



Enrolment Kit



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About Enrolment Kit

CAN United Pty Ltd t/a National Skills & Trade College (herein referred to as “NST”) manages and conducts its recruitment process in a fair, responsible and detailed manner.

National Skills & Trade College (NST) ensures that the recruitment, selection and enrolment process is aligned with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth) and the 2025 Standards for RTOs (Cth).

At National Skills & Trade College (NST), we ensure that recruitment is carried out responsibly and that students are appropriately qualified for the course they seek to enrol in. This includes meeting requirements for English language proficiency, educational qualifications, Language, Literacy, Numeracy, and Digital (LLND) skills, relevant work experience, and access to necessary materials and equipment. Students must also have sufficient information to make informed decisions about studying their chosen course at the National Skills & Trade College (NST) in Australia.

The Enrolment kit has been developed to provide important information in order to support recruitment, selection and pre-training review effectively. It contains information about legislation, policy and procedures at National Skills & Trade College (NST). It ensures that students receive clear and accurate information about NST, the training products on National Skills & Trade College (NST) scope, and any changes that may affect them. Students will be provided with vital information about NST, the services it offers, and essential course details through the Student Handbook available on NST’s website, as well as this Enrolment Kit. This information is necessary for students to make informed enrolment decisions at the National Skills & Trade College (NST).

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.

Standards of RTO 2025 (Cth)

As per the Standards of RTO 2025 (Cth), Standard 2.1 – 2.6, RTO is required to ensure VET students have access to clear and accurate information concerning the organisation, the relevant training product, and students are made aware of any changes that may affect them. VET students are advised, prior to enrolment, about the suitability of the training product for them, taking into account the student’s skills and competencies.

This is to ensure VET students are treated fairly and properly informed, supported and protected.

Before enrolment or commencement of training and assessment activities, National Skills & Trade College Pty Ltd (NST) 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, and course information available on the National Skills & Trade College (NST) website. Please refer to the link below for more Enrolment and recruitment details on www.asqa.gov.au/how-we-regulate/revised-standards-rtos/practice-guides/practice-guide-information



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.

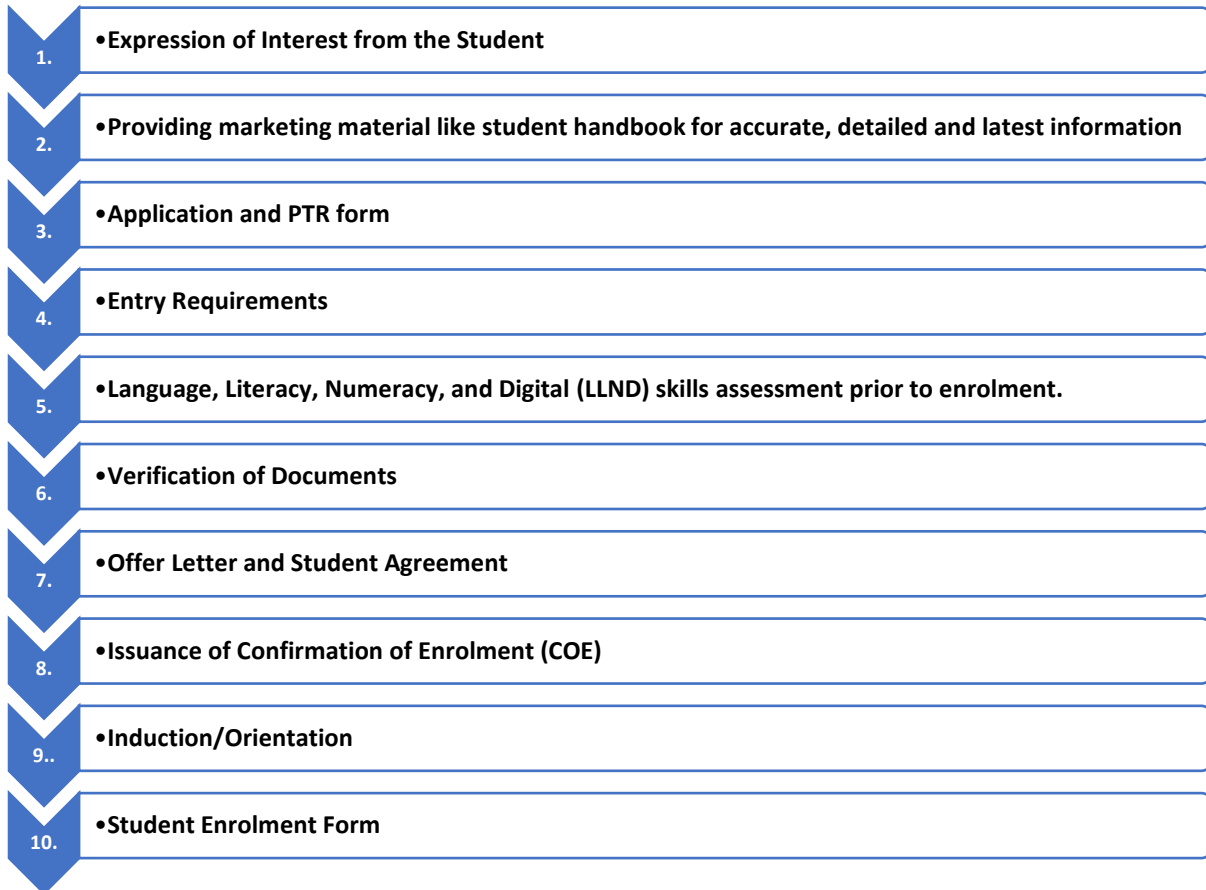
Standard 2: Recruitment of an overseas student

