



Admissions and Enrolment Policy and Procedure

Australian Institute of Digital Technology Pty Ltd

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POLICY 1

Admissions and Enrolment Policy and Procedure

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Policy Owner	CEO / Admissions Manager	Approved By	CEO
Applicable Legislation & Standards	Standards for RTOs 2025 (Clauses 5.1, 5.2, 5.3); ESOS Act 2000 (ss.21, 26A); National Code 2018 (Standards 2, 7, 8); AQF Policy 2013; Privacy Act 1988 (Cth) APP 3; Student Identifiers Act 2014; Migration Act 1958; Migration Regulations 1994 (Schedule 8)		

1. Purpose

This policy and its associated procedure govern all aspects of the admissions and enrolment process at the Australian Institute of Digital Technology Pty Ltd (AIDT), RTO 45801, CRICOS Provider No. 03983J. It establishes the principles, minimum entry requirements, and step-by-step enrolment procedure that apply to all prospective students, with specific provisions for international students holding, or intending to apply for, an Australian Student Visa (Subclass 500).

The purpose of this policy is to ensure that AIDT admits only students who are genuinely suited to and capable of undertaking their chosen qualification; that the admissions process is conducted with integrity, transparency, and consistency; that all information provided to prospective students is accurate and not misleading; and that all obligations under the Standards for RTOs 2025, the ESOS Act 2000, and the National Code of Practice 2018 are met at every stage of the enrolment process.

AIDT recognises that the decision to study in Australia is a significant personal and financial commitment for international students and their families. This policy is designed to protect the interests of students by ensuring they receive complete, accurate information before any financial commitment is made and before enrolment is confirmed.

2. Scope

This policy applies to all prospective students seeking enrolment in any AQF qualification delivered by AIDT. It applies equally to prospective domestic and international students, with additional specific provisions for international students set out in Sections 7 through 12. It applies to all AIDT staff involved in admissions and enrolment, including the CEO, Admissions Manager, Student Support Officer, and any education agents acting on AIDT's behalf under a formal agency agreement.

3. Policy Principles

All admissions decisions at AIDT are grounded in the following principles, which reflect both our regulatory obligations and our values as an education provider:



- **Non-discrimination:** No applicant will be disadvantaged or refused enrolment on the basis of race, colour, national or ethnic origin, sex, gender identity, sexual orientation, age, disability, religion, marital status, pregnancy, family responsibilities, or political belief. Selection is based solely on the applicant's ability to meet the published entry requirements for the chosen qualification.
- **Accuracy and transparency:** All information provided to prospective students — whether on AIDT's website, in brochures, through agents, or in direct communications — must accurately represent AIDT's courses, fees, outcomes, facilities, and entry requirements. AIDT will not make exaggerated claims about employment prospects, income, or course outcomes.
- **Genuine suitability:** Enrolment is confirmed only where AIDT has reasonable grounds to believe the applicant has the academic foundation, English language proficiency, and personal circumstances to successfully complete the qualification within the required duration.
- **Procedural fairness:** Applicants who are declined will be advised of the reasons in writing and of their right to appeal. All appeals will be handled in accordance with AIDT's Complaints and Appeals Policy (AIDT-POL-009).
- **Fee protection:** No course fees will be accepted until the Written Student Agreement has been issued and the student has been given a reasonable opportunity to review it. AIDT's membership in the Tuition Protection Service (TPS) ensures fees are protected at all times.

4. Entry Requirements

Entry requirements ensure that students have the foundational academic skills and knowledge to engage meaningfully with the content and assessment requirements of their chosen qualification. AIDT's entry requirements are set at a level that is appropriate to the AQF level of the qualification and the vocational context and are applied consistently to all applicants.

General entry requirements applicable to all AIDT qualifications are as follows. Course-specific additional requirements are published in the Training and Assessment Strategy (TAS) for each qualification and on AIDT's website at www.aidt.edu.au.

4.1 Minimum Age

All students must be a minimum of 18 years of age at the time of course commencement. AIDT does not enrol students under 18 under any circumstances, regardless of parental or guardian consent. Where an applicant will turn 18 within 6 weeks of the proposed commencement date, AIDT may, at its discretion, issue a conditional Letter of Offer with a commencement date on or after the student's 18th birthday.

