



# AUSTRALIAN STUDY LINK INSTITUTE

Level 2, 123 Lonsdale St  
Melbourne, VIC 3000, Australia  
Phone: +61 3 9639 9951 | Website: [www.asli.vic.edu.au](http://www.asli.vic.edu.au)  
CRICOS No: 03483G | RTO No : 40794



# Enrolment Kit



At Australian Study Link Institute, We acknowledge the Traditional Owners and Custodians of Country throughout Australia and acknowledge their continuing connection to land, water, and community. We pay our respects to the people, the cultures, and the Elders past and present and emerging. We are an inclusive organisation and respect people of all backgrounds, genders, sexualities, cultures, bodies and abilities.



## Table of Contents

### Contents

1. <i>Purpose</i> .....	5
2. <i>Responsibility</i> .....	5
3. <i>Scope</i> .....	5
4. <i>Definitions</i> .....	5
5. <i>Policy Requirement</i> .....	6
6. <i>Procedures</i> .....	7
7. <i>Work Based Training (WBT)</i> .....	18
8. <i>Deferment and Suspension</i> .....	19
9. <i>Transfer between Registered Providers</i> .....	19
10. <i>Copies of Documents</i> .....	19
Appendix 1-Student Enrolment Form .....	20
Appendix 2- Office Use Only .....	21



## About Enrolment Kit

ASLI Manages and conducts its recruitment process in a fair, responsible, and detailed manner.

ASLI ensures that recruitment, selection, and enrolment process is conducted according to the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth) and the Standards of RTO 2025 (Cth).

At ASLI, we make sure that recruitment is done in a responsible manner by ensuring that students are appropriately qualified for the course for which they seek enrolment which also includes having the necessary English language proficiency, Language, Literacy, Numeracy and Digital (LLND) skills, educational qualifications and/or work experience. Students must have sufficient information to enable them to make informed decisions about studying with their chosen course at ASLI in Australia. All information will be provided in formats accessible to learners with disability or from diverse backgrounds, as required by Standards for RTOs 2025

The kit has been developed to provide important information to manage recruitment, selection and pre training review effectively. It contains information about legislation, policy, and procedures at ASLI and other vital information. ASLI also complies with the Privacy Act 1988 (Australian Privacy Principles) when collecting and handling personal information during student recruitment.

### Legislation on Recruitment and Enrolment of overseas students

ASQA uses the Standards for RTOs 2025 to ensure nationally consistent, high-quality training and assessment across Australia's vocational education and training (VET) system. These standards are set to protect the interests of all students in Australia's VET system. The Standards guide nationally consistent, high-quality training and assessment services in the vocational education and training system. The Standards for RTOs 2025 are supported by the Outcome Standards, Compliance Requirements, and the Credential Policy, which set out specific trainer/assessor qualification requirements and delivery conditions.

For overseas students, ASLI must also comply with the Education Services for Overseas Students Act 2000 ([ESOS Act 2000](#)) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 ([National Code 2018](#)) particularly Standard 2 (Recruitment of an Overseas Student) which requires responsible recruitment, ensuring students meet entry requirements including English language proficiency, educational qualifications, work experience, and Language, Literacy, Numeracy and Digital (LLND) skills.

### Standards for RTOs 2025

As per Standards of RTO 2025 (Cth), ASLI is required to provide clear information to prospective students to enable them to decide our RTO i.e., ASLI and courses offered at ASLI are suitable for them, based on their existing skills and knowledge and any specific needs including Language, Literacy, Numeracy and Digital (LLND) skills, disability support, wellbeing and welfare needs, cultural safety, neurodiversity, and other equity considerations.

Before enrolment or commencement of training and assessment activities, ASLI will provide clear information to students about full course code and title, where the training and/or assessment will take place, the estimated duration, the delivery mode or modes, entry requirements, support services, Fee information, information about the USI, learner's rights and obligations.

All the important information will be provided to the students through pre-enrolment information like student handbook, prospectus etc. Information will be provided in accessible formats where required, to ensure equitable access for learners with disability or from diverse backgrounds, in line with Clause 2.6 of the Standards for RTOs 2025.

Please refer to the link below for more Enrolment and recruitment details on

<https://www.asqa.gov.au/rtos/2025-standards-rtos>

### National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)

The National Code is a legislative instrument made under the *Education Services for Overseas Students Act 2000 (Cth)* and sets nationally consistent standards to support providers to deliver quality education and training to overseas students on a student visa. It contains 11 Standards, including Standard 2 – Recruitment of an overseas student, which requires responsible recruitment practices ensuring students meet course entry requirements (English language proficiency, academic qualifications, work experience, LLND skills) and have access to necessary support services, including wellbeing and welfare.

ESOS Act 2000: The Education Services for Overseas Students Act 2000 (ESOS Act) sets out the legal framework governing



delivery of education to international students in Australia on a student visa. It sets out the registration requirements and the ongoing standards for education providers that offer courses to overseas students and the obligations to keep student information current in PRISMS, maintain tuition protection, and report breaches of visa conditions.

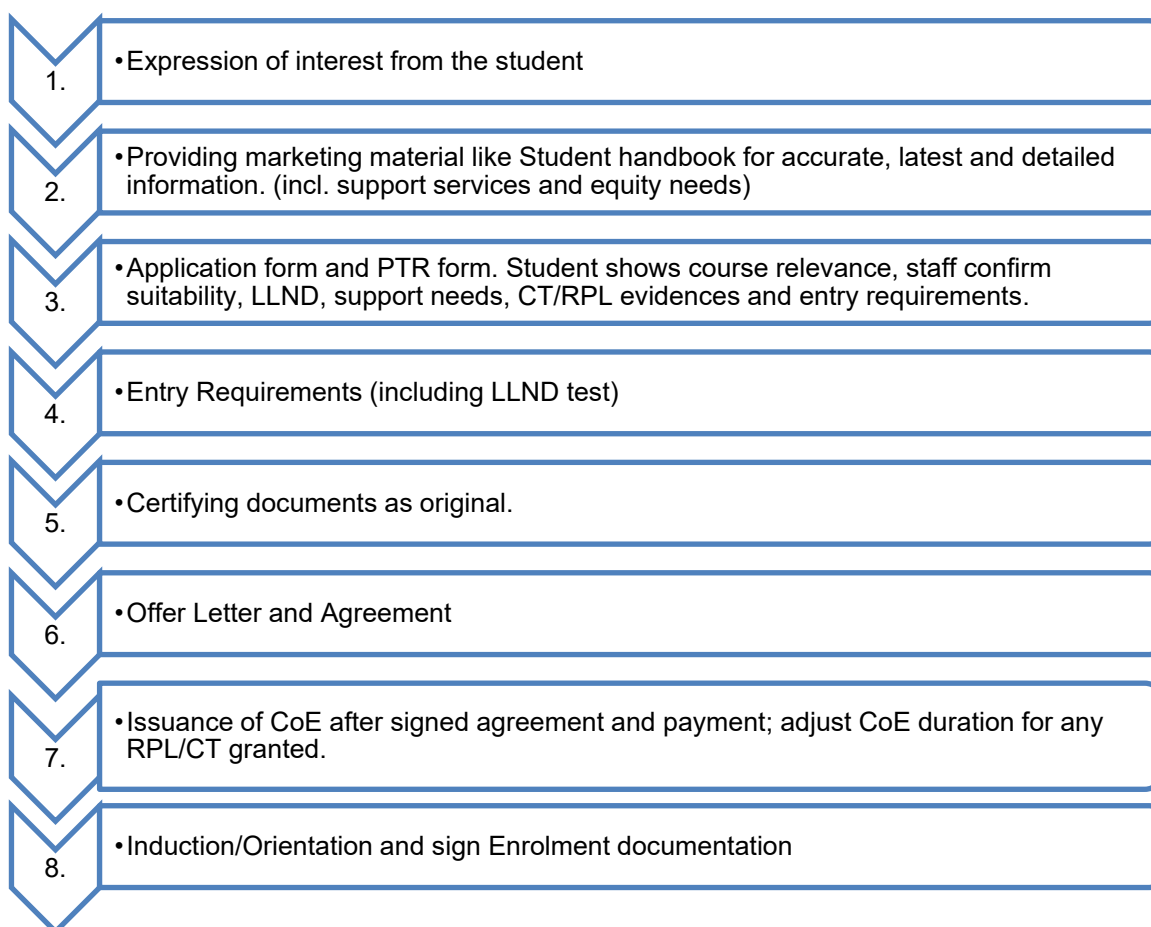
The framework provides a consistent national approach to the registration of education providers so that the quality of the training and the care of students remain high while safeguarding Australia's international education reputation and protecting the rights of overseas students.

