



St Albans Institute Pty Ltd t/a Hawk Institute  
Level 4, 171 Latrobe Street, Melbourne VIC 3000 Australia  
RTO ID: 41451 CRICOS Code: 03596J  
Website: [www.hawkinstitute.edu.au](http://www.hawkinstitute.edu.au)  
Email: [info@hawkinstitute.edu.au](mailto:info@hawkinstitute.edu.au)  
Phone: 1300 159 461  
ABN 19608522087



# Enrolment Kit

## {VET Qualifications}



St Albans Institute Pty Ltd t/a Hawk Institute  
Level 4, 171 Latrobe Street, Melbourne VIC 3000 Australia  
RTO ID: 41451 CRICOS Code: 03596J  
Website: [www.hawkinstitute.edu.au](http://www.hawkinstitute.edu.au)  
Email: [info@hawkinstitute.edu.au](mailto:info@hawkinstitute.edu.au)  
Phone: 1300 159 461  
ABN 19608522087

## Table of Contents

1. About this Enrolment kit	3
2. Legislation on Recruitment and Enrolment of overseas students	3
3. Hawk Institute step by step Enrolment process (Flow chart)	4
4. Hawk Institute Enrolment Policy	5
5. Pre-Training Review	8
6. Appendix 1-Student Enrolment Form	16
7. Appendix 2- Hawk Institute Enrolment quality checklist	17

## About Enrolment Kit

Hawk Institute manages and conducts its recruitment process in a fair, responsible and detailed manner.

Hawk Institute ensures that the 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 2015 (Cth)*.

At Hawk Institute, 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, including having the necessary English language proficiency, educational qualifications and/or work experience. Students must have sufficient information to enable them to make informed decisions about studying their chosen course at Hawk Institute in Australia.

The kit has been developed to provide important information to effectively manage recruitment, selection and pre training review. It contains information about legislation, policy, and procedures at Hawk Institute and other vital information.

### Legislation on Recruitment and Enrolment of overseas students

ASQA uses the Standards 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.

#### Clause 5.1-5.3 of the Standards of RTO 2015 (Cth)

As per the clause 5.1-5.3 of the Standards of RTO 2015 (Cth), Hawk Institute is required to provide clear information to prospective students to enable them to decide whether our RTO i.e., Hawk Institute and courses offered at Hawk Institute are suitable for them, based on their existing skills and knowledge and any specific needs.

Before enrolment or commencement of training and assessment activities, Hawk Institute will provide clear information to students about the 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.

All the important information will be provided to the students through pre-enrolment information like the student handbook, prospectus etc.

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

<https://www.asqa.gov.au/rtos/users-guide-standards-rtos-2015/chapter-2-enrolment/clauses-51-53-informing-and-protecting-students>

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

#### National Code 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.

ESOS Act: 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.

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, remains high.

