



International Application and Enrolment/Orientation Policy and Procedure

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1. Purpose and occurrence

The purpose of this document is to outline the process to be taken upon receipt of an International Student Application and Pre-Enrolment Form.

2. Policy and procedures

A. Requirements:

This policy meets the requirements of the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#), Standard 2 - Recruitment of an overseas student and Standard 3 - Formalisation of enrolment and written agreements.

This policy also meets the requirements of the [Standards for RTOs 2015](#), including the relevant [chapter 2](#).

- International students provide supporting documentation and a completed international student application form (direct or through MARS representing agent).
- MARS ensures students' qualifications, experience and English language proficiency are appropriate for the course which the student seeks enrolment for.
- MARS recognises qualifications and Statement of Attainments issued by the other Registered Training Organisations.
- MARS does recognise students' prior learning & experience students may apply for the gaining course credits through the process of Recognition of Prior Learning (RPL).
- For details, please refer to: <https://www.mars.edu.au/information/forms-and-policies/>
- A letter of the offer along with student agreement & acceptance of the offer will then be issued to the student based on assessments conducted to meet requirements for entry to the course. In cases where the Entry criteria are not met, a conditional letter of offer and the written agreement and acceptance of the offer are issued. These are case to a case basis and approved by an Authorised representative of Mars or the CEO. The student has to sign the student agreement and acceptance of offer provided by MARS with appropriate payment and must fulfil all the conditions. This confirms that the student accepts and understands the terms and conditions of enrolment at MARS. Confirmation of Enrolment (COE's) are issued after a signed copy of the written agreement and acceptance of the offer is received along with the completion of any conditions imposed.
- The signed acceptance and agreement form with supporting documentation will be maintained on the SMS system.

B. Application Processing Procedures

Steps for processing application forms:

Sr. No:	Action	Details Certified documents	Responsibility
1.1	Receive the application form and documentation	<ul style="list-style-type: none"> • Application for Enrolment Forms may be received online or by post, fax, email or in person. Documentation may be attached to the application in support of the application. • Upon receipt of the form, ensure all attachments listed on the form have been provided and create a Learner Checklist. • Learner Checklist to be used on Student Management System • All documents must be certified. Further information regarding certified documents can be found in the policy below. <p>https://mars.edu.au/wp-content/uploads/pdf/novacore/Certifying%20Documents.pdf</p>	Admissions/ Student Services Team



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1.2	Check entry requirements and pre-requisites	<ul style="list-style-type: none"> On receipt of the completed Application Form- the authorised delegate will make a decision on eligibility. Each enrolment application is to be assessed to ensure that the student's qualifications, mature age criteria including experience and English language proficiency are appropriate (see Section 3 below for more information), so that the student meets the entry requirements* for the course for which enrolment has been sought, including SSVF process. Check that all correct supporting documentation has been supplied and has all required prerequisites. Pre-requisites may be demonstrated by matching units from current or previous training packages. 	Admissions/ Student Services Team
1.3	Process Credit Transfer request (if applicable)	<ul style="list-style-type: none"> Check the application of enrolment and the student's past academic record for: Any possible credit transfers which include completion of similar qualification or unit of competencies completed by the enrolling student; and Completion of the same qualification in which the student is enrolling. In such cases advise the student, that MARS will not be able to enrol the student in the same qualification, but they may enrol in a different qualification as per MARS' scope of registration. In instances where students have not submitted a Credit Transfer (CT) application but have supplied a transcript indicating equivalent units, we will contact the applicant via email to inquire if they wish to apply for CT. We will advise them to grant us access to their Unique Student Identifier (USI) rather than requesting a separate CT application form. An offer letter will not be issued until we receive confirmation from the applicant. MARS will send a letter to the student along with an offer letter advising them of possible credit transfer. If applicable, conduct the Credit Transfer process using only certified copies of statements and test amurs from Nationally Recognised Training in Australia. Refer to Credit Transfer Procedure. Refer to the Credit Transfer Policy for further information. 	Admissions/ Student Services Team
1.4	Enter into the Student Management system and Issue an offer letter	<ul style="list-style-type: none"> Enter the student into the student management system as a potential student & issue the offer letter with the Student Agreement. If an application is submitted online, a Student Profile will be created automatically in the Student Management System. Letter of Offer and Student Agreement and Acceptance of Offer will then be issued to the student based on assessments conducted to meet requirements for entry to the course. In cases where entry criteria are not met, a conditional Letter of Offer and Student Agreement and Acceptance of Offer are issued. These are case-to-case basis 	Admissions/ Student Services Team