## Standard 2: Recruitment of an overseas student

This standard sets out that registered providers must recruit responsibly by ensuring students are appropriately qualified for the course for which they seek enrolment, including having the necessary English language proficiency, educational qualifications, and work experience. Students must have sufficient information to enable them to make informed decisions about studying with their chosen registered provider in Australia **and must be advised of available support services, including welfare and wellbeing, cultural safety**, disability support, and other equity considerations in accordance with the Standards for RTOs 2025 Clause 2.6.

Please refer to the link below for details on Recruitment of Overseas students <https://www.legislation.gov.au/Details/F2017L01182>

## Step by Step Enrolment Process





## ***Enrolment Policy and Procedures***

### **1. Purpose**

ASLI implements this enrolment policy and procedures to ensure that:

- Students selected to study at ASLI are capable of succeeding in their chosen course of study once selected,
- the selection process is conducted in an ethical, fair, and equitable manner,
- appropriate access and equity principles are considered in selection criteria, including identifying and accommodating the needs of learners with disability, neurodiversity, wellbeing concerns, or other special circumstances in accordance with the Standards for RTOs 2025 Standard 1.2 and National Code Standard 2.
- The application and selection process are consistent and compliant with relevant standards and legislation including the ESOS Act 2000, National Code 2018, and the Standards for RTOs 2025.

This policy is created to ensure that prospective learners are advised and aware about the training products that are appropriate to meet the learner's needs, taking into account the individual's existing skills and competencies as well as their learning, literacy, numeracy, and digital literacy (LLND) needs.

This policy has been implemented to assess the sufficiency of overseas student's English Language proficiency, educational qualifications, or work experience prior to enrolling in the course through Pre-Training review which also identifies any Credit Transfer (CT) or Recognition of Prior Learning (RPL) opportunities and confirms the course aligns with the student's goals and intended outcomes.

### **2. Responsibility**

Administration Manager or representative will be responsible for the implementation of this policy and ensuring that all relevant staff including trainers/assessors and admissions personnel, are trained and aware of these procedures.

Administration Manager or representative will be responsible for implementing enrolment procedures at ASLI overseeing the Pre-Training Review (PTR) process, confirming LLND assessment outcomes, verifying Credit Transfer (CT) and Recognition of Prior Learning (RPL) evidence, and ensuring all enrolment decisions are compliant with the ESOS Act 2000, National Code 2018, and Standards for RTOs 2025.

They are also responsible for maintaining accurate and secure records in accordance with ASLI's Records Management Policy and the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020.

### **3. Scope**

These procedures apply to the admission, selection and processing of applications received from the prospective students who wish to study the courses offered by the Institute, from initial enquiry to finalisation of enrolment.

It covers the roles and actions of ASLI staff including authorised education agents involved in enrolments ensuring that all admission decisions meet the requirements of the ESOS Act 2000, National Code 2018 (Standard 2 and related standards), and Standards for RTOs 2025.

### **4. Definitions**

**Admission:** the process by which a prospective student applies for enrolment in a course offered by the Institute is considered and either selected or rejected.

**Cth:** Commonwealth of Australia

**Australian Qualifications Framework (AQF):** a nationally consistent set of qualifications for all post-secondary education and training in Australia.

**Department of Home Affairs (DHA):** The Department of Home Affairs is the Australian Government interior ministry with



responsibilities for national security, law enforcement, emergency management, border control, immigration, refugees, citizenship, and multicultural affairs. DHA's Student Visa Program provides student visas to international students to allow them to study on campus onshore with an accredited provider.

**ESOS Act (2000):** Federal Government act that regulates the provision of education and training services to international students in Australia and which stipulates student VISA conditions. It sets out the legal framework governing delivery of education to overseas students studying in Australia on a student visa.

**Confirmation of Enrolment (COE):** This is a proof of student enrolment and acceptance of the offer letter and student agreement provided from the Institute. The DHA requires the CoE for visa processing for international students. This is generated through PRISMS for international students.

**IELTS:** a comprehensive test of English language proficiency designed to assess the ability of non-native speakers of English who intend to study or train in the medium of English.

**Letter of Offer:** a formal invitation to a prospective student to commence study at the Institute in the course offered.

**International Student:** a student studying in Australia who is the holder of a student visa granted by the Australian Government.

**Pre-Training Review (PTR):** a review conducted prior to the enrolment into your course of studies to ensure that the course meets the student's individual needs, skills, experience, and goals, identify LLND requirements, and assess eligibility for Credit Transfer (CT) or Recognition of Prior Learning (RPL) and their host workplace requirements (if applicable).

**PRISMS:** Acronym for Provider Registration and International Students Management System (PRISMS). This site provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) legislation.

**Selection Process:** process undertaken to assess the suitability of the applicants for a program according to specified selection criteria, and subsequent notification of applicant's eligibility to enrol.

**SMS:** Student Management System used for recording and managing student information.

**LLND:** Language, Literacy, Numeracy, and Digital skills, assessed prior to enrolment to identify any required learning support.

**Credit Transfer (CT):** Formal recognition of units previously completed with another RTO.

**Recognition of Prior Learning (RPL):** Assessment process that recognises a student's existing skills and knowledge, acquired through formal, non-formal, or informal learning, to grant credit towards a qualification.

## 5. Policy Requirement

- Application procedures will be student-focused, consistently applied and equitable.
- ASLI will ensure that enrolment procedures will be carried out with person who is familiar with ASLI's Enrolment process.
- All applications will be treated fairly, with respect and sensitivity, and in accordance with the ASLI's Privacy Policy.
- Applications for admission will be lodged according to the relevant guidelines provided to the applicants through Student handbook.
- The Institute reserves the right to request additional information from the applicants which may be relevant to their application, including documentation of previous academic records, medical certificates, or other supporting documentation in case of special consideration applications on any of the established grounds for Special Consideration.
- The Institute reserves the right to request applicants' authorisation to obtain further information from the relevant third parties, where necessary, regarding their application.
- Applicant's personal information will remain confidential, protected, and will only be utilised as per the Privacy Policy the National Vocational and Training Regulator (Data Provision Requirements) Instrument 2020, and relevant privacy



legislation.

- Enrolment decisions will also consider the applicant's LLND assessment outcomes, declared support needs (including wellbeing and disability-related adjustments), and eligibility for CT or RPL with authenticated evidence.

