STUDENT ENROLMENT AND CLASS PLACEMENT POLICY AND PROCEDURE

PURPOSE

This policy sets out the procedures for the placement of students on enrolment in line with Standard 2 of the National Code of Practice 2018 & ESOS Act 2000. SCIC recognises that students' level of English will vary, which may affect course duration and CoE, for both single ELICOS courses and packaged courses.

This policy is to be read with the Formalisation of Enrolment Procedure, and the Student Engagement policies and procedures and with the explanatory document prepared by David Hill, ELT Support; ELICOS practices around CoE duration.

SCOPE

This policy and procedures applies to Students, Agents and SCIC Administration Staff

DEFINITIONS AND REFERENCES

SCIC	Sunshine Coast International College
ESOS Act	Educational Services to Overseas Students Act 2000
NC18	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
IELTS	International English Language Testing System
CMS	College Management System

GUIDELINES

Education Services to Overseas Students Act 2000
Education Services to Overseas Students Regulations 2001
National Code of Practice for Registration Authorities & Providers of Education and Training to Overseas Students 2018

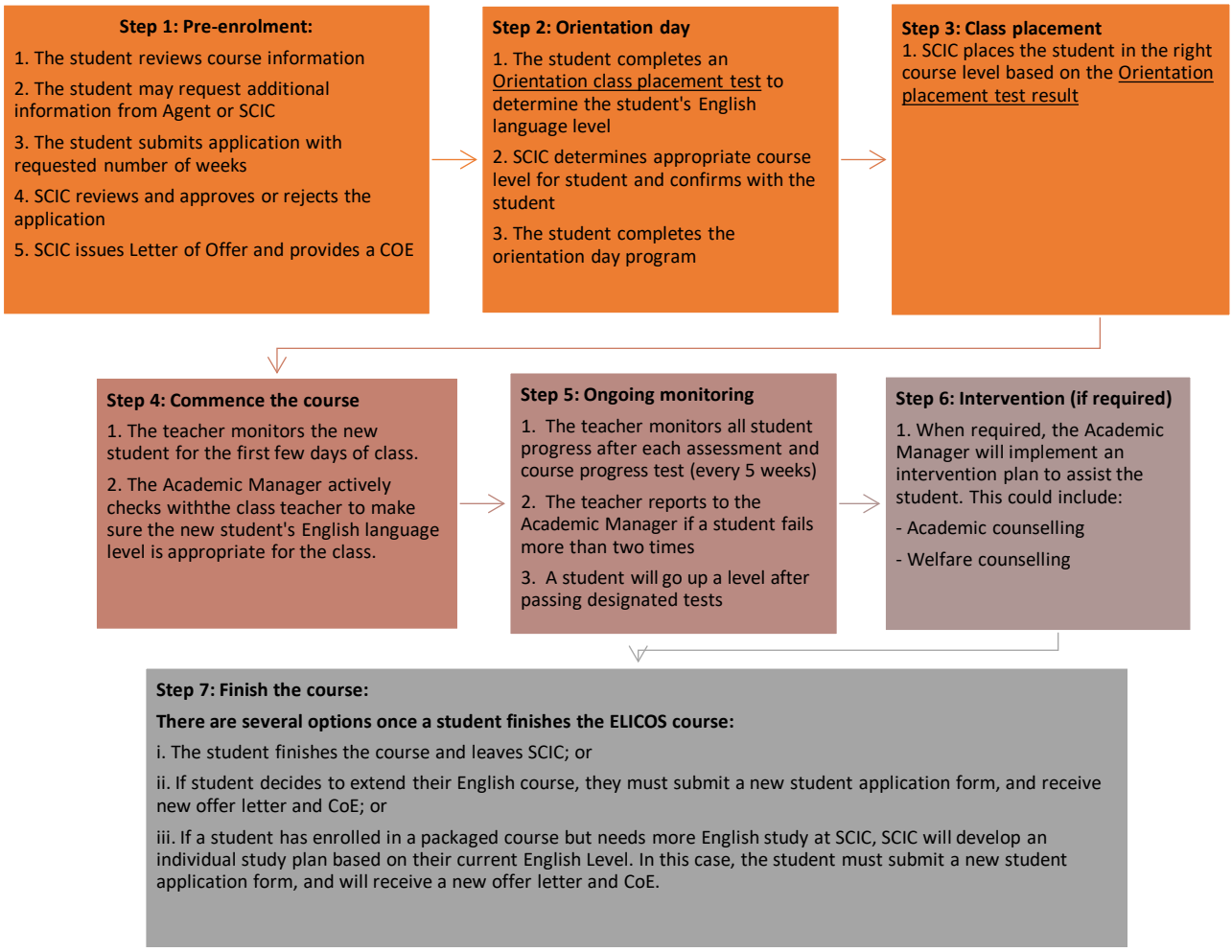
POLICY

a) All students who wish to enter a course provided by SCIC must have the appropriate skills and English proficiency for their chosen course in order to be successful in their studies.

