

ADMISSIONS STANDARD OPERATION PROCEDURE (SOP)

1 PART 1: GENERAL ENTRY REQUIREMENTS

1.1 English Language

All international students should be able to meet the English requirements as required under the assessment level and country of passport of the student by Department of Home Affairs (DHA).

DNA Kingston Training accepts the results from International English Language Test Score (IELTS), PTE Academic Entry or the Test of English as a Foreign Language (TOEFL) as below.

IELTS (Academic Module)	TOEFL (Paper Based)	TOEFL (Internet Based)	PTE Academic
Overall band score of 5.5	527	46	42

Applicants whose English results falls below the score will need to enroll in an English Language Intensive Course for Overseas Students (ELICOS).

DNA Kingston Training provides additional English support classes run by specialist - at college details as below or external English support training:

- **Durations:** One to two hours per session Individually or group
- **Method of delivery:** Face to Face or SKYPE

1.2 Assessing Australian equivalency of academic qualification(s)

Year 12 Equivalent for admission into DNA Kingston Training courses:

Bangladesh	Completion of Higher School Certificate with a grade average of 50%
China	Successful completion of Senior Middle 3 with a B grade or 75% average in 4 academic units
Fiji	Successful completion of Form 7 with a B in English and Maths and a pass in all other units, with an overall score of 240
India	Completion of the All India Senior School Certificate or State Board
Indonesia	Completion of SMU III with an average grade of 7.0 in 4 academic units
Nepal	Completion of Higher Secondary School Leaving Certificate (Year 12) with a grade average of 50%
Pakistan	Completion of Higher Secondary School Certificate (Year 12) with a grade average of 50%
South Africa	Successful completion of Year 12
Sri Lanka	2 passes in GCE A-levels or equivalent
Thailand	Successful completion of Matayom 6 with a GPA of 2.0
Turkey	Successful completion of Lise Diplomasi with GPA of 3.0
Uganda	2 passes in GCE A-levels
Vietnam	Successful completion of Year 12 with a 6.0 GPA

This is not an exhaustive list; admissions officer must contact the Director or Manager if the applicant has presented educational documents from countries not listed in above table before accepting the student into DNA Kingston Training courses.

1.3 Language Literacy and Numeracy

Students undertaking DNA Kingston Training courses will require language, literacy and numeracy capacity equivalent to the Australian Core Skills Framework (ACSF) descriptors' as below:

Qualification Level: Certificate III and Cert IV				
Learning	Reading	Writing	Numeracy	Oral Communication
<p>Engages with others to carry out group activities</p> <p>Attempts to take the trainer's feedback into account when practicing new skills</p> <p>Follows a template to develop a simple learning plan</p> <p>Develops a simple grid to collate information from a class survey</p> <p>Self corrects own text on the computer using a spellchecker, word lists or bilingual dictionary</p> <p>Uses a format facility on the computer to find out how to change fonts or bullets</p> <p>Uses a small range of e-learning resources, e.g. DVDs or software programs</p> <p>Creates a folder on a computer to save work or relevant information</p> <p>Uses a computer to search for possible courses</p> <p>Independently updates own personal dictionary/word list</p>	<p>Uses PC icons on the toolbar, e.g. font, underline or bold</p> <p>Interprets instructions which combine pictorial and written information, e.g. uses established log-in routine to access computer-based learning materials</p> <p>Finds information about courses of personal or vocational interest</p> <p>Reads and retells the main points of a short story or newspaper article of own choice</p> <p>Reads an email from the teacher/trainer about a change of class time</p> <p>Uses the calendar in a mobile phone to record appointments and term dates</p> <p>Reads entries in a training log book</p> <p>Extracts information from a simple text, e.g. identifies the names and tasks on a group project plan or an email from the teacher/trainer about a change of class time</p>	<p>Creates a short report, e.g. describes previous English classes or another training course</p> <p>Completes a training log book or diary with familiar information</p> <p>Writes a list of tasks to be completed by members of a project team, e.g. an action plan</p> <p>Writes a brief dot-point statement about information provided in a training session</p> <p>Writes a brief text expressing an opinion, e.g. for a training provider's learner suggestion box</p> <p>Writes a short description of an item for sale to be placed on a student notice board/e-board</p> <p>Writes a paragraph suggesting improvements, e.g. longer class times or improved facilities at the student lounge/canteen</p> <p>Completes familiar detail on an application form, e.g. to apply for computer access</p> <p>Contributes to a short report summarizing a group response</p> <p>Writes a note of explanation, e.g. explains own absence in a note to the teacher/trainer/manager</p>	<p>Orders and compares familiar and predictable sets of data arising from a course of study and comments on the data in collaboration with others</p> <p>Uses familiar timetables and fare information to estimate the cost and time taken to get to a course/training venue</p> <p>Reads and discusses data from simple charts or tables provided as part of course materials/handouts in a course of study, and comments on the data</p> <p>Uses a calculator to undertake familiar and predictable numerical calculations (the four operations with division and multiplication by small whole number values) required as part of a course of study, e.g. can calculate an increase of 25% on a set of relevant values</p>	<p>Participates in an informal conversation, e.g. exchanges greetings with and expresses opinion to a fellow class member, asks questions and makes comments that expand ideas, or seeks clarification</p> <p>Follows instructions to use distance education computer software to join in a discussion</p> <p>Listens to short, explicit instructions to learn new procedures needed to complete a task, e.g. follows instructions to download software for a specific purpose</p> <p>Receives and passes on straightforward messages, e.g. variations to a training timetable or due by date for assessment</p> <p>Participates in a face to face oral exchange, e.g. enquires about training opportunities</p> <p>Listens to information provided orally on a topic and responds appropriately</p> <p>Asks questions to clarify information and instructions.</p>