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		approved by the Student Support / Campus Manager or CEO. The student has to sign the Letter of Offer and Student Agreement and Acceptance of Offer provided by MARS with appropriate payment and must fulfil all the conditions)	
1.5	Receipt of student acceptance	<ul style="list-style-type: none"> On receipt of the student's signed letter of offer and student agreement and Acceptance of offer and ensure all conditions have been met 	Admissions/ Student Services
1.6	Check payment details.	<ul style="list-style-type: none"> Check the payment details that have been provided in the letter of offer and student agreement and Acceptance of offer in regard to the initial payment deposit required. 	Admissions/ Student Services
1.7	Confirm details in student management system and Financial System (Xero).	<ul style="list-style-type: none"> Confirm the student from potential to an enrolment in the student management system (Wisenet) & Financial system (Xero). Ensure the student has been enrolled into the correct course and all personal details have been correctly entered. 	Admissions/ Student Services
1.8	Create Student CoE	<ul style="list-style-type: none"> In the Student's file, ensure a copy of the payment receipt, application form and accompanying documents are updated on the SMS system. Source: https://prisms.education.gov.au/Logon/Logon.aspx 	Admissions/ Student Services PRISMS CoE creation is handled by Admissions/ Student Services Team and guidelines are followed as per the PRISMS Administrator and related books.
	Important Guides.	<ul style="list-style-type: none"> Provider user guide Reporting Quick Reference Guide CRICOS Administrator Guide Procedure Requirement Guide Record Keeping Guide 	Prisms (check the latest updated guide on prisms)



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1.9	Student Files	Student documents and Learner checklist will be maintained on the <i>Student Management System</i> and electronic learners' checklist will be maintained.	Admissions/ Student Services Team
1.7	Organise Accommodation & Transfers services	If requested, Student Support Services Officer will organise Accommodation & Airport transfer services at extra cost	Admissions/ Student Services Team
1.7	Organise OSHC	OSHC is required to be provided at the time of application form or latest by a week prior to course commencement or on the day of Induction.	Admissions/ Student Services Team

3. Entry Requirements

Students will need to meet the following entry requirements dependent on the chosen course:

- Successful completion of Year 11 or 12 or the #equivalent level of study for all courses.
- Applicant must be 18 years of age or above.
- Training Package entry requirements as per the student's chosen course(s) (if applicable).
- Passing the MARS Language Literacy and Numeracy Test
- If the applicant's educational qualifications do not meet MARS's admission requirements, other factors may be considered at the discretion of the Institute.

If the applicant's #educational qualifications do not meet the Institute's admission requirements, other factors may be considered at the discretion of the Institute. The option is discussed with the agent/ student at application and/or offer assessment stage. Evidence of these other factors must be included with the application or requested after discussion with agent/student. These other factors include:

- Satisfactory completion of Business Aptitude test/ Trade Aptitude test for students who are not able to present completion of year 11/12 or equivalent. This includes mature age students as well. Mature age student is a general term to refer to adults who return to study. It is usually someone who has been out of school for at least 1 year and is not a current school leaver and or proof of being 18 years or older at the proposed date of commencement
- Before admission is confirmed from MARS, such students are required to complete a Business Aptitude test and score 70% in each section of the test. If score is less than 70% in each section, admission to the course can be denied After the enrolment has been confirmed, the student will be required to undergo LLN test prior to the Induction in their own time before the course commences.