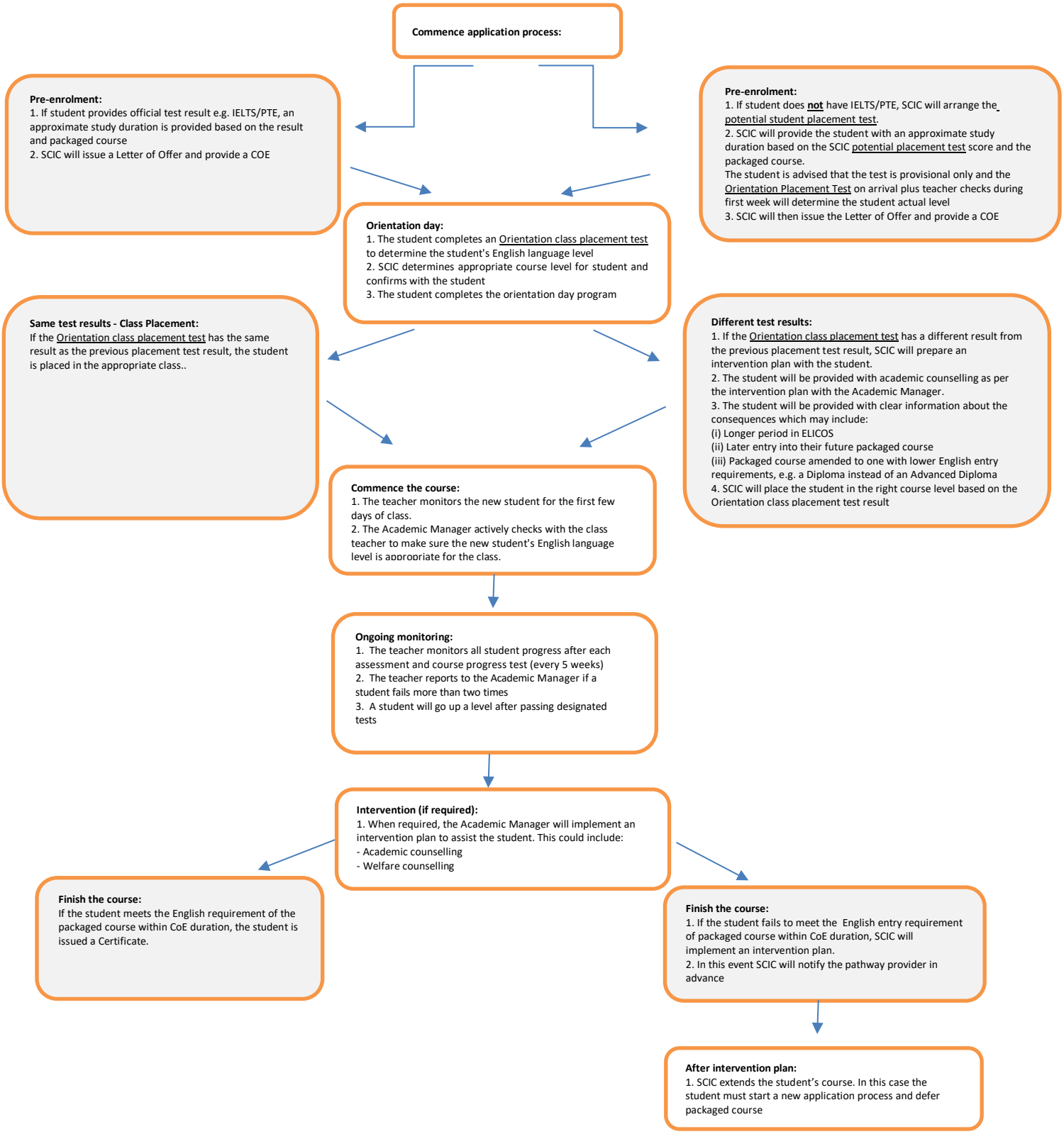
b) Students are advised prior to enrolment that there may be some variation for course duration and therefore CoE based on their goals, individual situation and English level and that course duration may vary accordingly.

PROCEDURE

Enrolment Flow chart: ELICOS only students



Enrolment Flow chart: Packaged Students



ASSOCIATED DOCUMENTS

1. Potential student placement test
2. Orientation class placement test
3. Course progress tests
4. Unit assessments

MODIFICATION HISTORY

Version	Date	Summary of modifications
1.0	16 June 2023	Established