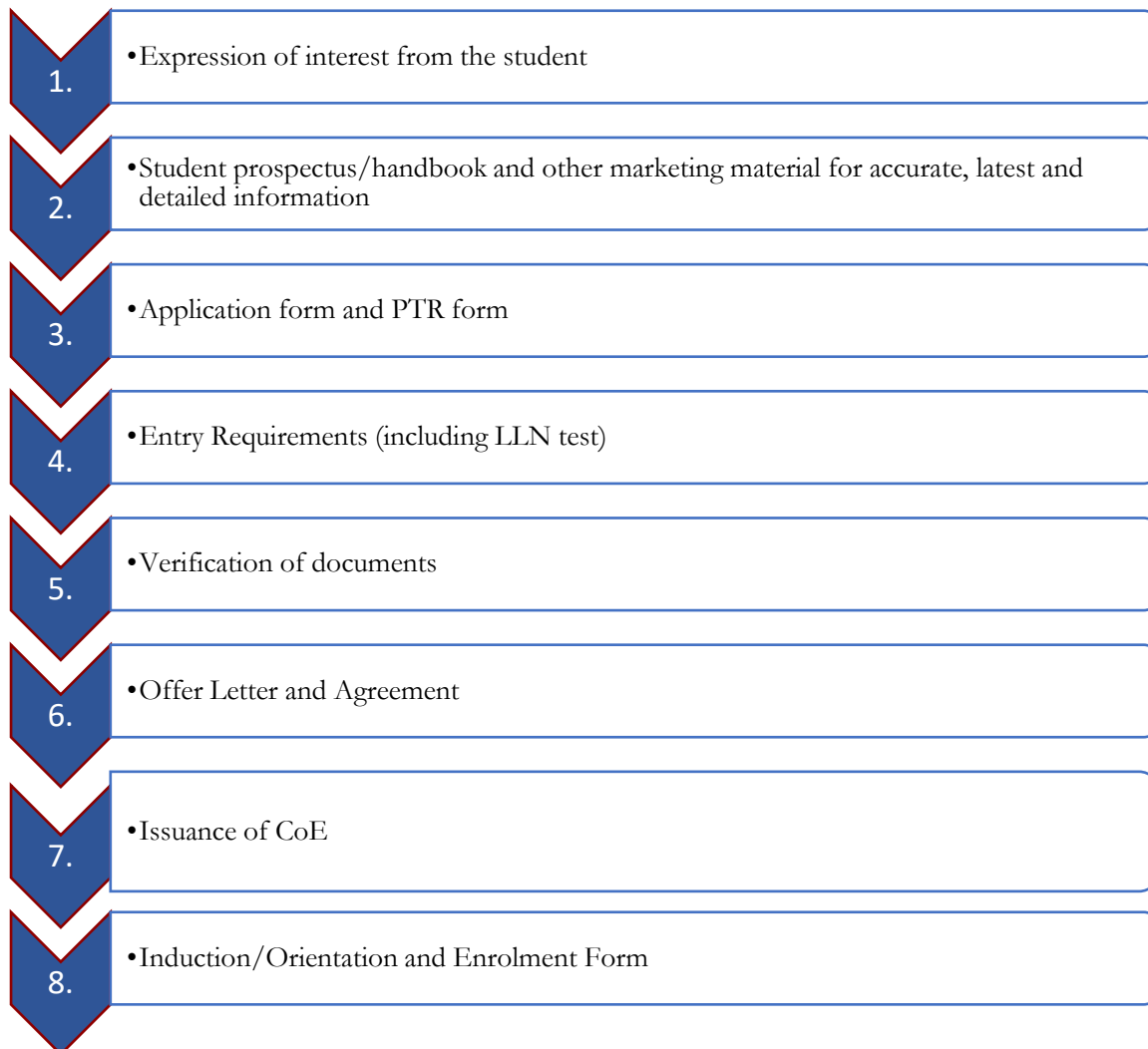
#### Standard 2: Recruitment of an overseas student

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.

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

### Step by Step Enrolment Process



*Information given in this Enrolment kit must be read in conjunction with the student handbook available on Hawk Institute's website [www.hawkinstitute.edu.au](http://www.hawkinstitute.edu.au) for detailed information on the courses.*

## Enrolment Policy and Procedures

### 1. *Purpose*

Hawk Institute implements this enrolment policy and procedures to ensure that:

- Students selected to study at Hawk Institute 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 the selection criteria,
- the application and selection process are consistent and compliant with relevant standards and legislation

This policy is created to ensure that prospective learners are advised and aware of the training products that are appropriate to meet the learner's needs, considering the individual's existing skills and competencies.

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 a Pre-Training review.

### 2. *Responsibility*

CEO is responsible for the implementation of this policy and ensuring that relevant staff members are aware of this policy and procedures.

Administration Manager or representative will be responsible for implementing enrolment procedures at Hawk Institute.

### 3. *Scope*

The procedures apply to the admission, selection and processing of applications received from prospective overseas students who wish to study the courses offered by the Institute.

### 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's 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 the 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 by the Institute. The DHA requires the CoE for visa processing of 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 training and assessment provided by Hawk Institute can meet the student's individual needs 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.

## 5. *Policy Requirement*

- Application procedures will be student-focused, consistently applied, and equitable.
- Hawk Institute will ensure that enrolment procedures will be carried out with the person who is familiar with Hawk Institute's Enrolment process.
- All applications will be treated fairly, with respect and sensitivity, and in accordance with the Hawk Institute's Privacy Policy.
- Applications for admission will be lodged according to the relevant guidelines provided to the applicants through the 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, National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020.

