



<b>Department</b>	Vocational Education & Training – Education Services for Overseas Students (ESOS)		<b>Author(s)</b>	RTO CEO
<b>Quality Controlled Document No. &amp; Title</b>	ESOS 2.0	Recruitment of Overseas Students Policy	<b>Approved</b>	RTO CEO
<b>Version</b>	1.2		<b>Authorised</b>	RTO Academic Board
<b>SRTOs 2015</b>	Standard 2		<b>Distribution</b>	Internal   RTO Management External   N/A

The Recruitment of Overseas Students Policy shall inform Marriott Academy management and staff in relation to assessing overseas student course enrolment applications, and the issuing of an Overseas Student Offer and Acceptance Agreement. Prior to accepting an overseas student for enrolment in a course, Marriott Academy shall make available comprehensive, current and plain English information to the prospective overseas students. Refer to Marriott Academy ESOS\_1.0 Marketing Information and Practices Policy v 1.1, section 3.0.

Marriott Academy shall implement policies and procedures that ensure Marriott Academy recruits overseas students in an ethical and responsible manner, providing information that enables the students to make informed decisions about studying with Marriott Academy in Australia. Marriott Academy shall ensure students' qualifications, experience, English language proficiency, and numeracy skills are appropriate for the qualification(s) in which the student seeks to enrol.

Students applying for Marriott Academy courses are required to apply using the Marriott Academy Student Enrolment Form. The Marriott Academy Student Enrolment Form may be accessed from the Marriott Academy website, or by emailing Marriott Academy with a request for an enrolment form. Students may apply directly either through post, email, online application system, or through an approved education agent.

All documentation sent with the application should be either original or certified copies. If not certified, a request for certified documents will be inserted under Special Conditions in the overseas Student Offer and Acceptance Agreement. Acceptance, fee payment and issuing of Confirmation of Enrolment (CoE) cannot occur until certified documents are provided.

## 1.0 ESOS Course Entry Requirements

- 1.1 At the time of course commencement, the student must have attained the age of 18.
- 1.2 The student must provide evidence of, or must be able to demonstrate, English language proficiency, and numeracy skills at least to the level required for entry into the qualification course(s) for which they apply. Refer to Marriott Academy's qualification Training and Assessment Strategy for the



applicable language, literacy and numeracy requirements. These requirements shall be included in all course marketing and promotional materials. This requirement shall not apply where course entry requirements require that students have completed a specific nationally recognised AQF VET qualification.

- 1.3 Except where students are required to have completed a specific nationally recognised AQF VET qualification, where evidence provided by a prospective student with regards to their LLN levels is not sufficient or clearly meets the course entry criteria, Marriott Academy shall require those students to undertake Marriott Academy's Australian Core Skills Framework (ACSF) LLN assessments. Whilst Marriott Academy may use the outcomes of these assessments to confirm the student's LLN levels, these assessments will be used to determine if the student may require support to complete the course requirements.
- 1.4 A student who wishes to study on a student visa must be both a genuine temporary entrant and a genuine student. Marriott Academy will ensure overseas students meet these requirements prior to approving their enrolment. The Genuine Temporary Entrant requirement (GTE) is an integrity measure to ensure that the Student Visa Programme is used as intended and not used by international students as a way of maintaining de facto permanent residency in Australia. A genuine student is a student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this educational outcome.
- 1.5 All applicants for a student visa must show they are coming to Australia temporarily to gain a quality education. The Genuine Temporary Entrant (GTE) requirement is not intended to exclude students who, after studying in Australia, develop skills Australia needs and who then go on to apply for permanent residence. All overseas students are required to provide relevant information, and supporting evidence, with their enrolment application.

## 2.0 Recognition of Prior Learning (RPL) and Credit Transfer

- 2.1 Overseas students shall be able to apply for RPL, and/or Credit Transfer prior to course commencement. Students may indicate on their enrolment application if they intend to apply for RPL and/or Credit Transfer. All applications for RPL and/or Credit Transfer shall be submitted and assessed in accordance with Marriott Academy's policy RPL, Credit Transfer and National Recognition.
- 2.2 Where students rely on the recognition of overseas academic qualifications, they shall be referred to information available online at:  
Qualifications Recognition:  
<https://internationaleducation.gov.au/services-and-resources/Pages/qualifications-recognition.aspx>

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and

Overseas Qualifications Unit, Skilled and Business Migration Program

Phone: 1300 492 606

Email: [oqu@liveinmelbourne.vic.gov.au](mailto:oqu@liveinmelbourne.vic.gov.au)

<https://liveinmelbourne.vic.gov.au/work/overseas-qualification-unit>

- 2.3 If Marriott Academy grants an overseas student RPL, or course credit, that reduces the overseas student's course length, Marriott Academy will inform the student, in writing, of the reduced course duration following granting of RPL, and/or Credit Transfer, and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course. Marriott Academy shall report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.
- 2.4 Where Marriott Academy grants an overseas student course credits based on RPL, or Credit Transfer, Marriott Academy will provide a written record of the decision to the overseas student, and retain the written record, including all supporting evidence, for two years after the overseas student ceases to be an accepted student.

### 3.0 Documentation Requirements

- 3.1 All documentation sent with an enrolment application should be either original or certified copies. If not certified, a request for certified documents will be inserted under Special Conditions in the Overseas Student Offer and Acceptance Agreement. Issuing of CoE cannot occur until certified documents are provided.