



PRE-ENROLMENT, ENTRY REQUIREMENTS AND SELECTION POLICY & PROCEDURE

Document ID	IIFS-POL-PES01
Version & Status	Version 2026.1 Approved
Effective Date	September 2026
Regulatory Framework	Standards for RTOs 2025 (Outcome Std 1 & 2.2) National Code 2018 (Std 2 & 2026 Amendments) ESOS Act 2000
Target Audience	Prospective International & Domestic Students, Admissions Staff, Trainers/Assessors, Education Agents

1. Purpose

The purpose of this policy is to establish a rigorous, transparent, ethical, and fully compliant framework for the pre-enrolment review, entry assessment, selection, and enrolment of international and domestic students at Insight Institute of Further Studies (IIFS). This policy ensures that all prospective learners are appropriately assessed prior to enrolment to confirm they possess the academic background, English language proficiency, digital literacy, and genuine intent required to successfully complete their chosen qualification.

2. Scope

This policy applies across all operations of IIFS, including:

- **Applicant Scope:** All prospective CRICOS international students and domestic applicants seeking entry into vocational qualifications (e.g., Certificate III in Cabinet Making and Timber Technology).
- **Staff Scope:** All IIFS admissions personnel, assessors, compliance officers, and executive management involved in marketing, student recruitment, pre-training evaluation, and enrolment execution.
- **Third-Party Scope:** All authorized education agents representing IIFS offshore and onshore.

3. Legislative & Regulatory Framework

This policy is strictly aligned with statutory obligations set out in the following legislation and regulatory standards:



- **Standards for RTOs 2025 (Outcome Standards 1 & 2.2):** Requires RTOs to deliver transparent information, conduct robust pre-training reviews (PTR), evaluate learner support needs, and ensure fair, outcome-focused assessment entry prior to enrolment.
- **ESOS Act 2000 & ESOS Regulations 2019:** Governs registered providers in offering courses to overseas students, establishing mandatory student protection and written agreement standards.
- **National Code of Practice 2018 (Standard 2):** Mandates recruitment integrity, pre-enrolment disclosures, student transfer rules, and strict compliance regarding agent representation.
- **National Code 2026 Amendments:** Enforces statutory bans on paying commission to education agents for onshore student transfers (poaching).
- **Student Identifiers Act 2014 & USI Scheme:** Mandates verification of Student Identifiers prior to issuing qualifications or Statement of Attainment.

4. Policy Statements

4.1 Mandatory Pre-Training Review (PTR) & Assessment Prior to Enrolment

- **Pre-Enrolment Mandate:** In compliance with Standards for RTOs 2025 (Outcome Standard 2.2), every prospective student must undergo a comprehensive Pre-Training Review (PTR) BEFORE a Letter of Offer or Confirmation of Enrolment (CoE) is issued.
- **Course Suitability:** The PTR assesses the student's existing qualifications, skills, career aspirations, workplace readiness, and learning strategies to ensure the course aligns with their professional goals.

4.2 Academic & Age Entry Requirements

- **Minimum Age:** Applicants must be at least 18 years of age at the time of course commencement.
- **Academic Entry:** Applicants must have successfully completed Australian Year 12 (or equivalent overseas senior secondary qualification) or an Australian AQF Certificate III qualification or higher.

4.3 English Language Proficiency & Score ID Mandate

- **English Standard:** International applicants must demonstrate English proficiency through an approved test (e.g., IELTS Academic overall score of 6.0 or equivalent PTE Academic / TOEFL score).
- **Unique Score Verification:** In alignment with updated Department of Home Affairs and PRISMS integration standards, IIFS collects and verifies the candidate's English Test Score Unique Identifier ID during pre-enrolment and logs it in the Student Management System (SMS) and PRISMS prior to CoE release.

4.4 LLND & Digital Literacy Evaluation

- **LLND Assessment:** All prospective students must complete an approved Language, Literacy, Numeracy, and Digital (LLND) assessment tool (aligned with the Australian Core Skills Framework - ACSF Level 3/4) prior to enrolment.
- **Digital Capabilities:** Given modern educational technology and online learning management systems, candidates must demonstrate basic digital capability (computer access, word processing, email communication, internet navigation) prior to offer acceptance.

4.5 Genuine Student (GS) Vetting & Onshore Transfer Integrity



- **GS Assessment:** IIFS evaluates international applicants against Genuine Student (GS) criteria, assessing study background, financial stability, gap years, and genuine motivation.
- **Onshore Transfer Rules:** In strict compliance with 2026 National Code updates, IIFS prohibits and rejects any incentive or agent commission payouts associated with onshore international student transfers between Australian providers.

4.6 Prepaid Fee Cap & Protection (\$1,500 Rule)

- **Prepaid Fee Threshold:** IIFS strictly adheres to fee protection standards, collecting no more than AUD \$1,500 in prepaid tuition fees prior to course commencement.
- **TPS Coverage:** All prepaid fees are protected via the Australian Government Tuition Protection Service (TPS) framework.

5. Pre-Enrolment & Selection Procedure

Step	Action & Responsible Party	Mandatory Requirements & Compliance Check
Step 1	Application & Initial Inquiry (Admissions Staff / Agent)	Provide prospective students with Course Information, Fee Schedule, Refund Policy, and Pre-Enrolment Disclosure. Verify applicant age (18+).
Step 2	Pre-Training Review (PTR) & LLND (Assessor / Admissions)	Administer PTR Questionnaire and ACSF Level 3/4 LLND Assessment including digital readiness evaluation. Ensure completion BEFORE offer generation.
Step 3	Academic, English & GS Verification (Admissions Officer)	Verify certified academic transcripts. Validate English Test Score Unique Identifier ID. Conduct Genuine Student (GS) background check.
Step 4	RPL & Credit Transfer Evaluation (Academic Manager)	Review prior qualifications/unit transcripts. If RPL/CT is granted, adjust course duration, recalculate fees, and record adjustments for PRISMS reporting.
Step 5	Issue Written Agreement & Offer Letter (Admissions Manager)	Issue formal Letter of Offer & Written Agreement detailing tuition fees, itemized administrative fees, cooling-off rights (10 business days), and \$1,500 prepaid cap.
Step 6	Payment, USI & CoE Creation (Finance / Compliance)	Verify initial deposit payment (max \$1,500 upfront). Verify USI on the national registry. Record English Test Score ID in PRISMS and generate eCoE.



6. Document Control & Continuous Improvement

This policy is reviewed annually by executive management and compliance personnel at Insight Institute of Further Studies. Feedback from PTR audits, ASQA updates, and Department of Home Affairs regulatory notifications are fed directly into the IIFS Continuous Improvement (CI) Register to maintain ongoing operational excellence.

Yours sincerely,

A handwritten signature in black ink that reads "Kamal Mann". The script is fluid and cursive.

Kamal Mann

CEO Insight Institute of Further Studies