## 6. *Procedures*

### Step by Step Hawk Institute's Enrolment policy

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

Expression of interest will be highly regarded at Hawk Institute. Staff at Hawk Institute will ensure that student receives all the necessary information about their courses at Hawk Institute. Institute respects student's decision in showing interest at Hawk Institute and ensures that students will be provided with all the support they may need.

## 6.2. Student handbook and other relevant marketing material

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

- Course offered at Hawk Institute, course content, duration of the course including holiday breaks, study requirements and assessments.
- Facilities, equipment and learning resources available to students, pre-requisites to enter the course.
- Modes of delivery, location of the courses available.
- Fees and charges payable (including tuition and non-tuition fees), fee payment and 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, Plagiarism and Cheating Policy, Access, and Equity Operating Principles, etc.

## 6.3. Application 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 Hawk Institute's marketing materials like the Student Handbook or prospectus containing relevant policies and procedures in line with relevant government regulations before enrolment, they will be provided with a student Application form.

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

\*PTR form is given inside the application form as Appendix 1.

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

- Application Form with completed Pre-Training Review section,
- Academic transcripts,
- Evidence of English language level (such as IELTS, TOEFL),
- Educational or academic certificates (in both the original language and in English),
- Copy of photo ID,
- 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. Applicant's information shall remain confidential between the designated parties.

## Enrolment Information

Hawk Institute's enrolment requirements for the courses are:

- A completed application form with a PTR section and signed agreement.
- Identification and verification of the documents.
- Photo Identification verification, such as a passport.

### 6.4. Pre-Training Review (PTR)

#### Undertake Pre-Training Review (PTR)

Hawk Institute 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, 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 form along with the PTR section (Appendix 1 of the Application form) and answer all the questions given inside the PTR section in a true and correct manner. 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).

\*Refer to Hawk Institute's Student Support and Welfare Policy for more information on the support services provided by the institute.

The pre-training review ensures that Hawk Institute:

- understands student's reasons for undertaking the course.
- ensures the suitability of the training to students
- understands student's current competencies and therefore provides opportunities for these to be assessed.
- Provides students with information necessary for them to make enrolment decision and to ensure that students reasons for undertaking qualification with Hawk Institute align with their previous experience in a particular sector (If any), eand ducational and career goals.
- Identifies possible Recognition of Prior Learning (RPL) and/or Credit Transfer (CT), student's, English level, oral communication skills, knowledge of Language Literacy and Numeracy skills.
- check if the training and assessment strategies employed to deliver the course suit student's needs, and
- Provides relevant support required for the student to succeed in the course.

Enrolment officer or representative will take information from the Application form and Pre training review to identify the support and needs required by the student which includes disability support, RPL/CT, English language support, etc.

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

1. Students are required to do the following:
  - Fill out the PTR form which is included in the Application form as "Appendix 1".
  - Read all the details of the course, policies, and procedures of the Institute before filling in the answers. Information can be made available from the Student Handbook/Student Prospectus and/or website.
  - Answer the questions in a true and correct manner. The enrolment officer or representative will ensure that the PTR form received along with the application form is completed by the student intending to apply for the course.
2. Enrolment officer or representative will conduct Pre-Training Review Interview via Telephonic Conversation or via Face to Face.



- **PTR Interview conducted via Telephone-**If PTR Interview is conducted via telephone, prior to conducting interview, Enrolment officer or representative will check 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 Enrolment Officer or representative.
  - **PTR Interview conducted Face to Face-** During face-to-face PTR interview, prior to conducting an interview, Enrolment officer 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 Enrolment Officer.  
*This discussion notes will be recorded in the "Summary of the Discussion" section by the Enrolment Officer or representative (Office use).*
3. During both Telephonic and/or Face to face PTR Interview, Enrolment officer or representative will verify the answers provided by the student and check:
    - if the student is aware of the policies, procedures and other information necessary for the students.
    - if the student has received true and accurate information and if they are suitable to undertake the course/s.
  4. **If students have not received sufficient information i.e.,** are not aware of the policies, procedures,s and other information necessary for students to make enrolment decision to study at Hawk Institute, Enrolment officer or representative will provide necessary information to the student required to make enrolment decision.
  5. **For example: If students have answered "No" or have not answered the questions in the PTR form,** Enrolment officer or representative will seek an answer to the unanswered question and provide will provide students with true and accurate information so that students can make an informed decision about their enrolment in the courses at Hawk Institute.
  6. While conducting PTR, Enrolment officer or representative will take information from the Application form and Pre training review form to identify any support and needs required by the student.
  7. At the final stage of the PTR, the Enrolment officer 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.