4.2 Prior Education

Applicants must have completed Year 12 of secondary education in Australia, or an overseas qualification assessed by AIDT as equivalent. The assessment of overseas secondary qualifications is conducted by the Admissions Officer by reference to the Country Education Profiles published by the Department of Education



(education.gov.au). Applicants whose prior secondary education was completed in a non-English-speaking country must also satisfy the English language proficiency requirements in Section 4.3. Where an applicant's prior education falls below Year 12 equivalence, AIDT may, in exceptional circumstances, consider an alternative experience pathway if the applicant can demonstrate relevant industry experience and otherwise meets all other entry requirements. All alternative pathway assessments are approved by the CEO and documented on file.

4.3 English Language Proficiency

A sufficient level of English language proficiency is essential for students to engage with the academic demands of their qualification, to participate meaningfully in classroom and practical learning, to complete written assessments to a satisfactory standard, and to comply with workplace communication requirements during work placement. AIDT requires all international students to demonstrate English language proficiency by one of the following means:

- IELTS Academic or General Training: minimum overall band score of 6.0
- Pearson Test of English (PTE Academic): minimum overall score of 42.
- TOEFL iBT: minimum overall score of 46.
- Cambridge English: B2 First (FCE), minimum score of 162.
- Occupational English Test (OET): minimum grade C in all components.
- Satisfactory result in AIDT's own English Placement Test (EPT), administered by a qualified staff member. The EPT may be used where the applicant has no formal English test result or where the test result is more than 2 years old at the time of application.

English test results must generally have been achieved within 2 years of the proposed course commencement date. The Admissions Manager may, at their discretion, accept results up to 3 years old where the applicant can demonstrate recent and ongoing engagement with English in a professional or academic context. Any such discretion must be documented on the student's file.

Domestic students whose first language is not English and who do not hold one of the test results listed above may be required to complete AIDT's English Placement Test as part of the admissions process.

4.4 LLND Assessment

All applicants are required to complete AIDT's Language, Literacy, Numeracy and Digital (LLND) assessment before a final admissions decision is made. The LLND assessment is a diagnostic tool used to identify each student's current core skill levels and to determine what, if any, additional support strategies need to be built into the student's learning plan. The LLND assessment is not a pass/fail threshold — a low result does not automatically disqualify an applicant. Rather, it enables AIDT to ensure the student is enrolled with an appropriate support plan in place. Full details of the LLND assessment are set out in AIDT's LLND Policy (AIDT-POL-002).

4.5 Pre-Enrolment Training Review (PTR)



Every applicant is required to participate in a Pre-Enrolment Training Review (PTR) interview before an enrolment offer is made. The PTR is conducted by a member of AIDT's admissions or training team either in person at AIDT's campus or via video conference. The PTR has a dual purpose: first, to assist AIDT in assessing the applicant's genuine suitability for the course; and second, to ensure the applicant fully understands what studying with AIDT involves, including the course structure and demands, attendance requirements, assessment obligations, fee obligations, and — for international students — visa conditions and compliance obligations. The PTR is documented and the outcome recorded on the student's file. A PTR is not a mere formality; AIDT staff are expected to make a genuine and honest assessment of the applicant's readiness for study.

5. Enrolment Procedure

The following procedure applies to all applications for enrolment in an AIDT qualification. Each step is mandatory. No step may be skipped or conducted out of sequence. The procedure is designed to ensure that both the student and AIDT have complete and accurate information before any commitment — academic or financial — is made.

1	ENQUIRY AND INITIAL ASSESSMENT — The prospective student contacts AIDT directly or through an authorised education agent. AIDT provides accurate information about course options, entry requirements, fees, delivery modes, and expected outcomes. All information provided must be consistent with the published course information and the relevant Training and Assessment Strategy. If an agent is involved, the agent must have a current, signed Agent Agreement with AIDT and must direct the applicant to AIDT's official materials for authoritative information.
2	APPLICATION — The prospective student submits a completed Application for Enrolment Form to admissions@aidt.edu.au with all required supporting documents. Required documents include: a clear copy of the biographical data page of the applicant's passport; certified copies of all prior education certificates and academic transcripts; evidence of English language proficiency (test result or EPT score); and any course-specific prerequisite documentation. Applications with missing documents will not be progressed. The Admissions Officer will acknowledge receipt of the complete application within 2 business days and advise whether any additional documents are required.
3	DOCUMENT VERIFICATION — The Admissions Manager verifies the authenticity and currency of all submitted documents. Where original certified copies cannot be provided, AIDT may request the applicant attend the campus (or have their agent attend on their behalf) to present original documents. Where AIDT has reason to believe that any submitted document is fraudulent or falsified, the application will be declined and the matter referred to the CEO, who may report the matter to relevant authorities.
4	LLND ASSESSMENT — The applicant completes AIDT's LLND assessment under supervised conditions at AIDT's campus or via an authorised offshore agent. The assessment is conducted in accordance with AIDT-POL-002.