## 6. Procedures

### Step by Step ASLI's Enrolment policy

#### 6.1. Expression of Interest from the student

Expression of interest will be highly regarded at ASLI. Staff at ASLI will ensure that student receives all the necessary information about their courses at ASLI. ASLI respects student's decision in showing interest at ASLI and ensure that students will be provided with all the support they might need in line with Clause 2.6 of the Standards for RTOs 2025, including information on wellbeing, disability, and other equity-based support services.

#### 6.2. Student handbook and other relevant marketing material

Once a student shows interest to study at ASLI, they will be provided relevant marketing materials like course information brochure, students handbook which will contain accurate, latest and all the vital information including (but not limited to):

- Courses offered at ASLI, course content, duration of the course including holiday breaks, study requirements and assessments, facilities, equipment and learning resources available to students and any pre-requisites to enter the course.
- Modes of delivery, location of the course available.
- Fees and charges payable (including tuition and non-tuition fees), fee payment and refund policy, all the cost included in fee payable.
- Fees payable, fee refund policy, all the cost included in fee payable.
- Details of complaints and appeals policy and process and various other policies like Student Support and Welfare policy, Course Credit and RPL policy, Attendance and Course Monitoring Policy and Procedures, Fee Payment & Refund Policy, Deferment, Suspension and Cancellation Policy, Academic Integrity and Misconduct Policy, Access, and Equity Operating Principles, etc.
- All marketing information will comply with Standards for RTOs 2025 Clause 4.1 and National Code 2018 Standard 1.

#### 6.3. Application for Admission form and Pre-Training Review form

Application procedures will be applicant-focused, consistently applied, and equitable. All applications shall be treated fairly, with respect and sensitivity.

Once all the enquiring students have received and read through ASLI's marketing materials marketing materials like Student handbook or prospectus which contains relevant policies and procedures in line with relevant government regulations before enrolment, they will be provided with student Application for admission form.

Prospective applicants from overseas are required to apply by completing Application for admission Form along with the Pre-Training Review section (Appendix 1 of the Application for admission form) prior to the course commencement date to allow adequate time for the Institute to process the application.

Applicants must sign and date the application for admission form and attach all the supporting documents including:

- Application for admission Form with completed Pre-Training Review section,
- Academic transcripts,
- Evidence of English language level (such as IELTS, TOEFL, PTE etc),
- Educational or academic certificates (in both the original language and in English),



- Copy of photo ID,
- Verify evidence for any Credit Transfer (CT) or Recognition of Prior Learning (RPL) claims
- Other relevant documents

Other documents that may be required include:

- English translations of all documents
- Academic transcripts from previous educational institutions (if applying for advanced standing/credits)

Applications can be sent via email or in person or through an authorised representative. Upon receipt of the application, a student file will be created, and all relevant details will be recorded. Document verification will follow ASLI's Verification of Academic Records Procedure.

Applicant's information will remain confidential between the designated parties.

Once ASLI has received completed application and PTR form from the students, ASLI will send an acknowledgement letter to students informing them of the application status and the conditions required to meet in order to confirm their enrolment with ASLI. This will be followed by issuing offer letter and agreement and CoE if all the required conditions including entry requirements have been met. No CoE will be issued until LLND assessment is completed and suitability is confirmed.

## Enrolment Information

ASLI's enrolment requirements for the courses are:

- A completed application for admission form, PTR section and signed offer letter and student agreement.
- Identification and verification of the documents.

Identity verification: one of which is a photo of the student such as a passport or equivalent photo ID.

## 6.4. Pre-Training Review (PTR)

### Undertake Pre-Training Review (PTR)

ASLI will assess the learner's needs by conducting PTR. PTR will be conducted prior to enrolment to review student's current competencies, student needs, English level, LLND assessment and support\* requirements including their oral communication skills, to enrol them in the most appropriate course to achieve their intended outcomes. Applicants are required to complete the Application for admission form along with PTR section (Appendix 1 of the Application for admission form) and answer all the questions given inside PTR section in a true and correct manner. The PTR must be signed by both the student and the ASLI staff member conducting the review to confirm that the course meets the student's needs, skills, and goals, and that all entry requirements have been met.

Any competencies previously acquired will be identified during PTR and the most appropriate qualification for that student to enrol in will be ascertained, including consideration of the likely job outcomes from the development of new competencies and skills (Recognition of Prior Learning (RPL) or Credit Transfer) with verification evidence.

During the Pre-Training Review (PTR) interview, ASLI staff will ask students if they require any special considerations based on religious, spiritual, or cultural practices such as access to a prayer room, observance of fasting, or scheduled prayer breaks during class sessions. This ensures students feel supported and respected in their learning environment. If such needs are identified, staff will document them and coordinate with trainers to implement appropriate adjustments, such as break timing or access to quiet spaces. A dedicated prayer room is available on campus, and students will be informed of its location and access procedures during Orientation or upon request.

\*Refer to ASLI's Language, literacy numeracy and digital skills policy (LLND) & Student support welfare and wellbeing policy for more information on the support services provided by the institute.



The pre-training review ensures that ASLI:

- Understands the student's reasons for undertaking the course.
- Ensures suitability of the training to the student's needs and intended learning outcomes.
- Understands the student's current competencies and provides opportunities for these to be assessed.
- Provides students with information necessary to make an informed enrolment decision and ensures the student's reasons for undertaking the qualification align with their prior education, skills, employment history, and career goals.
- Identifies possible Recognition of Prior Learning (RPL) and/or Credit Transfer (CT), student's English level, oral communication skills, and Language, Literacy, Numeracy, and Digital (LLND) skills.
- Checks if the training and assessment strategies employed to deliver the course suit the student's needs and are accessible, inclusive, and culturally safe.
- Provides relevant support required for the student to succeed in the course, including disability support, wellbeing services, and other equity-based adjustments.

Administration Manager or representative will take information from the Application for admission form and Pre training review to identify the support and needs required by the student which includes disability support, RPL/CT, English language support, wellbeing services, cultural safety considerations, and other equity-based adjustments.

#### **Guidelines for PTR-To be filled up by Students**

1. Students are required to complete the PTR form which is included in the Application for admission form as "Appendix 1" and read all the details of their course, policies, and procedures of the Institute before filling up the answers. Information can be made available from the information available on ASLI's website.
2. Students are required to answer the questions in a true and correct manner. Administration Manager or representative will ensure that the PTR form received along with the application for admission form is completed by the student intending to apply for the course.
3. All applicants must complete a Language, Literacy, Numeracy and Digital (LLND) assessment as part of the Pre-Training Review process. This assessment helps determine the applicant's support needs and course suitability.
4. Administration Manager or representative will conduct Pre-Training Review Interview via Telephonic Conversation or via Face to Face.
  - **PTR Interview conducted via Telephone**-If PTR Interview conducted via telephone, prior to conducting interview, Administration Manager or representative will check the student's identity like name, date of birth and/or course undertaken to ensure that the student has genuinely completed the information by himself/herself. For telephonic Conversation, a communication log will be retained by making notes of the response of the discussion by Administration Manager.
  - **PTR Interview conducted Face to Face**- During face-to-face PTR interview, prior to conducting interview, Administration Manager or representative will verify with the student if all the answers have been completed by the student. Discussion notes will be maintained and recorded by Administration Manager.

These discussion notes will be recorded in the "Summary of the Discussion" section by the Administration Manager or representative (Office use).