Enrolment officer 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. A thorough discussion will be held with the student and the institute will provide support and/or guidance if required by the student.

### **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 area (if any).
- Student does not meet the entry requirements specified for the course including English requirements, academic requirements, and minimum age requirements, and does not have the ability to undertake this course successfully.
- Student does not have appropriate listening and oral communication skills as interpreted during PTR Interview.

Enrolment officer or representative will inform the student before cancelling and discuss reasons for cancellation.

*Students are encouraged to contact Hawk Institute administration on 1300 159 461 to ask any doubts they may have.*

**Note:** Hawk Institute 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 Hawk Institute.
- *claim any job guarantees or employment with its programs.*
- guarantee a successful education assessment outcome for the student or intending student.

## **6.5 Entry Requirements and Policy**

Based on the selection and entry requirements for the courses mentioned above, Enrolment officer 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:

**Pre-training Review (PTR) (refer to section 6.4 for detailed information)**

As mentioned above, Pre-Training Review (PTR) is conducted prior to the enrolment into your course of studies to ensure that the training and assessment provided by Hawk Institute can meet the student’s individual needs. Hawk Institute will review the 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 section (Appendix 1) of the application. Refer to section 6.4 of this Enrolment Kit for detailed information.

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

Hawk Institute has a process in place for assessing and recording Recognition of Prior Learning (RPL), granting, and recording course credit, if it intends to assess RPL or grant course credit’.

If a student is granted RPL or course credit, Hawk Institute will give a written record of the decision to the overseas student to accept and will retain the written record of acceptance and payment receipts for two years after the overseas student ceases to be an accepted student.

If a student is granted with RPL or course credit which will reduce an overseas student’s length of course, Hawk Institute will inform the student of the reduced course duration following granting of RPL or course credit and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course. Any changes in course duration will be reported in PRISMS if RPL or course credit is granted after the overseas student visa is granted. Students must refer to “Course Credit and RPL policy” or the Student Handbook available on the Hawk Institute website for more details.

**English Language Requirements for International Students:**

International students applying for this course either off-shore or on-shore will require:

- i. 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 IELTS 6.0 equivalent policy for further information available at reception.

**OR**

- ii. to provide evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, United Kingdom, or United States of America.

**OR**

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

**OR**

- i. 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 substantial part of a Certificate IV or higher-level qualification, from the Australian Qualifications Framework.

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

**Test evidence table:**

*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	6.0	5.5	5.0
Test of English as a Foreign Language (TOEFL) paper based	567	527	500

TOEFL internet-based test	60	46	35
PTE-A	46	36	29

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

### Academic Requirements

**BSB40120 -Certificate IV in Business and BSB50120 - Diploma of Business, AUR30620-Certificate III in Light Vehicle Mechanical Technology and AUR32721 - Certificate III in Automotive Electric Vehicle Technology and CPC30620 - Certificate III in Painting and Decorating:** To enter into this course delivered at Hawk Institute, applicants should have successfully completed year 12 or senior secondary studies in applicant's home country equivalent to Australian senior secondary school institute examination.

OR

Mature Age students will also be considered without the minimum education requirements considering they have relevant work experience within the chosen area of study and a demonstrated capacity to meet the course requirements. A minimum of 2 years' experience would normally be expected; however, each case will be reviewed individually with relevant work experience evidence in the form of an employment reference letter on company letterhead, work samples and curriculum vitae submitted will be considered. Such learners will be accessed for possible RPL opportunities, and their course duration and volume of learning will be adjusted accordingly if any RPL is granted.

**AUR40216-Certificate IV in Automotive Mechanical Diagnosis:** To enter this course delivered at Hawk Institute, must have completed an automotive mechanical Certificate III qualification or be able to demonstrate equivalent competency.

