



Recruitment of an Overseas Student Policy

1. Purpose

ALACC recruits overseas students responsibly and ensures they are appropriately qualified for the courses they seek to enrol in. Overseas students must be provided with sufficient, accurate, and accessible information to make informed decisions about studying with ALACC.

2. Scope

This policy applies to all prospective overseas students and ALACC staff involved in student recruitment, admissions, and enrolment processes.

ALACC ensures:

- Provision of current, comprehensive, and plain English information to assist students in making informed decisions, including course details and tuition/non-tuition fees.
- Assessment of overseas students' English language proficiency, educational qualifications, and/or work experience before enrolment.
- A documented process for assessing and recording Recognition of Prior Learning (RPL) and granting course credits where appropriate.

3. Procedure and Process

3.1 Provision of Information Before Enrolment

Prior to accepting an overseas student for enrolment, ALACC provides comprehensive and accessible information, including:

- Entry requirements: English language proficiency, educational qualifications, and/or work experience.
- Course credit and recognition of prior learning arrangements (if applicable).
- CRICOS course code, course content, modes of study (including online, work-based, placements, collaborative research training), and assessment methods.
- Course duration, holiday breaks, qualification outcomes, and potential awards.
- Campus locations, facilities, equipment, and learning resources available.
- Indicative tuition and non-tuition fees, with advice about potential fee changes and refund policies.
- Grounds for deferral, suspension, or cancellation of enrolment.
- Information on the Education Services for Overseas Students (ESOS) framework and links to official Australian Government material.



- Student support services, general welfare arrangements, accommodation options, and indicative living costs in Australia, as detailed on ALACC's website.

This information may be provided in print or electronically by referring students to official ALACC documentation or websites.

3.2 Entry Requirements Assessment

ALACC implements a documented process to assess each overseas student's:

- English language proficiency (e.g., meeting ANMAC/NMBA English requirements for Diploma of Nursing students).
- Educational qualifications equivalent to Year 12 in the student's first language.
- Relevant work experience, where applicable.

Students must provide documentary evidence, which will be verified during the Pre-Training Review (PTR).

3.3 Recognition of Prior Learning (RPL) and Course Credit

- ALACC has a policy and process for assessing RPL and course credit applications.
- Students must complete an RPL/Course Credit application form and provide supporting evidence.
- A meeting is held with the Course Coordinator to assess applications, with final decisions endorsed by the CEO/Director of Studies.
- RPL and course credit decisions maintain the integrity of the qualification and comply with the training package or course requirements.

Where RPL or course credit shortens the course duration:

- ALACC will adjust the Confirmation of Enrolment (CoE) accordingly.
- ALACC will report changes in course duration through the Provider Registration and International Student Management System (PRISMS) if the student's visa has already been granted.
- Students receive written notification of RPL/course credit outcomes, and ALACC retains records for a minimum of two years after the student ceases to be enrolled.

4. Non-Compliance

Any breach of this policy must be reported under ALACC's Complaints and Appeals Policy and Procedure.

Where no formal complaint is lodged, but a breach is identified, the CEO/Director of Studies will ensure an investigation is conducted and corrective actions are implemented.



5. Supporting Policies and Documents

Available on ALACC's website and internal systems:

- RPL Policy and Procedure
- Pre-Training Review Policy and Procedure
- Student Course Handbook
- Student Prospectus
- Orientation Program
- Course Entry Requirements

6. Documented Evidence

Records retained as evidence of compliance:

- RPL and Credit Transfer applications
- Orientation Checklists
- Pre-Training Review records
- Records of complaints and appeals



7. Document Control

Policy:	Recruitment of an Overseas Student 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 the policy to aligns with the 2025 Standards and the ESOS Framework requirements. Updates included clearer procedures for entry requirements, RPL and course credit, reporting obligations in PRISMS, and refreshed review dates and document references.