

ISP Admissions and Enrolment Policy

Purpose

This policy outlines the admission, enrolment and eligibility requirements used by the Department of Education and Training (International Education Division) (DET (IED)) in administering the International Student Program (ISP) for Victorian Government Schools.

This policy should be read in conjunction with the ISP Admissions and Enrolment Procedure, and is for DET (IED) staff, international students and their parent(s) or legal guardian(s), agents and schools.

Scope

This policy applies to **international students participating or applying to participate in the ISP as the primary holder of a subclass 500 Student –Schools visa.**

This policy does not cover temporary and dependant students, who are also able to enrol in the ISP but are not the primary holders of a subclass 500 Student –Schools visa. This policy also does not apply to fee exempt students, who enrol directly through schools.

Applications for enrolment in the ISP

DET (IED) assesses applications to ensure that ISP students seeking to enrol in a Victorian government

At the request of parent(s) or legal guardian(s), if the nominated correspondent is an education agent, all correspondence regarding a student's application to the ISP will be sent through the education agent. Please refer to the Education Agents Policy for further information.

Academic and English language requirements

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
	Academic requirements					
	Student must have achieved at least 60 per cent on average in each core academic subject over the past 2 years					
	English language requirement					
IELTS	5.5	5.5	5.5	5.5	6.0	6.0
AEAS	66	66	66	66	66	66
TOEFL	69	69	69	69	69	69
EIKEN	Grade 3	Grade 3	Grade 3	Grade 3	Grade 2A	Grade 2A
English-taught students	Student has been taught at a school for at least 2 years where English is the primary language of instruction.					
Successful completion of English language program	<p>If the above requirements cannot be met, applicants can choose to undertake one of the following in order to meet their English language requirements:</p> <ul style="list-style-type: none"> x undertake English language studies in a Victorian government school as part of their course, if available x undertake an English language course in Victoria through another CRICOS-registered provider. <p>The duration of English language provision will normally be 20 or 21 weeks (two terms), depending on when the student commences in the school year. If, at the end of the two terms, the student's English language proficiency is still not sufficient for them to commence their core studies, they may be required to undertake additional English language studies. This will require the pre-approval from the parent(s) or legal guardian(s) given this will impact the overall duration of study.</p>					

In compassionate or compelling circumstances, DET (IED) may accept a student who does not meet these academic and English requirements, as assessed by DET (IED) on a case-by-case basis.

Student eligibility –Victorian College of the Arts Secondary Course (Year 7 to Year 12) –CRICOS course code 028651A

Additional entry requirements

DET-arranged OSHC

- x Parent(s) or legal guardian(s) can elect for DET (IED) to arrange the student's OSHC at the time of enrolment.
- x Parent(s) or legal guardian(s) can also ask DET (IED) to arrange the student's OSHC if they change their mind about using another provider by emailing: international@edumail.vic.gov.au.
- x DET (IED) has a preferred provider arrangement with Medibank Private, which includes Medibank Private paying a commission payment to DET (IED). Medibank Private is one of the Australian Government's approved OSHC providers.

Privately arranged OSHC

Parent(s) or legal guardian(s) who choose to arrange the student's OSHC directly through a health cover provider must ensure that OSHC is arranged prior to arrival in Australia and DET (IED) has details of the:

- x name of the OSHC provider
- x student's membership number
- x start date of the cover
- x end date of the cover
- x documentation supporting OSHC coverage.

No gaps in OSHC

Where a student is transferring into a Victorian government school from another education provider there must be no gap in the student's OSHC cover. This means that when one OSHC policy expires the next policy must start immediately.

Accommodation and welfare

ISP students under the age of 18 must live either:

- x with a parent(s) or legal guardian(s) or DHA-approved relative
- x in a DET (IED)-approved homestay arrangement.

Where a student under the age of 18 does not live with their parent(s) or legal guardian(s) or DHA-approved relative, DET can approve appropriate accommodation and welfare arrangements through issuing a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter. CAAW arrangements are only available for students enrolled in a secondary school course. Where DET accepts responsibility for approving a student's welfare arrangements, the student must be at least 13 years of age at the time of commencing the homestay accommodation.

DET (IED) ensures that homestay arrangements will meet the required standards before issuing a CAAW to a student. Schools undertake a homestay check prior to the student's homestay commencing to verify the appropriateness of the homestay accommodation, including child safe and working with children check (WWCC) requirements. DET (IED) requires students 18 years of age and over to live in approved accommodation for the duration of their study as a condition of their enrolment at the school. In special circumstances, DET (IED) may allow alternative living arrangements for students over 18 years of age in consultation with the school.

For further information on homestays and student accommodation and welfare please refer to the [ISP Homestay Policy](#), [ISP Homestay Procedure](#), and the [ISP Accommodation and Welfare Policy](#).

Unsuccessful applications

DET (IED) notifies applicants if they are unsuccessful in their application to enrol in the ISP. Applications may be unsuccessful for a variety of reasons, including where:

- x the student does not meet DET (IED) entry requirements
- x there is no availability in the applicant's preferred schools –(DET (IED) will request additional school preferences until either the student is accepted or the application is withdrawn
- x there are outstanding fees owed to DET (IED) by the student or their parent(s) or legal guardian(s).

Recognition of prior learning and granting course credit

After receiving a CoE, international students who are aiming to undertake studies for the Victorian Certificate of Education (VCE), which is offered in the Secondary and VCASS courses and typically completed by students in Years 11 and 12, are able to apply for course credits with the endorsement of principal of their school. Please refer to the [ISP Course Credit Policy](#) for further information.

Definitions

- x **AEAS** –Australian Education Assessment Services.
- x **Applicants** refers to international students (and their parent(s) or legal guardian(s)) who apply for enrolment in an ISP course.
- x **Course** refers to a course registered on CRICOS offered by the Department of Education and Training (under DET (IED)).
- x **Compassionate circumstances** refers to circumstances that are not in the student's control or created by the student and adversely impact on student welfare or course progress (for example, illness, bereavement or traumatic events may qualify), as assessed on a case by case basis.
- x **Compelling circumstances** are circumstances which in the opinion of DET (IED) are in the student's best interests, as assessed on a case by case basis.
- x **Education Agents** or **agents** refers to an education agent registered with DET (IED) to recruit students for an ISP course.
- x **EIKEN** –is a Japanese public-interest incorporated foundation that produces and administers English-proficiency tests.
- x **Homestays** are international student accommodation arranged by schools where DET (IED) is responsible for the welfare of the student at all times, including outside school hours.
- x **International students (or students**

Authorised

Executive Director, International Education Division

Date of authorisation: 29/11/2019

Review frequency: This policy will be reviewed at minimum every 12 months or when any changes arise impacting its currency, including legislative or regulation change.