privacy Act 1988
- Australian Qualifications Framework (AQF)
- Migration Act 1958 (Cth)
- Department of Home Affairs Genuine Temporary Entrant (GTE) Requirements