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- If student has completed Certificate IV or above [AQF](#) or [NZQA level](#) qualification, then Year 11/12 requirement can be waived

#Equivalent:

<http://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equivalents/equivalentquals.aspx>

<https://www.vtac.edu.au/before/osquals.html>

<https://www.thegordon.edu.au/international/future-international/international-entry-requirements/country-equivalencies>

The Learner Checklist for Supporting Documents:

- Completed application form
- Unique Student Identifier supplied by the student (if available)
- Certified Copy of passport
- Copy of visa
- Overseas Student Health Cover [OSHC]
- Certified School results or other studies and/or OC criteria (as applicable)
- Certified English test results in IELTS or Equivalent or Mars Institute Placement test (as applicable)
- Letter of Release (if applicable)

4. English Proficiency Level Requirements

a. Vocational Programs

- The minimum English Language Proficiency Level required for all the courses at MARS, is IELTS overall band of 6.0 or equivalent (at least 5 for each of the 4 test components). Please refer to the accepted evidence of English Language Proficiency level below for more information. Each student is required to provide a certified / agent verified copy of the document they submit as Evidence of English Language Proficiency. **Please note *online IELTS will not be accepted please refer to <https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language> for further information.***
- The following is accepted as evidence of English Language Proficiency Level (*Information as per Home Affairs Vocational English requirements: <https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language/vMarsational-english>*):
 - A test report, not older than 2 years, is acceptable from one of the following tests:
- International English Language Testing System (IELTS) - overall band 6.0
- Pearson Test of English Academic (PTE Academic) - overall 50 points
- Test of English as a Foreign Language Internet-based test (TOEFL iBT) - overall 64 points
- Occupational English Test (OET) - at least B for each of the 4 test components.
- Cambridge C1 Advanced test - overall 169
- Certificate of Completion OR Statement of Attainment from any CRICOS Provider in Australia. The certificate/statement must state the level achieved by the student using CEFR, IELTS or PTE equivalency. The certificate/statement must not be older than 2 years;
- Evidence of successfully undertaking at least one year of full-time (or part-time equivalent) post-secondary study (at certificate IV level or higher) in Australia from an ASQA-accredited university or institution where English was the medium of instruction and the medium of assessment. The certificate/statement must not be older than 2 years;
- Should the student provide evidence where the English Language requirement has not been met, the student will need to do one of the following:
 - Undertake MARS's Onshore Placement Test (a maximum of 3 attempts per student are allowed) / Offshore Placement Test whichever is practically possible. If student has taken offshore placement test, then they will be required to take the Onshore Placement Test on the day of induction.
 - Undertake one of the formal tests mentioned above and achieve the required level.

Exempt for Provide evidence of an English Proficiency:

- As per information found on [Home Affairs' website](#), students do not need to provide evidence of an English test score with their application if:
 - They are citizens and hold a passport from the UK, USA, Canada, NZ or the Republic of Ireland;



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- They have completed at least 5 years study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland;
- In the 2 years before applying for the course, they have completed, in Australia and the English language, either the Senior Secondary Certificate of Education, a VET (Certificate IV or higher level) qualification with a minimum of 50% completed or a Bachelor qualification with a minimum of 6 months completed, while they held a student visa.
- Similarly, applicants who have successfully completed two full-time years of study or equivalent at a secondary (years 10-12) or post-secondary educational institution, where the sole language of instruction and assessment was English, do not have to provide a current IELTS or equivalent certificate and may not be required to undertake a language test, if they can provide an original or certified statement or certificate of confirmation, issued by that institution. This study must have been completed no more than two years prior to the date of application of enrollment to MARS for the course of their choice.