5. During both Telephonic and/or Face to face PTR Interview, Administration Manager or representative will verify the answers provided by the student and check:
  - If student is aware of the policies, procedures, and other information necessary for students.
  - If student has received true and accurate information and if they are suitable to undertake the course/s.
6. **If students have not received sufficient information i.e.,** are not aware of the policies, procedures, and other information necessary for students to make an enrolment decision to study at ASLI, Administration Manager or representative will provide necessary information to the student required to make enrolment decision.



7. **For example: If students have answered “No” or have not answered the questions in the PTR form**, Administration Manager or representative will provide students with true and accurate information so that students can make an informed decision about their enrolment in the courses at ASLI.
8. While conducting PTR, Administration Manager or representative will take information from the Application form and Pre training review form to identify any support and needs required by the student which includes disability support, RPL/CT, English language support, etc.
9. At the final stage of the PTR, the Administration Manager or representative will fill up the pre training evaluation checklist to ensure that the student is enrolled in a course suitable to his/her needs, abilities, and study/career goals, and to recommend appropriate learning or other support.

Administration Manager or representative will take holistic approach while assessing student's answers during Pre-Training Review by ensuring that all the answers provided by students aligns with their educational and future goals. Administration Manager or representative will have a thorough discussion with the student and will offer support or guidance if required.

## Application Rejection

Student's Application will be rejected if:

- Student does not have appropriate work experience, level of skills and the ability to undertake the course successfully.
- Enrolment in the course is not aligned with the student's educational goals, work/career goals and/or previous experience in that particular area (if any).
- Student does not meet the entry requirements specified for the course including English requirements, academic requirements, minimum age requirements, and does not have the ability to undertake the course successfully.
- The applicant does not demonstrate the minimum Language, Literacy, Numeracy and Digital (LLND) core skill levels required for the course and/or is unwilling or unable to participate in a documented ACSF-aligned support plan identified during the Pre-Training Review.
- Student does not have appropriate listening and oral communication skills as interpreted during PTR Interview.

Administration Manager or representative will inform the student before cancelling and discuss reasons for cancellation. Students are encouraged to contact ASLI administration on 03 9639 9951 to ask any doubts they may have.

**Note:** ASLI does not:

- Claim to commit to secure for, or on the student or intending student's behalf, a migration outcome from undertaking any course offered by ASLI.
- *Claim any job guarantees or employment with its programs.*
- Guarantee a successful education assessment outcome for the student or intending student.
- Commit to securing, on behalf of any student or intending student, employment, residency, or visa outcomes through the completion of a course.

## 6.5 Entry Requirements and Policy

Based on the selection and entry requirements for the course, Administration Manager or representative will review and assess the application and determine whether a letter of offer should be made. To be accepted, the applicant must meet the following:

Completion of a Pre-training Review (PTR) and Language, Literacy, Numeracy, and Digital (LLND) skills assessment prior to enrolment (refer to section 6.4 for detailed information)

Meeting all academic and English language proficiency requirements relevant to the course, with evidence verified and authenticated where applicable.

Providing verified evidence for any Credit Transfer (CT) or Recognition of Prior Learning (RPL) applications, in line with ASLI's Credit Transfer and RPL policy.

As mentioned above, Pre-Training Review (PTR) will be conducted prior to enrolment into your course of studies to ensure that the training and assessment provided by ASLI is able to meet student's individual needs.

ASLI reviews student's current competencies, student needs, English level, support requirements and oral communication skills, to enrol them in the most appropriate course to achieve their intended outcomes.

Students are requested to fill in all the questions provided in the PTR form (Appendix 1) of the application for admission form.



The PTR outcomes, along with LLND results, will be documented and retained in the student's file as part of ASLI's compliance obligations under the Standards for RTOs 2025 Clause 5.1–5.3 and National Code 2018 Standard 2.

### **Recognition of Prior Learning (RPL) and/or Credit Transfer (CT)**

ASLI offers both Recognition of Prior Learning (RPL) and Credit Transfer (CT) to eligible students in accordance with the Standards for RTOs 2025. If a student is granted RPL or course credit,

- ASLI will provide the student with a written notification of the outcome.
- A written record of the student's acceptance of the RPL or CT outcome will be retained for at least two years after the student ceases to be an accepted student, in line with National Code 2018.

If a student is granted RPL or course credit which will reduce student's length of course,

- Students will be informed of the reduced course duration following granting of RPL and it will be ensured that confirmation of enrolment (CoE) is issued only for the reduced duration of the course.
- Any changes in course duration will be reported in PRISMS, in accordance with National Code Standard 8.2 if RPL or course credit is granted after the overseas student visa is granted.

Students are requested to refer to "Course Credit and RPL policy" for more details available on ASLI's website.

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

RPL involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. Recognition of prior learning is an assessment process that involves the assessment of an individual's relevant prior learning (including formal, informal, and non-formal learning) to determine the credit outcomes of an individual application for credit. To support this type of application evidence demonstrating where and how the skills were obtained ensuring it is valid, sufficient, current, and authentic is required. To support this type of application, ASLI recognises the prior learning of students based on:

- Previous formal training, including nationally or internationally recognised qualifications.
- Formal study and acquisition of a qualification and statements of attainment from another RTO.
- Practical experience in a work environment.
- Projects undertaken; and
- Informal or non-formal life experience that aligns with the learning outcomes of a unit or qualification.

Students who believe they already have skills and experience, gained through employment, industry-relevant roles, in-house training, community involvement or volunteering may be eligible to apply for Recognition of Prior Learning. Supporting evidence must demonstrate how, when, and where these competencies were gained. You may be asked for contact details of people who can vouch for your skill level such as supervisors from current or previous workplaces, clients, or personal character references from the community.

ASLI's RPL process ensures the evidence provided is assessed for validity, sufficiency, authenticity, and currency, in line with Standard 1.6 of the Standards for RTOs 2025.

An application for RPL must be lodged in writing. RPL application form can be obtained from ASLI's reception or via email at [apply@asli.vic.edu.au](mailto:apply@asli.vic.edu.au). More information on RPL is available on our website [www.asli.vic.edu.au](http://www.asli.vic.edu.au) under Credit Transfer and RPL policy. Students are encouraged to speak to ASLI Staff for more enquiries.

### **Procedures**

Students are requested to apply for Recognition of Prior Learning prior to the commencement of the course, unless exceptional circumstances apply.

- An RPL application for students will include all relevant evidence of work experience and where the learning has occurred. Applications will not be accepted unless all required information is included. Students who request an RPL assessment will be advised of the evidence required and suggestions on how to obtain it (e.g., supervisor evidence, previous projects, transcripts of qualifications completed, work experience, in-service training, distance education or open learning, community-based learning, or overseas education, training, or experience etc.).
- All RPL Applications are to be submitted to the administration department/Reception in the first instance along with verified supporting documents. The application and supporting documentation will be copied and placed into the student's file. Where originals are required for verification, authorised ASLI staff from the Administration department or representative will sight and indicate on copies "original sighted" and shall return originals to the student. ASLI will at no time accept and retain original certificates.
- The application will be forwarded to the Training Manager to be assessed, and outcomes will be determined by RPL/qualified assessor.