**For BSB80120 - Graduate Diploma of Management (Learning):** Entry to this qualification is limited to those who have successfully completed a minimum Diploma level qualification OR

Mature Age students will also be considered without the minimum education requirements considering they have relevant work experience within the chosen area of study and a demonstrated capacity to meet the course requirements. A minimum of 2 years' experience would normally be expected; however, each case will be reviewed individually with relevant work experience evidence in the form of an employment reference letter on company letterhead, work samples and curriculum vitae submitted will be considered. Such learners will be accessed for possible RPL opportunities, and their course duration and volume of learning will be adjusted accordingly if any RPL is granted.

For **BSB60120 - Advanced Diploma of Business**, applicant should have successfully completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).

or

Have two years of equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

### Language, Literacy and Numeracy test (LLN)

**For BSB and CPC Qualifications:** Students undertaking these courses must possess sound Numeracy skills since it requires them to do calculations or any other course related work.

**For AUR Qualifications:** Students undertaking these courses must possess sound Numeracy skills since it requires them to do calculations, meter reading etc., read vehicle manufactory instructions, workshop manual.

To determine this, all students wanting to study at Hawk Institute are required to undertake an LLN test prior to the enrolment of the course. Based on the test outcome, students may be identified as requiring internal support services and/or external support services.

LLN test will be conducted on campus by using an ACSF mapped online LLN assessment tool - LLN Robot - under the supervision of qualified LLN assessor.

All students are required to undertake a language, literacy and numeracy test (LLN) according to the following qualifications:

#### Qualifications

AUR30620-Certificate III in Light Vehicle Mechanical Technology  
AUR40216-Certificate IV in Automotive Mechanical Diagnosis  
AUR32721 - Certificate III in Automotive Electric Vehicle Technology  
BSB40120-Certificate IV in Business  
BSB50120-Diploma of Business

#### Performance Level

ACSF Level 3  
ACSF Level 3  
ACSF Level 3  
ACSF Level 3  
ACSF Level 3

BSB60120-Advanced Diploma of Business	ACSF Level 4
BSB80120-Graduate Diploma of Management (Learning)	ACSF Level 4
CPC30620 - Certificate III in Painting and Decorating	ACSF Level 3

Students are required to achieve the expected level of performance level as per the required level. Where a student does not achieve the required LLN scores for the qualification into which they are seeking enrolment, LLN 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 LLN level does not have the required skills to successfully obtain the qualification applied for and will be referred to explore other training pathways.

**\*LLN support-**If students do not meet the recommended English and/or LLN 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 and numeracy training, such as ELICOS programs to ensure that students are provided with support and proper guidance.

Hawk Institute offers ELICOS programs. Contact Hawk Institute at 1300 159 461 for further information.

**ACSF Support plan** is a plan developed for students who are facing difficulties in meeting LLN 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 plan 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

If required, students can also be provided with support in Grammar, Vocabulary, and Pronunciation. Students must contact Hawk Institute to seek assistance or support in LLN. Refer to LLN policy for more details.

Students are requested to speak to the LLN Support officer or Administration Manager to discuss the support measures that they might need. Hawk Institute will provide support at no additional cost.

### **Computer Literacy Requirements**

All students enrolling into the course delivered at Hawk Institute 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 with the application form.

**For AUR Qualifications:** Students will be required to operate automotive software and doing research. Therefore, having computer skills is necessary.

Students who do not possess basic computing skills will be provided with basic computer using support. Students may contact Hawk Institute for any further information or assistance at 1300 159 461.

### **Minimum age requirements**

Students must be above 18 years of age while filling in the application form.

### **Materials and Equipment Required**

Hawk Institute will provide access to computers with required resources including access to internet during classroom hours, however, to work on the 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).

Workshop tools will be available at the Automotive Workshop. However, students must arrange their own safety boots, workshop uniform (workshop overalls) and other PPE's including, an apron and protective glasses required as material fees will only include handouts and printed materials. However, Hawk Institute can suggest suppliers. Please contact hawk institute for further enquiries at 1300 159 461.

**For CPC30620 - Certificate III in Painting and Decorating:** Learners will be required to have a Personal Protective Equipment (PPE) kit for Painting and Decorating. This includes safety shoes (Steel toe), Protectives glasses, a safety vest (Neon/ Glowing), Protective gloves, earmuffs and working uniform mask and hard hat. This PPE kit will be required to enter the workshop and to be able to undertake training effectively. Learners can avail the PPE kit from the institute for

\$400 or from suppliers outside. However, if learners wish to buy PPE kit from outside, learners must ensure that PPE kit meets WHS requirements.