	Results are reviewed by the LLND Coordinator within 2 business days of the assessment.
5	PRE-ENROLMENT TRAINING REVIEW (PTR) — The Admissions Manager or a delegated senior trainer conducts the PTR interview with the applicant. The PTR is recorded in note form and filed on the application record. If the PTR reveals that the applicant has unrealistic expectations about the course demands or outcomes, or appears unlikely to meet their visa obligations, the Admissions Manager is required to have an honest conversation with the applicant before proceeding further. The PTR outcome — either 'suitable to proceed' or 'application declined' — is documented.
6	ADMISSIONS DECISION — Having reviewed all collected information (application documents, LLND results, PTR notes, and any other relevant information), the Admissions Manager makes a recommendation to the CEO. The CEO makes the final admissions decision. Where the decision is to proceed, a Letter of Offer is prepared. Where the decision is to decline, written reasons are prepared for the applicant. The decision is made within 5 business days of the completion of the PTR.
7	LETTER OF OFFER AND WRITTEN STUDENT AGREEMENT — A Letter of Offer and Written Student Agreement are issued to the successful applicant. These documents must include, at a minimum: the full course name, qualification code, and CRICOS course code; the campus address; the total tuition fees and all non-tuition fees; the payment schedule including due dates and amounts; the course commencement and expected completion dates and total duration in weeks; information about AIDT's Refund Policy including the calculation methodology; information about AIDT's Complaints and Appeals process; the OSHC requirement and AIDT's preferred provider (NIB); any conditions attached to the offer (e.g. subject to visa approval); and a reference to the ESOS Framework and the student's rights under it. The student is given a minimum of 5 business days to review the Written Student Agreement before AIDT expects a response.
8	ACCEPTANCE AND PAYMENT OF INITIAL DEPOSIT — The student signs and returns the Written Student Agreement and pays the initial deposit as specified in the Agreement. In accordance with the ESOS Act, AIDT will not accept more than 50% of total course fees for courses exceeding 24 weeks in duration before the course commences. For shorter courses, the full fee may be accepted. The signed Agreement and payment confirmation are retained on the student's file.
9	CONFIRMATION OF ENROLMENT (CoE) — Upon receipt of the signed Written Student Agreement and initial deposit payment, AIDT issues a Confirmation of Enrolment (CoE) via the PRISMS system. The CoE reflects the full course duration and is issued only for the course and duration as agreed. AIDT will not issue a CoE for a period shorter than the genuine expected course duration. The student uses the CoE to apply for their Student Visa (Subclass 500) through the Department of Home Affairs.
10	PRE-ARRIVAL INFORMATION — AIDT issues the student with a Welcome Pack containing practical pre-arrival information, including accommodation guidance, OSHC activation instructions, transport information, and the date and location of orientation. The student is required to confirm their arrival date and residential address in Australia within 7 days of arrival.



- 11** **ORIENTATION** — The student attends mandatory orientation on the first day of their course. Orientation is detailed in Section 5 of AIDT's International Student Handbook. Attendance at orientation is a condition of enrolment and is recorded in AIDT's attendance system.

6. Written Student Agreement — Detailed Requirements

The Written Student Agreement is a legally binding document between AIDT and the student. It represents AIDT's commitment to deliver the specified course to the specified standard, and the student's commitment to pay the agreed fees, comply with AIDT's policies, and meet their visa obligations. AIDT is prohibited under the ESOS Act from accepting any course fees from an international student before the Written Student Agreement has been issued.

The Written Student Agreement must be written in plain English that the student can reasonably be expected to understand, having regard to their English language level. Where there is any doubt about whether the student has understood the Agreement, AIDT will arrange for the key provisions to be explained verbally by a staff member. AIDT maintains a register of all Written Student Agreements issued, with the date of issue, the date of acceptance, and the initial payment received.