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



Enrolment Policy and Procedures

1. *Purpose*

National Skills & Trade College (NST) implements this enrolment policy and procedures to ensure that:

- Students selected to study at NST 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 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 about the training products that are appropriate to meet the learner's needs, taking into account 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 Pre-Training review.

2. *Responsibility*

CEO and Training Manager will be responsible for the implementation of this policy and ensuring that relevant staff members are aware about this policy and procedure.

3. *Scope*

These procedures apply to the admission, selection and processing of applications received from the 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 a place 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 interior ministry responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. It offers services including Visa, immigration and citizenship. Refer to <https://immi.homeaffairs.gov.au/> for more details.

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's enrolment and acceptance of the offer letter and student agreement provided by the Institute. The DHA requires the CoE for visa processing for 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 and Student Agreement: a formal invitation to a prospective student to commence study at the Institute in the course offered and a written agreement established between the Student and NST.

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 NST can meet the student's individual needs and their host workplace requirements (if applicable). Students are required to complete the PTR form, which is included as part of the Application Form at NST.

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 is designed to promote equitable access to training and support services for all students.
- All applications will be treated fairly, with respect and sensitivity, and in accordance with NST's Privacy Policy.
- Applications for admission will be lodged according to the relevant guidelines provided to the applicants in the student handbook.
- 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.
- 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".
- NST will uphold the principles of equity, diversity, and inclusion in accordance with the Standards for RTOs 2025.
- To comply with all applicable Commonwealth, State and Territory laws, including, for example, ensuring:
 - personal information is collected, used and disclosed by the NST in accordance with all applicable privacy laws; and
 - NST complies with all applicable requirements under the Student Identifiers Act 2014.
- To ensure all prospective students receive accessible, clear and accurate pre-enrolment information about:
 - Training product codes and titles
 - Entry requirements
 - Fees and charges, including any non-tuition costs
 - Modes and locations of delivery
 - Duration of training and assessment
 - Support services available
 - Assessment methods and conditions

NST ensures that marketing materials and pre-enrolment information are accessible and understandable for all prospective students, including those with disabilities or low literacy. Translated materials or verbal explanations will be provided where required.

6. **Diversity and Inclusion Commitment**

NST is committed to fostering a culturally safe, inclusive, and respectful learning environment for all students.

NST values the diversity of its student body and recognises the unique contributions of individuals from all backgrounds. This includes students from culturally and linguistically diverse (CALD) communities, people with disability, members of the LGBTIQ+ community, and individuals of all faiths, genders, and socio-economic statuses.



NST is dedicated to creating an environment where every learner feels welcomed, respected, and supported. Through inclusive enrolment practices and equitable access to training and support services, NST ensures that all students are empowered to succeed and participate fully in their education.

- Enrolment processes is designed to be accessible via NST's website and on campus, inclusive, and free from discrimination.
- Staff are trained to apply culturally safe practices and respect individual student needs.
- Individualised support is made available where required to ensure equitable participation.
- Feedback mechanisms are in place to continually improve the inclusiveness of our education environment.

Note: Students will be provided with interpreters, translated materials, or visual aids where required and identified during Pre-Training Review process.

7. Procedures

Step-by-Step National Skills & Trade College's Enrolment Policy

7.1 Expression of Interest from the student.

Expression of interest will be highly regarded at NST. Staff will ensure that student receives all the necessary information about their courses at NST. National Skills & Trade College (NST) respects student's decision in showing interest at NST and ensures that students will be provided with all the support they might need.

