

# ADMISSION AND ENROLMENT POLICY AND PROCEDURE



## 5.1 Admission And Enrolment Policy And Procedure

### Purpose

This policy aims to establish a comprehensive framework for evaluating admission to coursework programs offered by the International Business and Technical College. It delineates the process for assessing admission applications and enrolling students in pertinent courses or units of competency.

### Definition

- **Course** is a program of study leading to a qualification or an award. A course may comprise of units.
- **Letter of Acceptance** means the formal notification from International Business & Technical College on behalf of the college, offering an applicant a place in a nominated course under specified conditions, such as location, mode of study, duration, course fee and type of place offered.
- **Admission** is acceptance of an applicant as a student at IBT College in the nominated course(s).
- **Enrolment** is allocation of unit(s) of competency as prescribed under each course as part of student's training plan that leads to attainment of the relevant competency or qualification on successful completion.

### Scope

This policy applies to all coursework programs offered by IBT College and covers the evaluation of admission applications and the enrollment process for students in relevant courses or units of competency.

### Policy

This policy establishes the framework for evaluating admission to coursework programs at IBT College. It outlines the process for assessing admission applications and enrolling students in relevant courses or units of competency.

The IBT College RTO Manager software will primarily be used for student admission and enrollment once the students have lodged their completed applications, copies of Grade 10/12 school certificates and transcripts, student ID photo size, and references. The Assistant Administration Support Officer will enter the records in the RTO system to process their Letter of Acceptance.

## Course Entry Requirements

Prospective students are considered based on one or more of the following:

### Admission

#### ▪ **Certificate Level**

There is no prerequisite requirement to enter the certificate level course. However, it is preferred that student:

#### **Eligibility**

- Have completed Grade 10 and above
- Have **Pass** in English and Math
  - Students below Grade 10:
    - Compulsory to undertake a Language, Literacy, and Numeracy evaluation to determine eligibility to enroll
- **Diploma Level**

#### **Eligibility**

- Successful completion of Certificate course from IBT College or other institution that is recognized.
- Have successful completion Grade 12 Secondary School
- Have a GPA of **2.0** and above
  - Have a **credit** in English and Math
- Working professional with relevant work experience for more than 5 years and over.

## Procedures and Guidelines

### Admission Application

To apply for admission, students must:

- **Document Submission**

Prospective students seeking admission to an IBT College course must submit the following documents:

  - a) School Certificate (grade 10/12)
  - b) School Transcripts
  - c) School Reference
  - d) School Identification Card
  - e) Birth Certificate or NID Certificate
  - f) Current 2x ID Photos

- **Application Form**

Complete the IBT College Application Form and sign the Terms of Condition for Enrollment.

- **Document Verification**

The Admissions Officer processing applications must verify the applicant's academic credentials and the status of the awarding institution by:

- a) Sighting and verifying original transcripts, certificate awards, and other necessary documents.
- b) Verifying original application forms and Conditions of Enrollment forms signed by the student and sponsor.
- c) Verifying if the student is under the Sponsorship Scheme with a Guarantee letter from the sponsor.

- **Approval Process**

The Director Academic/The College Registrar will approve all new admissions. Approval signatures will be obtained on the application form.

### **Letter of offer**

- a) The Admission offer will input all personal information into the RTO manager system for admission, with processing completed on the same day.
- b) The Acceptance Letter will include details such as the Name of Course/Program, commencement date, Duration, Course Fee, Study Mode, Installment Payment, and other relevant information.
- c) Prospective students will be informed about the Acceptance Letter and conditions of enrollment before the course begin.

### **Confirmation of Enrollment**

The confirmation of enrollment is electronically sent to the student's email or WhatsApp for their verification of their enrollment.

### **Deferment of Enrollment**

If the commencement date of a course does not meet the required number of students, IBT College will seek possible alternatives for the student to take.

1. The student can undertake the prescribed Unit through Home Base Learning for a duration of one month, or
2. Take the Online training for duration of one month to complete the Unit assigned by the college registrar.

## **Transfer to Another Course**

- a) Students wishing to transfer to another program must seek approval from the College Registrar prior to making any changes.
- b) The student should write to the College Registrar, stating their reason for transfer. Upon receiving the letter, the registrar will inform the Director of Academic Affairs.
- c) The process will take two days to make the decision, and the student will be informed accordingly..

## **Application for Transfer and Credit Transfer**

A person applying for an admission offer or having received an admission offer may apply for credit transfer based on prior study or relevant skills and experience, according to IBT College's RPL Policy and Procedure and Credit Transfer Policy and Procedure.

## **Enrollment**

- a) IBT College will enroll students in their respective courses once their application for admission into the course has been approved by the RTO Manager System and the conditions of enrollment are met by the student, and an Acceptance Letter is offered to the student.
- b) The Admission officer completing enrollment will ensure that the students are placed in appropriate groups and provided with student workbooks, timetable schedules, student IDs, and course information.
- c) Notifications will be posted on students' WhatsApp, emails, and the Noticeboard at the campus hall.

## **Enrollment Procedures**

- a) The student file is checked to confirm that all the required documentation, as per the application requirements, has been obtained, and advance fees have been received.
- b) Student details are entered into the Student Management System (SMS) (RTO Manager), and student enrollment details are extracted and printed.
- c) Students are sent a copy of their enrollment through email.
- d) Students are provided with details of the next orientation session (usually held at the start date of the academic semester).

## **Review**

This policy and procedure will be reviewed annually by the Governing Council to ensure its effectiveness and compliance with relevant legislation and best practices.