Students may request a copy of their Written Student Agreement at any time by emailing support@aidt.edu.au.

7. Declined Applications

Where an application is declined, AIDT will communicate the decision to the applicant in writing within 5 business days. The communication will state the reason(s) for the decision clearly and will advise the applicant of any steps they could take to reapply in the future (for example, by achieving a higher English test score or completing a bridging course). The communication will also advise the applicant of their right to appeal the decision within 20 working days under AIDT's Complaints and Appeals Policy (AIDT-POL-009). All declined application records are retained on file for a minimum of 7 years.

AIDT will not decline an application on discriminatory grounds. If a staff member is aware that a colleague has declined an application on discriminatory grounds, they are required to report this to the CEO immediately.

8. Education Agents

AIDT uses a small number of approved education agents to assist with the recruitment of international students. All agents are engaged under a formal written agreement that sets out the agent's obligations, AIDT's expectations, and the consequences of non-compliance. Key agent obligations include: providing prospective students with accurate and complete information about AIDT and its courses; not making representations about AIDT that are inconsistent with, or exceed, the information authorised by AIDT; not charging students fees over and above those disclosed in AIDT's standard fee schedule without AIDT's prior written approval; and notifying AIDT



promptly of any student welfare concerns or material changes in a student's circumstances.

AIDT is responsible under the National Code for the conduct of its agents and will take appropriate action — including termination of the agent agreement — where an agent's conduct is found to be in breach of the National Code or the agent agreement. A current list of AIDT's approved agents is published on AIDT's website and is updated whenever an agent agreement is entered into, suspended, or terminated. Students who believe they have been misled by an agent should contact admissions@aidt.edu.au or raise a complaint under AIDT-POL-009.

9. Credit Transfer and RPL at Enrolment

Applicants who wish to apply for credit transfer (CT) or recognition of prior learning (RPL) must indicate this on their Application for Enrolment Form. CT and RPL are assessed in accordance with AIDT-POL-020 (Credit Transfer) and AIDT-POL-021 (RPL) respectively. Where CT or RPL is approved before enrolment, the Written Student Agreement will reflect the reduced course duration and fees. No fees above the revised amount will be collected. A revised CoE is issued for the actual expected course duration following any approved CT or RPL. AIDT will not issue a CoE for an artificially short course duration to assist a student in obtaining a visa.

10. OSHC and Visa Requirements

All international students are required to hold valid Overseas Student Health Cover (OSHC) for the full duration of their stay in Australia. AIDT's preferred OSHC provider is NIB Health Insurance (www.nib.com.au/overseas-students).

AIDT will provide students with information about OSHC at the time of enrolment and again at orientation.

Where a student fails to maintain valid OSHC, AIDT will notify the student of this obligation in writing and, if the situation is not rectified within 7 days, AIDT may be required to report this to the Department of Home Affairs.

11. Record-Keeping

AIDT maintains comprehensive and organised records of all admissions and enrolment activities. Student files are created at the time of application and are maintained throughout the student's enrolment and for the applicable retention period thereafter. All enrolment records — including application forms, copies of supporting documents, LLND assessment results, PTR records, Written Student Agreements, CoE records, fee receipts, and correspondence — are retained for a minimum of 7 years. Qualification and certification records are retained for a minimum of 30 years as required by the Standards for RTOs.

Student records are stored securely in accordance with AIDT's Privacy Policy (AIDT-POL-010). Access is restricted to authorised AIDT staff. Records are available for inspection by ASQA and the Department of Home Affairs upon request.



12. Related Documents

AIDT-POL-002	LLND Assessment Policy and Procedure
AIDT-POL-006	Student Visa Compliance Policy
AIDT-POL-007	Course Variation Policy
AIDT-POL-008	Fees, Charges and Refunds Policy
AIDT-POL-009	Complaints and Appeals Policy and Procedure
AIDT-POL-010	Privacy and Personal Information Policy
AIDT-POL-020	Credit Transfer Policy and Procedure
AIDT-POL-021	Recognition of Prior Learning Policy and Procedure
Application for Enrolment Form	AIDT-FORM-001
Written Student Agreement Template	AIDT-FORM-002
Pre-Enrolment Training Review Record	AIDT-FORM-003