- It will be ensured that the evidence provided is valid, authentic, current, and sufficient and that the process is fair, flexible, and valid as required by Standard 1.4 of the RTO Standards 2025.
- If the outcome of the evidential documentation is not sufficient, then student will be advised to provide further documentation to validate his/her skills/experience. Training Manager or representative will set a date for the additional documents to be submitted.
- The applicant will be notified of the outcome of the RPL. Based on the assessment, the student will be advised that:
  - the application has been granted; or
  - the application has been denied; or
  - further evidence is required.
- Where an application for RPL or Course Credit is received by ASLI, Training Manager or representative will assess the application and provide an outcome to the application within 14 working days of receipt or as soon as practicable where further information is required to determine the outcome. If RPL is approved, the applicant will be marked as "CT or RPL" rather than "Competent" in the transcript of records.
- Where either of the above, credit transfer or RPL applications are received or course credit is approved, the following must occur Enrolment Officer or representative will change student's COE to reflect reduction in period of study. ASLI will provide student with the outcome of the credit application. The students must sign a letter to indicate the agreement with the outcomes of credit transfer or RPL applications and a copy will be kept in the student's file.
- ASLI's Assessment policy will be followed when undertaking RPL assessments.

## Credit Transfer

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on the identified equivalence in the content and learning outcomes between the matched qualifications. Such as:

1. The unit/module is the same i.e., same code and title.
2. The unit /module has been reviewed and this results in minor changes to the unit/module code e.g., B to C. This indicates that the learning outcomes of the unit/module have remained the same.
3. The unit /module has been transferred from another training package/curriculum and recorded; however, the learning outcomes remain the same.
4. If the course credit is given, the confirmation of enrolment (COE) issued for that student will indicate the actual net program duration (as reduced by course credit) for that program.
5. If course credit is granted, and it results in shortening of the student's program duration, the Institute will report the change of program duration in PRISMS as required under the ESOS Act and National Code 2018 (Standard 10)

Students who have completed identical or equivalent units to those in the course they are beginning at other institutions can be given recognition/credit on presentation of a verified transcript, Award or Statement of Attainment issued by any other RTO or AQF authorised issuing organisation.

- Students are strongly encouraged to apply for credit transfer by the 2nd week of the first term of study in their enrolled course, unless exceptional circumstances apply.
- Students must complete the Credit Transfer Application form and submit the application to the Administration department or at reception.
- The application must include a copy of verified Award or statement of attainment copies, all original documents and must identify the units successfully completed including unit codes, unit names and dates of completion.
- Training Manager or authorised representative will verify the Award or Statement of Attainment, and other original documents submitted along with the Credit transfer application form and will grant credit transfers for identical or equivalent units that have been identified as being completed at another Registered Training Organisation.
- Verified as original all copies of Qualifications and Statements of Attainment and other documents provided by the students and used as the basis for granting Credit Transfer will be placed in the student files.
- Granting of Credit Transfer will be recorded as a unit outcome and kept in the student's file.
- If Credit transfer is granted, ASLI will provide a written record of the decision to the students to accept and will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

An application for credit transfer must be lodged in writing. Application form and more information about credit transfers (Credit transfer and RPL policy) are available on our website or can be obtained from ASLI's reception.



**Please Note:** According to Standard 1.7 of the Standards for RTOs 2025, when a student presents a superseded yet equivalent unit of competency on the national register ([training.gov.au](http://training.gov.au)) for credit transfer for the purpose of reducing the amount of learning required to achieve the qualification or skill set, credit can be granted to that student for that unit without needing to map unit outcomes. As a best practice approach, institute may choose to conduct mapping analysis for the units that have been superseded more than once if they are still deemed equivalent, to ensure that the assessment of competence remains current and valid.

## English Language Requirements for International students:

International students applying for the courses either off-shore or on-shore will require:  
Either a minimum IELTS test score of 6.0 or equivalent for direct entry into a VET course.

i. or, Either a minimum IELTS test score of 6.0 or equivalent for direct entry into a VET course.

- or IELTS score of 5.5 or equivalent with an ELICOS course (up to 10 weeks) to be taken before the main VET course.
- or IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.

**(Note:** Results older than two years are not acceptable)

or, Oxford Placement test with score 61 or higher.

*Score Guide: Average test score of 61 or higher in Oxford placement test is equivalent to IELTS 6.0.*

*Students may refer to the IELTS Equivalent Requirements policy for further information available at reception or contact ASLI.*

## OR

ii. applicant who has successfully completed a minimum of 5 years of study in English undertaken in one or more of the following countries: (i) Australia; (ii) Canada; (iii) New Zealand; (iv) South Africa; (v) the Republic of Ireland; (vi) the United Kingdom; (vii) the United States of America.

## OR

iii. to provide evidence that they are a citizen of and hold a valid passport from the United Kingdom, the United States of America, Canada, New Zealand, or the Republic of Ireland.

## OR

iv. to provide evidence that, within two years\* of their signed written agreement date, they have successfully completed in Australia a foundation course or a Senior Secondary Certificate of Education or a Completed a substantial part of a Certificate IV or higher-level qualification from the Australian Qualifications Framework (AQF), delivered in English by a CRICOS-registered provider in Australia, within two years of the signed agreement date.

\*The date when ASLI receives the signed written agreement (either through email or in hand).

## Test evidence table: For tests taken before 7 August 2025

*English Language Test Providers	Minimum Test Score	Minimum Test Score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System (IELTS)	6.0	5.5	5.0
TOEFL internet-based test (Only accepted if test is taken on or before 25 July 2023)	64	46	35
TOEFL internet-based test that were completed between 26 July 2023 and 4 May 2024, will not be accepted for Australian visa and migration purposes. During this period, the TOEFL iBT test being offered was not an approved test For more information refer this link <a href="https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language">https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language</a>			
Cambridge English Advanced (Certificate in Advanced English)	169	162	154
Pearson Test of English Academic (PTE Academic)	50	42	36
Occupational English Test	B for each test component	B for each test component	B for each test component



## Tests taken after 7 August 2025

Test name	Minimum test score (Direct entry)	Minimum test score: if principal course is accompanied by at least 10 weeks of an ELICOS;	Minimum test score: if principal course is accompanied by at least 20 weeks of an ELICOS.
C1 Advanced	Overall band score of 161	Not accepted for purposes of subclause 500.213(1) of Schedule 2 to the Regulations.	Not accepted for purposes of subclause 500.213(1) of Schedule 2 to the Regulations.
CELPiP General	Overall band score of 7	Overall band score of 6	Overall band score of 5
IELTS Academic or General Training	Average band score of 6.0	Average band score of 5.5	Average band score of 5.0
LANGUAGECERT Academic	Overall band score of 61	Overall band score of 54	Overall band score of 46
MET (Michigan English Test)	Overall band score of 53	Overall band score of 49	Overall band score of 44
OET (Occupational English Test)	Overall band score of 1210	Overall band score of 1090	Overall band score of 1020
PTE Academic	Overall band score of 47	Overall band score of 39	Overall band score of 31
TOEFL iBT	Total band score of 67	Total band score of 51	Total band score of 37

### References:

- Legislative instrument: LIN 25/090 - Migration (English Language Tests and Evidence Exemptions for Subclass 500 (Student) Visas) Instrument 2025: <https://www.legislation.gov.au/F2025L00906/asmade/text>
- Department of Home Affairs – English language requirements: <https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language>
- Student visa (Subclass 500) page: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

The test must have been taken no more than two years\* before you apply to study at ASLI.

### Academic Requirements

To enter **BSB60420 Advanced Diploma of Leadership and Management**, applicants should have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).

To enter **BSB80120 Graduate Diploma of Management (Learning)**, applicants should have completed a Diploma or above level qualification.

To enter **BSB40520 Certificate IV in Leadership and Management, BSB50420 Diploma of Leadership and Management and SIT (Commercial Cookery, Kitchen, and Hospitality Management) qualifications delivered at ASLI**, applicants should have successfully completed year 12 or senior secondary studies in applicant's home country equivalent to Australian senior secondary school examination.