**Please Note:** Material fees will only include printed materials and handouts or books provided by the institute. Learners can contact Hawk Institute at 1300 159 461 for any further information or to enquire about the PPE kit suppliers.

### Physical Abilities Requirements

**For AUR qualifications i.e., AUR30620-Certificate III in Light Vehicle Mechanical, AUR32721 - Certificate III in Automotive Electric Vehicle Technology and AUR40216-Certificate IV in Automotive Mechanical Diagnosis.**

Automotive courses involve manual handling e.g., heavy lifting, moving parts and tyres, so all students should be able to handle the physical work required for this course.

In line with its access and equity policy, Hawk Institute will identify any such barriers presented by students during pre-training review before enrolment and will identify and provide required support and reasonable adjustment where possible.

### For CPC30620 - Certificate III in Painting and Decorating

Learners are expected to have physical abilities and manual handling as it is a physically demanding occupation. As part of this qualification, students are expected to have:

- Ability to be on your feet for extended periods of time, both walking and standing, bending, and maintaining consistent physical performance throughout your day
- Ability to work in various environments (e.g., changing conditions, both hot and cool conditions, low light, indoors/outdoors)
- Ability to work at heights (e.g., on ladders, elevated work platforms and scaffolding)
- Capacity to wear Personal Protective Equipment (PPE) (e.g., masks when painting, sanding)
- Fine motor skills, including the ability to undertake precise coordinated movements of the hands (e.g., pushing, pressing, turning, pinching, squeezing, tensioning).
- Manual handling techniques (e.g., lifting, carrying, pulling, pushing etc.)
- Manually operate machinery and equipment (e.g., hand tools, portable electric tools)
- Tolerance to dust, solvents, paints, and chemicals.

For any further enquiries, learners are requested to call Hawk Institute at 1300 159 461 or you can send us an email on [info@hawkinstitute.edu.au](mailto:info@hawkinstitute.edu.au).

### Additional Requirements

- Pre-training Review (PTR)-refer to section 6.4 of this policy/Enrolment Kit.
- Language, Literacy and Numeracy (LLN) Test-refer to section 6.5 of this policy/Enrolment Kit.

## 6.6. Verification of Documents

### Verifying English requirements

Hawk Institute's Enrolment officer or representative will check the authenticity of documents submitted along with the application and the administration team may take following procedures to verify the authenticity of the documents if required.

### Verifying English language requirements:

Most test administrators have provisions for checking the authenticity of scores and test online on their site. Hawk Institute may check the authenticity of the submitted test scores by logging into the relevant test site if required.

### IELTS

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

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

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

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

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



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

<https://www8.pearsonvue.com/affiliate/reporting/plt/LoginPage.htm>

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

## 6.7. Letter of Offer

Hawk Institute will issue a Letter of Offer to successful applicants after all the documents have been verified. The offer letter will include all detailed instructions and conditions for accepting the student agreement (the student agreement is incorporated in the offer letter itself). Enrolment officer or representative 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.

### 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. The Department of Home Affairs (DHA) requires you to maintain OSHC for the duration of your time on a student visa in Australia. If a student does not have an OSHC, Hawk Institute will assist you in arranging OSHC from amongst several providers of OSHC in Australia, for the duration of your student visa.

### Cancellation of offer letter

Hawk Institute 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.

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

- Hawk Institute will send a CoE letter once the signed student agreement along with the confirmation of the payment of the fees is received,
- There is a condition of Language, Literacy and Numeracy Test (LLN) before enrolment.
- Enrolment officer 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).
- 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 (available on Hawk Institute's campus) 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.

### **Language Literacy and Numeracy test**

As mentioned above in the entry requirements section, all students wanting to study at Hawk Institute will be required to undertake LLN test prior to the enrolment into the course. LLN test will be conducted on campus by using an ACSF mapped online LLN assessment tool - LLN Robot (<https://tlrg.com.au>), under the supervision of a qualified LLN assessor.

*Education agents or any third party will not be authorised to conduct PTR or LLN test on behalf of Hawk Institute. LLN will be conducted under the supervision of qualified assessors at the Institute.*

Students are required to bring their photo ID such as a passport or driver's license to authenticate their identification.