English Language Skills Test Conversion Table - Overall Scores

Where evidence of English Language is required, the following minimum English language test score from the following providers will be accepted:

English language test providers	Minimum score
International English Language Testing System (IELTS)	Overall 6.0
Pearson Test of English Academic (PTE Academic)	50
Test of English as a Foreign Language Internet-based test (TOEFL iBT)	64
Cambridge C1 Advanced test	169
** Occupational English test	B for each test component
Mars Placement test	Upper-Intermediate Level

The test must have been taken no more than two years before the student application is made.

Student visa English language requirements (Home Affairs Guidelines)

For more information, please [click here](#) to visit Home Affairs's website on English language requirements.

a) The Learner Checklist for Supporting Documents:

- Completed application form
- Unique Student Identifier supplied by the student (if available)
- Copy of passport
- Copy of visa
- Overseas Student Health Cover [OSHC]
- Qualifications or other studies and/or MARS criteria (as applicable)
- English test results in IELTS or Equivalent or MARS Placement test (as applicable)
- Letter of Release (if applicable)

5. Special Enrolments:

Special Enrolments are defined as those enrolments where a customised Training plan is required due to Credit Transfer and/or Student Re-enrolling after cancellation at Mars Institute.

For Special Enrolment, students will be required to meet Entry and English Level Proficiency requirements as mentioned earlier in the policy. While enrolling a student who was cancelled by Mars Institute for any reason, the student can be requested to provide a Statement of Purpose with evidence (if requested by staff).

Tuition Fees/ Non-Tuition Fees: Students enrolling in this category will be charged as per the Mars Institute's Per Unit Fees document depending upon the number of units student is enrolling for.

Differentiating Reenrolment/Reassessment fee: If a student cancelled by Mars Institute wishes to reenrol, Student Support Officer/Campus Manager will customise their Training Plan depending upon the unit outcome marked as Not Competent/Withdrawn in their previous enrolment at Mars Institute. If student has partially completed a unit in their previous enrolment, they may be eligible for reassessment or else student will be required to reenrol for the whole unit. Student Support Officer/Campus Manager may interview the student to determine if a student can complete the unit under reassessment or if reenrolment will be required.

6. Orientation / Induction

a. Course Commencement

Sr. No:	Action	Details	Responsibility
1.1	Induction / Orientation Day	<ul style="list-style-type: none"> a) Student arrives on Orientation/Induction Day. b) Orientation/Induction program schedule will be followed up with a supported checklist c) Students will be shown PPT, informative links, Mars website and Systems, Payment process, policies and procedures, Training Plan and other required information to guide and support them during their student journey at Mars. d) Students to be introduced to different platforms such as Student Management System, Learning Management System, General Request System etc. e) LLN/Training needs analysis. Reviews are conducted where applicable, and key staff are introduced, addressing any questions and concerns from students. Refer to Training need/LLN policy for more details. f) LLN Training needs analysis is identified where applicable and the student is guided further as per LLN policy and procedures (Correct name of LLN policy document). g) The Student Support team ensures that all students due to commence have attended the induction and have been instructed and guided appropriately. 	Student Services Team

b. After Course Commencement

Sr. No:	Action	Details	Responsibility
1.1	Follow up.	<ul style="list-style-type: none"> a) The Student Support team ensures that all students due to commence have attended the induction, students who have not attended are followed up in a timely manner, and the relevant system (SMS) is updated to reflect the correct status of the student enrolment for other staff to refer and action accordingly. b) Commence on PRISMS. If any students have not commenced after two weeks from their commencement date, process the Non-commencement on PRISMS c) Every 6 months at minimum send students a Change of Contact Details form or reminder message sent via Learn Cycle trigger using Student Management System to student's Mars Email ID 	Student Services Team

Related Documents:

[Credit Transfer Policy & Procedure](#), [Enrolment Acceptance Agreement Form](#), [Credit Transfer Application](#).