Qualification Level: Diploma & Advanced Diploma

Learning	Reading	Writing	Numeracy	Oral Communication
<p>Attends an information session and follows the enrolment process for a chosen course</p> <p>Works with a partner or group on a short research project</p> <p>Uses subheadings to organize key information for a presentation</p> <p>Develops and uses personal organization systems such as files, notebooks, folders and checklists</p> <p>Lists references to be used for independent study</p> <p>Interprets visual representations of information such as diagrams and illustrations and comments on the usefulness of these to own learning</p> <p>Approaches information professionals for assistance with information searches</p> <p>Participates in a learning support group</p>	<p>Uses text organizers in books and manuals as an aid to locating information, e.g. table of contents, indexes or drop-down menus</p> <p>Follows information presented in manuals, instructions and technical drawings, e.g. an equipment instruction manual</p> <p>Identifies relevant information from a range of written texts, e.g. identifies specific information in an online course handbook or locates information on an intranet</p> <p>Reads and interprets diagrams and graphs that are unambiguously presented, e.g. pathways of classes/subjects</p> <p>Interprets information from a graphic, table or chart to form an opinion, predict a trend or make recommendations</p> <p>Reads a narrative of choice and discusses the author's presentation of characters, events or ideas</p> <p>Explains key differences of presentation and layout in a range of texts presenting similar information, e.g. a website, brochure, manual or magazine article</p> <p>Reads a diagram and comments on how information supports or refutes a particular point of view, e.g. how statistics on road fatalities presented in a graph might be used to justify stricter road rules</p>	<p>Prepares an assignment or written project report which may include graphs or diagrams for a specified purpose</p> <p>Takes coherent notes from a public lecture or training session</p> <p>Uses a range of software packages to complete assignments, e.g. a word processing package, a spreadsheet, email or the internet</p> <p>Uses functions such as format, copy and paste to integrate/save/transfer information for assessment</p> <p>Uses a spell checker with an awareness of its limitations</p> <p>Uses email for routine communication with co-learners and the teacher/trainer</p> <p>Documents detail of on-the-job training in a log book</p> <p>Completes a training evaluation or feedback form</p>	<p>Uses a calculator and/or a spreadsheet to undertake the numerical calculations required as part of a course of study and discusses the results, e.g. the impact of percentage increases and decreases on values, profit and loss statements, and analysis of the state or national economy</p> <p>Uses familiar timetables and fare information to estimate the total daily time taken and total weekly travel costs to get to and from home to a course/training venue</p> <p>Collects, collates and discusses data from a survey undertaken and prepares a report, e.g. makes a PowerPoint presentation on data that includes a routine chart or graph</p> <p>Measures a number of different quantities to make a product according to given specifications, e.g. to follow a recipe (hospitality course) or to build a wooden box (building and construction course)</p>	<p>Presents narrative by telling a story to a co-learner or colleague, adjusting language as appropriate to the audience</p> <p>Works with a partner to develop an oral presentation</p> <p>Listens to or views a persuasive text and discusses the main idea by identifying key features supporting the intended message, e.g. a TV advertisement, public notice, political advertisement or documentary</p> <p>Provides information on how own skills meet a criterion, e.g. for internal promotion or transfer, or prerequisites for a training course</p> <p>Expresses an opinion and makes a suggestion regarding an assessment procedure</p> <p>Listens to spoken instructions and chooses appropriate action, e.g. how to organize course materials and complete work, including electronic storage</p> <p>Presents information to a small group on a particular topic and responds to questions</p>

