

1. PURPOSE

- 1.1 To clearly outline Quality Training & Hospitality College's (QTHC) selection criteria when assessing applications from prospective international students, communicating selection criteria to Education Agents, or when dealing with queries from prospective students.
- 1.2 To ensure ethical, fair and inclusive assessment and selection of all prospective students. This policy ensures compliance with Standard 1, 2 & 7 of the National Code of Practice 2018.

2. SCOPE

- 2.1 This policy applies to all Prospective International Students applying for enrolment into an International course at QTHC. This policy is applied by all QTHC staff involved with the selection and recruitment of international students. This policy is made available to all staff, students, prospective students and agents acting on behalf of QTHC, via student handbooks, student orientation, Novacore Management System and the company website.

3. POLICY

3.1 Pre-enrolment contact

- 3.1.1 QTHC is committed to providing all prospective students with the following information to ensure that their decision to apply for enrolment at QTHC is made with full knowledge of:

- Course entry requirements
- Accommodation options
- Basic knowledge of Adelaide and/or Sydney (incl. facilities, culture, cost of living, etc)
- Accurate description of courses and outcomes
- Accurate description of training facilities and resources
- Fee schedule and refund policy
- Study requirements including the options for RPL and Credit Transfer
- Pastoral care services
- Complaints and Appeals policies
- Transport options
- Special Needs

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3.1.2 QTHC ensures this information is communicated to the student via the following methods:

- Pre-Enrolment Handbook
- Website
- Verbal and electronic communications
- Selection and monitoring of Education Agents
- Orientation prior to commencement of study

3.2 Age requirements

3.2.1 Due to the fact that students may be required to handle alcohol and participate in gaming training in the courses we offer, QTHC requires that all applicants to be aged eighteen (18) years or over. An international student may apply for enrolment if they are seventeen (17) years old, providing they will turn eighteen (18) years old before or at the time of their arrival in Australia to commence their course.

3.2.2 Students who are under 18 when enrolling require all documents to be signed by their legal guardian.

3.3 English language proficiency

3.3.1 International students must satisfy QTHC's English Language Proficiency requirements for admission to one of its courses. The English language proficiency requirements are as follows:

- The applicant's first language is English; or
- The applicant has:
 1. successfully completed an Australian Year 12 program; or
 2. successfully completed an English language course approved by Quality Training & Hospitality College; or
 3. an overall IELTS band score of at least 5.5 (Academic or General); or a TOEFL iBT test score between 46-59 or a score of 45 or higher in the Pearson Test of English.

3.3.2 Prospective students are required to submit acceptable evidence of their English proficiency at the time of application to study with QTHC, such as an IELTS document showing their score. This evidence must be no more than 2 years.

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- 3.3.3 On a case-by-case basis, students may be able to prove their English proficiency through an English Assessment Interview with a staff member from the QTHC international team. The student's speaking, listening, reading and writing will be tested and a decision will be made on the student's suitability for study at VET level.
- 3.4 Academic Entry Requirements
- 3.4.1 Students must be able to provide evidence of having completed a minimum of year 12 in Australia and/or International equivalent.
- 3.4.2 On a case-by-case basis, students may be able to prove their Academic ability through a pre-enrolment academic assessment with a staff member from the QTHC international team.

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