Course Entry Requirements Policy

1. Purpose

To ensure all potential students are provided with clear, accurate, and accessible information to support informed decision-making prior to enrolment with ALACC Health College, Australia. This aligns with the 2025 RTO Standards (Clauses 4.1, 5.1–5.3), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (CRICOS), and the VET Student Loans (VSL) requirements.

2. Scope

This policy applies to all prospective domestic and international students considering enrolment in any nationally recognised qualification or accredited course offered by ALACC.
Where relevant, the VSL Student Entry Requirements Policy applies in addition to this policy.

3. Policy Statement

ALACC is committed to ethical, accurate, and transparent marketing and student enrolment practices by ensuring that students are provided with sufficient and clear information regarding course entry requirements before they enrol or enter into a formal agreement.

4. Procedure

4.1 Information Provided Pre-Enrolment
Upon expression of interest in a course, students will be provided with the most recent version of the ALACC Student Prospectus (print or electronic) or be directed to online course information. This includes:

- Entry requirements (academic and language) for each qualification, including by country where applicable

- Minimum English proficiency requirements

- Age requirements as per ALACC's policy

- Course duration and delivery schedule

- Modes of delivery (online, face-to-face, blended)

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- Training and assessment locations

- Details of any third-party arrangements

- Work placement requirements

- Recognition of Prior Learning (RPL) options

- Credit Transfer opportunities

- Requirements for Overseas Student Health Cover (for international students)

- Support services available, including language, literacy, and numeracy support

4.2 Pre-Assessment for Domestic Students

All potential domestic students must complete a Pre-Training Review (PTR) and Language, Literacy and Numeracy (LLN) assessment before enrolment. This is to:

- Assess the student's suitability for the course

- Identify support needs

- Ensure the course aligns with the student's goals and capabilities

Where gaps are identified, the student will be offered reasonable adjustments or referred to suitable support programs, such as a Foundation English course, before proceeding with enrolment.

4.3 Pre-Assessment for International Students

International students must demonstrate English language proficiency through recognised tests or evidence, in accordance with the International Student Enrolment Policy. Pre-training assessments also consider academic history, age, and specific course requirements.

4.4 Supporting Documents and Related Policies

- Training and Assessment Policy

- International Student Enrolment Policy

- VSL Student Entry Requirements Policy

- Recognition of Prior Learning and Credit Transfer Policy

- Student Support and Welfare Policy

5. Record Keeping / Evidence

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- Copies of the completed Pre-Training Review and LLN assessment results

- Evidence of communication provided to students (e.g., Student Prospectus)

- English test results (where applicable)

- Case notes and referrals recorded in the student management system

Records must be retained in line with ALACC's Record Management Policy.

6. Non-compliance

Non-compliance with this policy must be managed under the Complaints and Appeals Policy.
Any identified breach, whether or not a complaint is received, will be reviewed by the
CEO/Director of Studies to ensure corrective action is taken.

7. Document Control

Policy:	Course Entry Requirements Policy
Policy owner:	CEO / Director of Studies
Reviewed by:	Compliance Team
Approval authority:	Dr Janet Lawrence, D.Ed., FACN CEO/Director of Studies
Last Review date:	April 2025
Version:	2025.1
Next review:	April 2027
Summary of changes:	Revised to align with the **2025 RTO Standards**, including clauses related to student information and enrolment practices. Expanded scope to explicitly include international and domestic students, and integrated CRICOS and VSL references.

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