2 PART 2: ADMISSIONS PROCESS

Procedure	Responsibility
<p>Admissions Officer will undertake the following step by step process once the completed application with all supporting documents are received either from the applicant directly or from his/her education agent:</p>	
<p>1. Check and complete the pre-enrolment checklist at Appendix A to ensure that the required documents/information are provided, including Genuine Temporary Entrant GTE requirements form.</p>	
<p>2. Ensure that the application form is signed and dated. Have the applicant or parent/guardian (if under 18 years of age), signs the application form and attached any supporting documentation.</p>	
<p>3. Assess the applicant's previous educational qualification(s) (either obtained in Australia or overseas) necessary for studying at the required level of the proposed qualification.</p>	Admissions Officer
<p>4. The applicant is also assessed to determine whether they meet the required entry level qualification(s) for the particular qualification in which they want to enroll.</p>	
<p>5. If the applicant's educational qualifications do not meet DNA Kingston Training admission requirements, other factors may be considered at the discretion of DNA Kingston Training (must be approved by Director/Campus Manager) and in accordance with entry requirements of course(s) as per the training package. These other factors may include: mature age, work experience, attitude and aptitude, previous academic results, attendance rate in the previous college, ability and skills to function in an academic environment, possibility to succeed in his/her academic endeavors.</p>	
<p>6. Applicant's English language skills (language and literacy) will be assessed. If student has a satisfactory score in IELTS, TOEFL or PTE Academic, the applicant will be admitted to his/her chosen course.</p>	
<p>7. If an applicant cannot produce evidence of a satisfactory English score, and there are doubts their English language skills being insufficient to cope in an academic environment, the applicant will be required to sit an English test (at the student's expense) or to enroll in an English (ELICOS) course for an appropriate duration until the applicant achieves the required English score.</p>	
<p>8. After all checks are completed, Admissions Officer will clip all the documents together and a student file is created. The student file will consist the following:</p> <ul style="list-style-type: none"> • Front cover of the file with Student number and name • Section 1 (Yellow) ○ Enrolment form with supporting documents ○ Letter of offer & Acceptance of Offer 	Admissions Officer

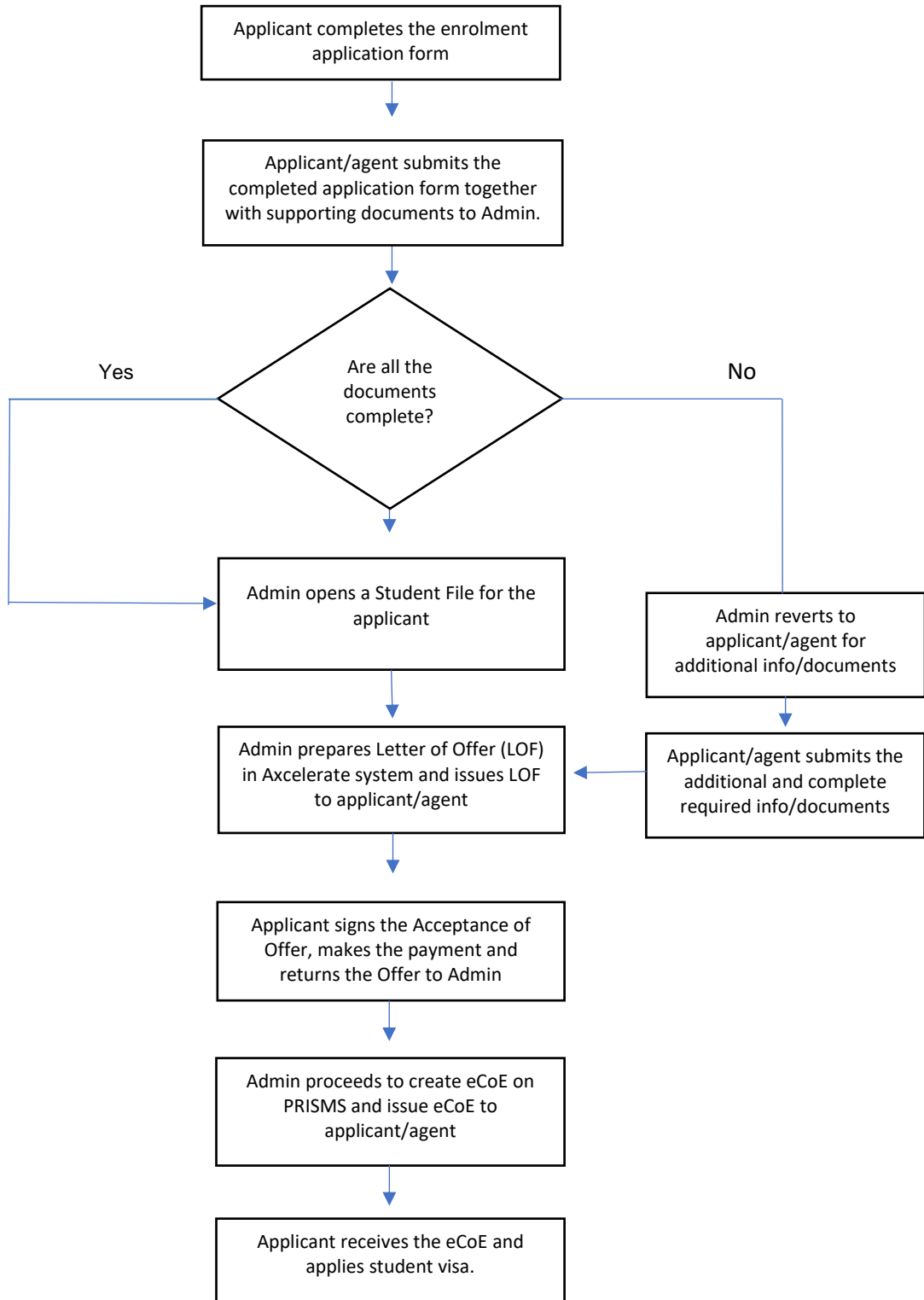
<ul style="list-style-type: none"> ○ eCOE ○ Evidence of qualifications for credit transfer ○ Approval of credit transfer <ul style="list-style-type: none"> ● Section 2 (Green) ○ Change of enrolment forms ○ Supporting documentation ○ Details of any refunds <ul style="list-style-type: none"> ● Section 3 (Blue) ○ Invoices ○ Copies of any payment ATM slips, receipts <ul style="list-style-type: none"> ● Section 4 (Pink) ○ Correspondence to/from student, agent or others ○ Internal letters ○ Warnings ○ Complaints and appeals documents 	
<p>9. Details of the student are entered into the student management system - aXcelerate</p>	<p>Admissions Officer</p>
<p>10. Applicant and/or education agent will be sent an offer letter by the Admissions Officer generated from AXcelerate.</p>	
<p>11. Admissions Officer is to ensure that the “Acceptance of Offer” is signed and returned. Also, full payment of fees, or the first instalment if paying by instalments is made before eCoE is generated on PRISMS.</p>	
<p>12. Once the eCoE is generated, Admissions Officer will forward it to the applicant/education agent to apply for a student visa. Applicant must apply for a student visa at their Australian Student Visa issuing center and make travel arrangements to Australia once the student visa is granted.</p>	
<p>13. Soft copy of the eCOE is saved on Z drive and AXcelerate is updated.</p>	
<p>14. Administration Manager will conduct regular checks on the processed applications to ensure compliance with the admissions process.</p>	<p>Administration Manager</p>
<p>15. Any discrepancies found during the process will be immediately rectified by the Admissions officer.</p>	<p>Admissions Officer</p>
<p>16. The student admissions process flowchart is at Appendix B.</p>	