Kindly refer to LLN policy for more details which can be made available from the Institute.

### **7. Deferment and Suspension**

This standard sets out that registered provider i.e., Hawk Institute will 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. Hawk Institute may suspend or cancel a student's enrolment based on:

- misbehavior 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 Hawk Institute's Deferral, suspension, and cancellation policy available on Hawk Institute's website for more details.

### **8. Transfer between Registered Providers**

Hawk Institute will not knowingly enrol an overseas student seeking to transfer from another registered provider's course prior to the overseas student completing six months of his/her principal course, except where any of the following apply:

- Releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered.
- The releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas students from continuing his/her course at that registered provider.
- Releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS.
- Any government sponsor of the overseas student considers the change to be in the best interest of that student and has provided written support for the change.

For more information on transfer between registered providers, please refer to Hawk Institute's Transfer between providers policy available on Hawk Institute's website.

### **9. 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.

Hawk Institute will retain a copy of the written agreement and payment receipts, for at least two years after the overseas student ceases to be an accepted student.



## 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

## **Enrolment Quality Checklist**



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

Process	Action	Completed (Please tick)	Completed by/ Comments
Expression of Interest	Student's decision is respected, and all relevant information related to the course they wish to apply at Hawk Institute is provided to them.		
	Students are provided with support services related with admission and its procedures.		
Providing students with latest and accurate version of handbook and prospectus.	Latest and accurate version of handbook is provided to students with respect to the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the Standards of RTO 2015.		
Application forms and Pre-Training Review	Applications received by Hawk Institute are treated in a fair, equitable and respectable manner in accordance with Hawk Institute's privacy policy.		
	Signed applications forms have been received from the students including PTR form, academic transcripts, evidence of English language, passport copy, and other relevant documents.		
	Enrolment officer or representative has reviewed and assessed the applications to determine whether letter of offer should be provided or not.		
	Pre training review form has been checked and verified, including identifying student's identity.		
	Pre-training Interview questions are enough to retrieve information to ensure that students have met minimum entry requirements, English language requirements and if all the answers provided by students aligns with their educational and future goals		
	Pre-training interview questions has helped in identifying student's current competencies, and students' needs and support requirements including learning, writing and/or oral communication skills (during call or face to face PTR Interview) of the applicant, RPL/CT needs or requirements.		
	Pre training review has been helpful in ensuring enrolment of the students into the most appropriate course to achieve their intended outcomes. Students have been provided with necessary information during the PTR interview (via telephonic or face to face) so that students can make an informed decision about their enrolment in the courses at Hawk Institute.		
	Pre-training interview has been completed successfully.		
Entry requirements	Applicants' entry requirements including English test, computer literacy requirements have been checked and verified to provide student with the offer letter to students. Identified if a student has appropriate work experience or level of skills relevant to the course the students is enrolling in.		

Process	Action	Completed (Please tick)	Completed by/ Comments
Verification of documents	Enrolment officer or representative has checked authenticity of the documents submitted along with application form.		
	English test has been checked online to verify if it's genuine. (If required)		
Offer letter & Agreement	Offer letter has been issued to applicants after thorough verification of documents.		
	Offer letter includes all the detailed instructions and conditions for accepting the student agreement.		
	Applicants who did not meet the entry requirements have been notified in writing and alternative study options are offered to them.		
	Copies of letter of offer and student agreement have been kept in student's file/profile to maintain student's record.		
CoE	CoE is sent to students after signed copy of student agreement and fee paid confirmation has been received by Hawk Institute.		
	CoE has been prepared and generated as per the PRISMS user guide for international students		
	A copy of CoE has been kept in students file to maintain students record.		
Enrolment Form	Enrolment form has been filled up by the student.		
LLN test	Students have been notified about LLN requirements.		
<p><b>Language literacy and Numeracy test</b> will be conducted prior to enrolment on campus by using an ACSF mapped online LLN assessment tool - LLN Robot - under supervision of qualified LLN assessor. If students do not meet the recommended LLN requirements, students will be referred for additional support to be provided by the Institute with ACSF Support plan or students will be asked to take further Language, literacy, and numeracy training, such as ELICOS programs. ELICOS program is offered at Hawk Institute. Please contact Hawk Institute at 1300 159 461 to enquire about ELICOS program.</p>			