NST is committed to fostering a safe, inclusive, and culturally respectful learning environment that values the diversity of all students, including those from culturally and linguistically diverse backgrounds and Aboriginal and Torres Strait Islander communities.

7.2 Student Handbook and other relevant marketing material

Once a student shows interest in studying at NST, they will be provided with relevant marketing materials like the student handbook, which contains accurate, latest and all the vital information such as:

- Course offered at NST, duration of the course including holiday breaks, study requirements and assessments.
- Modes of delivery, location of the course available
- Facilities, equipment, and learning resources available to students, pre-requisites to enter the course.
- Comprehensive information on fees and charges payable (including tuition and non-tuition fees), fee payment and refund policy, all the cost included in fee payable.
- Details of feedback, complaints and appeals policy and process and various other policies like Student Support, Welfare, and Wellbeing 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.

NST ensures that marketing materials and pre-enrolment information are accessible and understandable for all prospective students, including those with disabilities or low literacy. Translated materials or verbal explanations will be provided where required.



7.3 Application Form and Pre-Training Review Form

Application procedures shall be applicant-focused, consistently applied and equitable. All applications shall be treated fairly, with respect and sensitivity.

Once all the enquiring students have received marketing materials like a handbook, which contains relevant policies and procedures in line with relevant government regulations before enrolment, they will be provided with a student Application form.

Prospective overseas students are required to submit an Application Form along with a Pre-Training Review form (Appendix 1 in the application form) along with the supporting documents listed below. This will be submitted prior to the enrolment to allow adequate time for the Institute to assess the application.

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

- Application Form and Pre-Training Review Form
- Academic transcripts,
- Evidence of English language level (e.g., IELTS, PTE)
- Educational or academic certificates (in both the original language and in English),
- Copy of passport/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 is created, and relevant details are recorded. Applicant's information shall remain confidential between the designated parties.

Enrolment Information

NST's enrolment requirements for the courses are:

- A completed application form, PTR form and signed agreement.
- A Language, Literacy, Numeracy, and Digital (LLND) skills test undertaken prior to course enrolment.
- Identification and verification of the documents.
- Identity verification: one of which is a photo of the student, such as a passport and/or a driver's license.

7.4 Pre-Training Review (PTR)

Undertake Pre-Training Review (PTR)

NST will assess learner's needs by conducting PTR. PTR will be conducted prior to the enrolment to review student's current competencies, student needs, English level, and support requirements, including their oral communication skills, in order to enrol them in the most appropriate course to achieve their intended outcomes. Before an offer is made, NST will review student's current competencies, student needs, English level, digital literacy, support requirements and oral communication skills, to enrol them in the most appropriate course to achieve their intended outcomes.



Applicants are required to fill up the PTR form included in the application form and answer all the questions 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). During the PTR, NST will document any identified support needs or reasonable adjustments required to ensure equitable access to training and assessment.

The pre-training review ensures that NST:

- understands the student's reasons for undertaking the course
- ensures the suitability of the training to the students
- understands the student's current competencies and therefore provides opportunities for these to be assessed
- Confirms if students had access to necessary pre-enrolment information for them to make informed decision and to ensure that students reasons for undertaking qualification with NST align with their previous experience in a particular sector (if any), educational and career goal.
- Identifies possible Recognition of Prior Learning (RPL) and/or Credit Transfer (CT), student's English level, oral communication skills, knowledge on Language Literacy Numeracy and Digital Literacy skills.
- check if the training and assessment strategies employed to deliver the course suit the student's needs, and
- Provides relevant support required for the student to succeed in the course.
- Identify and arrange any necessary academic, digital, language, or wellbeing support for student to succeed.

Enrolment Officer will take information from the Application form and Pre-training review to identify the support and needs required by the student, which includes (but is not limited to) disability support, RPL/CT, English language support, etc.

Guidelines for PTR to be filled by the student:

1. Students are required to fill up the PTR form (included in the Application form as Appendix 1) and submit it with the application form.
2. Students are required to read all the details of their course, policies and procedures of the Institute before filling up the answers and complete all the answers of the PTR form in a true and correct manner. Information can be made available from the Student Handbook as well as information available on NST's website www.nstcollege.com.au.
3. Enrolment officer will conduct PTR Interview via Telephonic Conversation or face-to-face.
 - **PTR Interview conducted via Telephone**-If PTR Interview is conducted via telephone, Enrolment officer or a representative will call the student and 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 as evidence of student declaration in lieu of the student's physical signature e.g., through E-mail, call notes, etc. Response of the discussion will be recorded by the Enrolment officer or representative.
 - **PTR Interview conducted Face to Face**- During face-to-face PTR interview, Enrolment officer or a 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 or the representative.
4. 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.