OR  
For all the qualifications delivered at ASLI, Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 2 years' experience would normally be expected but each case will be reviewed individually. Relevant work experience evidence by work reference letter on company letterhead, work samples and curriculum vitae submitted will be considered. Such learner will be assessed for possible RPL opportunities and their course duration and volume of learning will be adjusted accordingly, if any RPL is granted.

### Language, Literacy Numeracy and Digital Skills (LLND)

Students undertaking courses at ASLI must possess sound language, literacy, numeracy, and digital skills, as these are essential for successfully completing course-related tasks, assessments, communication, and the use of digital learning platforms. Based on the test outcome, students may be identified as requiring internal support services and/or external support services.

The LLND test will be conducted by using an ACSF mapped online LLND assessment tool LLN Robot. All students are required to undertake a language, literacy, numeracy and digital skill test (LLND)

- Language skills** are necessary for understanding instructions and engaging in verbal communication.
- Literacy skills** are required for reading course materials, writing assessments, and interpreting information.



- **Numeracy skills** are important for performing calculations, measuring, and managing tasks involving numbers.
- **Digital skills** are essential for navigating online systems, participating in e-learning activities etc.
- To determine each student's support needs and assess the suitability of the chosen training product, all prospective students are required to undertake a Language, Literacy, Numeracy and Digital (LLND) skills review prior to enrolment. The LLND test will be conducted using an ACSF-mapped online assessment tool LLN Robot. Based on the outcome of the review, students may be identified as requiring internal or external support services, and individual advice will be provided regarding the suitability of the chosen course.

All students are required to undertake this LLND assessment as part of the enrolment process

Qualifications	Performance Level
BSB40520 Certificate IV in Leadership and Management	ACSF Level 3
BSB50420 Diploma of Leadership and Management	ACSF Level 4
BSB60420 Advanced Diploma of Leadership and Management	ACSF Level 4
BSB80120 Graduate Diploma of Management (Learning)	ACSF Level 4
SIT30821 Certificate III in Commercial Cookery	ACSF Level 3
SIT40521 Certificate IV in Kitchen Management	ACSF Level 4
SIT50422 Diploma of Hospitality Management	ACSF Level 4
SIT60322 Advanced Diploma of Hospitality Management	ACSF Level 4

Students are required to achieve the expected entry level of performance as per the required level. Where a student does not achieve the required LLND scores for the qualification into which they are seeking enrolment, LLND support\* will be provided to the student, providing the student achieves the required performance level in at least three of the core skill elements and only fails to achieve the required score in the other 2 areas by 1 level. However, if a student fails to demonstrate performance level in more than two core skills or fails to achieve required scores by more than level 1 in any of the skills, this will result in rejection of the application. A student failing to demonstrate this LLND level does not have the required skills to successfully obtain the qualification applied for and will be referred to explore other training pathways.

**\*LLND support:** If students do not meet the recommended English and/or LLND requirements, students will be referred for additional support which will be provided by the institute with ACSF Support Plan or students may also be asked to take further Language, literacy, numeracy and digital skill training, such as ELICOS programs at other institute to ensure that students are provided with support and proper guidance. ASLI does not offer ELICOS programs.

**ACSF Support plan:** is a plan developed for students who are facing difficulties in meeting LLND requirements. This plan is implemented for students to achieve expected learning outcomes. Support learning outcomes will be provided in the areas where students have been identified as facing difficulty and if a student's performance level is less than the required level. Support plans will be developed on an individual case-by-case basis.

Support plan can be created in areas namely:

1. Learning
2. Reading
3. Numeracy
4. Writing
5. Oral Communication
6. Digital Skills

If required, students can also be provided with support in Grammar, Vocabulary, and Pronunciation. Students must contact ASLI to seek assistance or support in LLND. Refer to LLND policy for more details available at reception.

Students are requested to speak to the LLND Support officer or Training Manager to discuss the support measures that they might need. ASLI will provide support with no additional cost.

### Computer Literacy Requirements

All students enrolling into ASLI courses must have basic computer skills. Students will be required to fill in the questions related to computer and internet skills in the Pre-Training Review form attached along the application form.



Students who do not possess basic computing skills will be provided with basic computer support. Students may contact ASLI for any further information or assistance on 03 9639 9951.

### **Minimum age requirements**

Students must be above 18 years of age while filling out the application for admission form.

### **Materials and Equipment Requirement**

ASLI will provide access to computers/laptops with required resources during classroom hours, however, to work on assignments and tasks for self-study, all learners are expected to have access to a laptop or computer with the windows 7 operating system or higher. Students must have an active email address for communication and be contactable by phone (mobile or landline) and by mail (postal address). All learners are expected to have access to MS office application such as Microsoft Word, and an email platform.

### **Additional Requirements**

***For SIT30821 Certificate III in Commercial Cookery, SIT40521 Certificate IV in Kitchen Management, SIT50422 Diploma of Hospitality Management and SIT60322 Advanced Diploma of Hospitality Management***

#### **Requirements for tools and equipment**

Learners are required to have a kitchen kit including chef dress, safety boots and knife kit including various knives and other tools. Kitchen Kit is required to enter the kitchen and to be able to undertake training in the kitchen effectively.

Please Note: Material Fees will include printed reading materials and handouts or books only.

It is a mandatory requirement for students undertaking Commercial Cookery, Kitchen, and Hospitality Management qualifications to have a kitchen kit (includes chef dress, knife kit and safety shoes) to enter the kitchen and to be able to undertake training in the kitchen effectively. ASLI will provide a chef dress and knife kit at \$350. Students will have to buy safety shoes separately which are mandatory.

If learners wish to discuss any matter relevant to their entry and study requirements further, please contact the institute on +61 396399951.

#### **Physical Abilities and handling complex foods**

**For SIT Qualifications**, learners are expected to have physical abilities and manual handling required to perform tasks involved while undergoing training effectively. Learners must be able to handle complex foods including cooking of various processed or raw meats, poultry, seafoods, dairy items and must keep in mind any religious or dietary barriers to handle such foods before enrolling into these courses. In line with its access and equity policy, ASLI will identify any such barriers presented by students during pre-training review to identify and provide required support and reasonable adjustment where possible.

**Physical Fitness:** Students are expected to understand physical abilities and manual handling required to perform tasks involved while undergoing training effectively. As part of this course, students are expected to do manual handling, lifting heavy pots and pans.

Note: ASLI does not:

- Guarantee any job or employment outcomes.
- Guarantee a successful education assessment outcome for the student or intending student.
- Claim to commit to secure for, or on the student or intending student's behalf, a migration outcome from undertaking any course offered by ASLI.

## **6.6. Verification of Documents**

### **Verifying English requirements**

ASLI's Administration Manager or representative will check the authenticity of documents submitted along with application and administration team may take following procedures to verify the authenticity of the documents if required.

#### **Verifying English language requirements:**

Most test administrators have provisions of checking authenticity of score and test online on their site. ASLI may check authenticity of submitted test score by logging into relevant test site if required.

### **IELTS**

Test evidence may be checked online if submitted test evidence is genuine.



IELTS website has free and secure IELTS Results Verification Service allows organisations to quickly verify that an applicant is presenting in a genuine Test Report Form by checking that the results you receive matches with the results held on the IELTS database. Click in link below

<https://www.ielts.org/ielts-for-organisations/processing-and-verifying-ielts-results>

**TOEFL:** Test evidence may be checked online if submitted test evidence is genuine.

<https://portal.ets.org/instport/public/signin>

**Pearson Test of English (PTE):** Test evidence may be checked online if submitted test evidence is genuine.

<https://www.pearsonpte.com/institutions>.