APPENDIX A: Pre-Enrolment Checklist

Student Name:	
ID Number:	
<input type="checkbox"/> Online <input type="checkbox"/> Walk-in: <input type="checkbox"/> Agent	

Application Form		YES	NO
1	Student's contact details	<input type="checkbox"/>	<input type="checkbox"/>
2	Agent contact details (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
3	OSHC (couple or family needs passport - if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
4	Location (city/country) to apply for VISA	<input type="checkbox"/>	<input type="checkbox"/>
5	Requires eCoE (All student visa holders need to have eCoE)	<input type="checkbox"/>	<input type="checkbox"/>
Student Documents		YES	NO
1	Student's Passport (to ensure that it is not expired)	<input type="checkbox"/>	<input type="checkbox"/>
2	English Results e.g. IELTS, PTE academic (to verify authenticity of results)	<input type="checkbox"/>	<input type="checkbox"/>
3	Academic Transcripts (VET-English translated)	<input type="checkbox"/>	<input type="checkbox"/>
4	High School (VET)	<input type="checkbox"/>	<input type="checkbox"/>
5	LNN Assessment Form	<input type="checkbox"/>	<input type="checkbox"/>
6	GTE - Genuine Temporary Entrant Form	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Offer		YES	NO
1	Signed LOF (with current date)	<input type="checkbox"/>	<input type="checkbox"/>
2	Signed Enrolment form (same as passport signature)	<input type="checkbox"/>	<input type="checkbox"/>
3	Payment receipt (according to initial payment)	<input type="checkbox"/>	<input type="checkbox"/>
4	Agent Invoice (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX B: Student Admissions Process Flowchart



Kingston Training and Employment Pty Ltd



Provider No: 6811 CRICOS Provider No: 02899B

Policy Title	Admissions and Student Selection Policy and Procedure - Standard Operation Procedure (SOP)
Policy Renewal	Every 2 years
Responsibility	Compliance Manager

Record of updates and changes

Version No.	Issue Date	Nature of Amendment
Version 01	Aug 2018	Updated to standards
Version 02	February 2019	Reviewed
Version 03	April 2022	Reviewed updated Management system and staff
Version 04	June 2022	Reviewed responsibility, English support