Student's admission may be denied if the documents submitted by the students are not authentic. Students will receive a call to verify for the same.

If verification identifies that English test results are fraudulent or invalid, the student's application will be rejected. ASLI will document the verification outcome, retain a copy in the student's file, and may notify relevant authorities in accordance with the ESOS Act 2000, National Code 2018 Standard 2, and ASLI's Academic Integrity Policy.

Where the authenticity of documents cannot be verified online, ASLI may request the applicant's consent to contact the issuing authority directly.

## 6.7. Letter of Offer

ASLI will issue Letter of Offer to successful applicants after all the required entry requirements have been met and all submitted documents, including evidence for English proficiency, academic qualifications, and any Credit Transfer (CT) or Recognition of Prior Learning (RPL) claims have been verified\*. The offer letter will include all detailed instructions and conditions for accepting the student agreement (student agreement is incorporated in the offer letter itself). Student Services will be responsible for signing the Letter of Offer and Student Agreement to be sent to the applicants.

- Applicants who do not meet the entry requirements will be notified in writing. Where applicable, unsuccessful applicants shall be offered alternative study options.
- Letter of Offer and Student Agreement letter will be sent via email to the students or their nominated representative.
- A copy of Letter of Offer and Student Agreement will be kept in the student's file/profile in accordance with ASLI's Records Management Policy and the Data Provision Requirements 2020.

\*Documents submitted by the student may also be verified prior to course commencement depending upon case-by-case basis. Institute reserves the right to cancel student's enrolment prior to course commencement or even during the enrolment if the documents submitted by the students are not authentic.

### Acceptance of offer letter

Applicants must accept the Letter of Offer by the due date and return the signed Student Agreement, accompanied by confirmation of payment of tuition fees and Overseas Student Health Cover (OSHC), as outlined in the Letter of Offer. Acceptance must be received before a Confirmation of Enrolment (CoE) can be issued in PRISMS.

The Department of Home Affairs (DHA) requires you to maintain OSHC for the duration of your time on a student visa in Australia. OSHC must cover the student (and any accompanying family members, if applicable) for the full visa length. If student does not have an OSHC, ASLI will assist you in arranging OSHC from amongst several providers of OSHC in Australia, for the duration of your student visa.

ASLI will retain evidence of acceptance, payment, and OSHC cover in the student's file to meet record-keeping obligations under the Standards for RTOs 2025 and ESOS Act 2000.

### Cancellation of offer letter

ASLI reserves the right to withdraw the offer of admission and cancel the enrolment of any student where/when the Institute identifies such an offer was made based on incomplete or inaccurate information supplied by the applicant or an applicant's representative. Such cancellations may be reported to relevant authorities in accordance with the ESOS Act 2000, National Code 2018 Standard



3.5, and ASLI's Academic Integrity Policy.

## 6.8. Issuance of Confirmation of Enrolment (COE) Letter

- ASLI will send CoE letter once the signed student agreement along with the confirmation of the payment of the fees is received and Overseas Student Health Cover (OSHC) are received.
- A Language, Literacy, Numeracy, and Digital (LLND) assessment must be completed and documented prior to enrolment, in line with Standards for RTOs 2025.
- Administration Manager or representative will confirm the receipt of tuition fees and will approve the issuance of CoE.
- CoE will be prepared and generated as per the PRISMS User Guide for international students,
- Prior to the issuance of CoE, student's application file will be checked to ensure if all requirements have been met. This will be done using the Enrolment quality checklist (Appendix 2).
- Where CT or RPL reduces the actual course duration, the CoE will reflect the adjusted end date in accordance with National Code 2018 Standard 8.2.
- A copy of CoE will then be sent to the student, or an authorised representative, via email,
- A copy of the CoE will be filed in the student's file and the Student Management System will be updated, and
- CoE will be used by the students to apply for a student visa (where applicable).

## 6.9. Enrolment Form

Students are required to complete Student Enrolment form (Appendix 1) on Orientation Day prior to the course commencement. Enrolment form must be filled up by the student. It is done to ensure that the Institute receives current and latest contact details of students.

Students are reminded of their obligation under the ESOS Act 2000 and National Code 2018 Standard 3.3.5 to notify ASLI of any changes to their contact details within 7 days. Updated details must also be recorded in the Student Management System and PRISMS.

## 7. Work Based Training (WBT)

{WBT is only applicable to students undertaking SIT30821 Certificate III in Commercial Cookery, SIT40521 Certificate IV in Kitchen Management or SIT60322 Advanced Diploma of Hospitality Management qualifications}

WBT is aimed at giving students a varied experience in a real-life

situation, under normal commercial pressures. For example, in the living environment, they will be able to test their skills and knowledge when the kitchen is busy, customers are waiting, or it is "rush hour" – e.g., Lunch times at a restaurant in the city.

Work-based training will be conducted at approved industry workplace commercial kitchen with which ASLI has a current, signed WBT agreement that meets Standards for RTOs 2025 Clause 1.4 and National Code 2018 Standard 2.4 requirements.

Students will be required to complete a logbook for each service period and reflect on tasks performed during service period. Workplace supervisor will verify logs of training for each food service period on student logbook.

Prior to commencing WBT, students will receive a workplace induction covering WHS obligations, food safety, workplace policies, and reporting procedures.

Detailed information on Work-Based Training, the unit, and the hours applicable in WBT can be made available from the institute. Students can email their request at [sso@asli.vic.edu.au](mailto:sso@asli.vic.edu.au) or call ASLI for more information.

ASLI will ensure WBT placements comply with all relevant workplace health and safety laws, Fair Work requirements, and insurance obligations, and that students have access to support during their placement.

### Workplace suitability assessment

WBT coordinator will determine suitability of potential host employer, including supervision and occupational health and safety requirements. All work-based training sites are assessed for work-based training suitability by the WBT trainer/assessor using the Workplace Training Facility Checklist. WBT Coordinator will use a suitability check list to determine the following: ABN registration,



menu and meal type served, work safety, WHS safety measures regarding equipment resources available and capacity of number of learners the Host Employer is able to have at any one-time conducting Work-Based Training.

Students can use their workplace to complete Work-Based Training. However, to ensure that student's workplace requirements are met, WBT coordinator will determine suitability of potential host employer, including supervision and occupational health and safety requirements. The suitability assessment must be documented, signed, and retained in the student's file before WBT can commence.

### **Alternative Arrangements if industry workplace does not meet the requirements.**

If student's workplace site does not meet the suitability, the WBT coordinator will allocate another WBT facility which can provide the opportunity for the identified gap e.g., Missing equipment, meal type, or menu style or menu items.

### **8. Deferment and Suspension**

This standard sets out that the registered provider i.e., ASLI must appropriately manage the enrolment of their overseas students and ensure that all the necessary information about enrolments has been provided to the relevant government department by maintaining updated information in the Provider Registration and International Student Management System (PRISMS) database. Under compassionate or compelling circumstances, students will be able to defer, suspend or cancel their enrolment. ASLI may suspend or cancel a student's enrolment including based on:

- Misbehaviour by the student,
- Student's failure to pay an amount he or she was required to pay the Institute to undertake or continue the course as stated in the written agreement.
- A breach of course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (Overseas student visa requirements).

Kindly refer to ASLI's Deferral, suspension, and cancellation policy available on ASLI's website for more details.

### **9. Transfer between Registered Providers**

The National Code 2018 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course. ASLI will not actively recruit a student where this clearly conflicts with obligations under standard 7 of the National Code 2018 (Overseas student transfers).

ASLI will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to them.

If students wish to apply for a transfer, they will need to apply at the institute for a release. There is no cost attached to apply for a release; however, students will be required to contact the Department of Home Affairs to seek advice on whether a new visa is required.

All applications will be assessed based on ASLI's Policy, conditions of Enrolment, Fee Payment and Refund Policy, study plan and declaration submitted by the student in their application.

Documented evidence supporting circumstances/reasons for seeking release must be included with the application or email submitted. Please refer to the ASLI's transfer between provider's policy for more details on conditions where transfer may or may not be provided.

In accordance with Standard 2.1 and 2.2 of the Standards for RTOs 2025, ASLI will ensure students are properly informed about their right to request a transfer and how their request will be assessed. ASLI will provide information about this policy prior to enrolment, and it will be made readily accessible to students at all times.

ASLI will assess each request fairly and consistently and provide a written outcome (approval or refusal) with reasons for the decision. Where a transfer request is refused, students will be informed of their right to appeal under ASLI's complaints and appeals policy, in line with Standard 2.8 of the Standards for RTOs 2025 and Standard 10 of the National Code 2018.

ASLI will maintain evidence of transfer requests, decisions made, communications with students, and outcomes in accordance with the recordkeeping requirements of the ESOS Act 2000 and the Standards for RTOs 2025.

### **10. Copies of Documents**

Students are responsible for keeping a copy of the student's agreement and receipts of any payments of tuition fees or non-tuition fees.



# AUSTRALIAN STUDY LINK INSTITUTE

Level 2, 123 Lonsdale St  
Melbourne, VIC 3000, Australia  
Phone: +61 3 9639 9951 | Website: www.asli.vic.edu.au  
CRICOS No: 03483G | RTO No : 40794

ASLI will retain a copy of the written agreement and payment receipts, in the student's file for at least two years after the overseas student ceases to be an accepted student, in accordance with section 21 of the ESOS Act 2000, the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020, and ASLI's Records Management Policy.

All retained documents must be stored securely to protect against loss, unauthorised access, or misuse, in compliance with the Privacy Act 1988 and Standards for RTOs 2025.

## Appendix 1-Student Enrolment Form

Student ID: ..... USI Number: .....

Student Name: ..... Date of Birth: .....

Course Code and Name: .....

Nationality: ..... Passport Number: .....

Visa Number: ..... Visa Expiry Date: .....

Address: .....

Home Phone: ..... Mobile: .....

Email: .....

### DEPENDENT DETAILS:

Dependent Name: .....

Date of Birth: .....

### CHILDREN DETAILS:

Name	Date of Birth	Gender

### EMERGENCY CONTACT DETAILS:

Name: .....

Address: .....

Home Phone: ..... Mobile: .....

Email: .....

Relationship to You: .....

Student Signature: ..... Date: .....



**Appendix 2- Office Use Only**

**ASLI staff must follow this checklist when implementing Enrolment Policy. This checklist will be used as Key performance indicators while doing performance appraisal.**

**ENROLMENT QUALITY CHECKLIST**

<b>Student Name</b>	
<b>Student ID</b>	

Process	Action	Yes/No /N/A	Completed by/ Comments
<b>Section A</b>			
<b>Expression of Interest</b>	Student showed expression of interest and all relevant information related to the course they wish to apply at ASLI is provided to them by ASLI or through authorised education agent	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Providing students with latest and accurate version of handbook and prospectus.</b>	Latest and accurate version of handbook is provided to students by ASLI or through authorised education agent (Consistent with National Code 2018 and the Standards of RTO 2025)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Application forms and Pre-Training Review</b>	Completed and signed application form received along with completed PTR form which is included in application form as appendix 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	PTR interview has been conducted by referring to PTR-Assessor guidelines along with identify verification of the student	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Application and PTR form has been reviewed and assessed in order to determine whether letter of offer should be provided or not.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Entry Requirements</b>	PTR review has been conducted and student's reason for undertaking this course aligns with student's educational and career goals.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	English language requirement has been met	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Student meets the academic requirement	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Student has been informed of the LLND test requirement to be conducted prior to enrolment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Student meets minimum age requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Students meet computer literacy requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Student has been informed of the materials and equipment required.	<input type="checkbox"/> Yes <input type="checkbox"/> No	



		<input type="checkbox"/> N/A	
<b>Language, Literacy, Numeracy and Digital Skills Test (LLND)</b>	LLND test conducted by using LLN Robot	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Student meets the required entry level ACSF Level	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Students does not meet the ACSF Level <i>*Refer to Section B</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Section B</b>			
Language literacy Numeracy and Digital Skills test is conducted prior to enrolment by using an ACSF mapped online LLN assessment tool - LLN Robot.			
<b>LLND test outcome</b> (If student does not achieve the required ACSF level)  Chose whichever is applicable	Student did not meet the full ACSF entry-level requirement for the course but demonstrated performance within one level below in no more than two core skill areas. In consultation with the trainer, an ACSF Support Plan has been developed and implemented to assist the student in bridging the skill gaps. The student has been advised of the support strategies available to ensure they are adequately prepared for successful course participation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	In line with ASLI's Student Support, Welfare and Wellbeing Policy and the Revised Standards for RTOs 2025, the student is currently not suitable for enrolment in this qualification.  The student has been advised to explore alternative options such as enrolling in a lower-level qualification or undertaking an ELICOS (English Language Intensive Courses for Overseas Students) program to develop the required foundation in Language, Literacy, Numeracy, or Digital (LLND) skills. These pathways are intended to better prepare the student for future vocational training opportunities.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>If entry requirements have not been met</b>	<b><i>Applicant did not meet the entry requirements, therefore informed in writing and alternative study options offered to the student</i></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b><i>Continue with the steps below if students meet the entry requirements</i></b>			
<b>Verification of documents</b>	Authenticity of the documents submitted along with application form has been certified and verified.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	English test has been checked online to verify if it's genuine. (if required)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Offer letter &amp; Student Agreement</b>	Issued offer letter after thorough verification of entry requirements and verification of documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Offer letter includes all the detailed instructions and conditions for accepting the student agreement.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Copy of signed letter of offer and student agreement has been securely kept.	<input type="checkbox"/> Yes <input type="checkbox"/> No	



# AUSTRALIAN STUDY LINK INSTITUTE

Level 2, 123 Lonsdale St  
Melbourne, VIC 3000, Australia  
Phone: +61 3 9639 9951 | Website: www.asli.vic.edu.au

CRICOS No: 03483G | RTO No : 40794

		<input type="checkbox"/> N/A	
<b>CoE</b>	CoE has been prepared and generated as per the PRISMS user guide for international students.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	CoE is sent to students after signed copy of student agreement and fee paid confirmation has been received.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	A copy of CoE has been kept in students file to maintain student's record.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Orientation</b>	Students attended orientation and signed orientation checklist	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Enrolment form has been filled in by the student.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

### Office Use Only

<b>Orientation Successfully completed without any conditions</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, please specify the conditions below. These conditions must be documented and formally closed once met.</i>		
<b>LLND Test Authenticity Verification Conducted</b>			
A brief check was carried out to validate the student's LLND outcomes by confirming their ability to read, interpret basic information, and demonstrate numeracy and communication skills. The student also signed a declaration, which is retained under the Induction Checklist in the student's file.			
<b>Checker Name</b>			
<b>Checker Sign</b>		<b>Date</b>	