5. Enrolment officer or Representative will ensure that PTR form received along with the application form is completed by the student intending to apply for the course.
6. **If students have not received sufficient information, i.e.,** are not aware of the policies, procedures and other information necessary for students to make an enrolment decision to study at NST, Enrolment Officer or Representative will provide necessary information to the student required to make enrolment decision.
7. **For example: If students have answered “No” or have not answered the questions in the PTR form,** Enrolment officer will provide students with true and accurate information so that students can make an informed decision about their enrolment in the courses at NST.
8. 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, which includes (but is not limited to) disability support, RPL/CT, English language support, Digital literacy support, Wellbeing Support, etc.
9. 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.

Through the Pre-Training Review (PTR) interview, Enrolment Officer will assess each prospective student’s awareness of course details, services offered by NST, and other essential information needed to make informed enrolment decisions.

The 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.

If a student is found to lack any of this information during the PTR interview, it will be clearly communicated to them prior to enrolment. The purpose is to ensure Enrolment office have a thorough discussion with the student and will offer support or guidance if required.

Application Rejection

Student’s Application will be rejected if:

- Student does not have the 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 particular area (if any).
- Student does not meet the entry requirements specified for the course, including English requirements, academic requirements, age, and does not have the ability to undertake the course successfully.
- If a student fails to demonstrate the required ACSF performance level in more than two core skills during the Language, Literacy, Numeracy, and Digital (LLND) Skills Test or fails to achieve required scores by more than level 1 in any of the skills, this will result in rejection of the application
- Student does not have appropriate listening and oral communication skills as interpreted during the PTR Interview.

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

Note: NST does not make any verbal or written guarantees that a VET student:

- Will successfully complete a training product;
- Guarantee a successful education assessment outcome for the student or intending student;



- Can complete a training product in a manner which is inconsistent with any of the requirements set out in an instrument made under section 185 of the act, as in force from time to time; or
- Will obtain a particular employment outcome, where obtaining such an employment outcome is not within the organisation’s control;
- Claim to commit to secure for, or on the student or intending student’s behalf, a migration outcome from undertaking any course offered by the registered provider.

Students are encouraged to contact the NST administration on +61 430 036 020 to ask any doubts they may have.

7.5 Entry Requirements and Policy

Based on the selection and entry requirements for the course, the Enrolment Officer 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:

English Language Requirements for International Students:

International students applying for these courses either off-shore or on-shore will require:

- i) Either a minimum IELTS (General) test score of 6.0 in each component 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 the IELTS Equivalent Requirements policy for further information available at reception or contact NST

OR

- ii) to provide evidence that applicant has successfully completed a minimum of 5 years of study in English undertaken in one or more of the following countries; (i) Australia; (ii) Canada; (iii) New Zealand; (iv) South Africa; (v) the Republic of Ireland; (vi) the United Kingdom; (vii) the United States of America.

OR

- iii) to provide evidence that they are citizen of and hold a valid passport by one of the following countries - Canada, New Zealand, The Republic of Ireland, The United Kingdom of Great Britain and Northern Ireland, The United States of America.

OR

- iv) to provide evidence that, within two years of their signed written agreement date**, they have successfully completed the requirements for a Senior Secondary Certificate of Education, in a course that was conducted in Australia and in English, or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV level or higher that was conducted in Australia and in English.

** The date when NST receives the signed written agreement (either through email or by hand).

Test evidence table:

Column 1	Column 2	Column 3	Column 4
Test name	Minimum test score	Minimum test score:	Minimum test score: if principal course is accompanied by at



		if principal course is accompanied by at least 10 weeks of an ELICOS.	least 20 weeks of an ELICOS.
C1 Advanced	Overall band score: 161 Minimum scores no l Listening: 163 Reading: 163 Writing: 170 Speaking: 179	C1 Advanced cannot be combined with ELICOS	
CELPiP General Canadian English Language Proficiency Index Program General (CELPiP General)	Score of 7 in each component.	Overall band score of 6.	Overall band score of 5.
IELTS Academic	Score of 6.0 in each component	Average band score of 5.5.	Average band score of 5.0.
IELTS General Training	Score of 6.0 in each component	Average band score of 5.5.	Average band score of 5.0.
LANGUAGECERT Academic	Minimum scores – Listening: 57 Reading: 60 Writing: 64 Speaking: 70	Overall band score of 54.	Overall band score of 46.
MET Michigan English Test (MET)	Minimum scores – Listening: 56 Reading: 55 Writing: 57 Speaking: 48	Overall band score of 49.	Overall band score of 44.
OET Occupational English Test (OET)	Minimum scores – Listening: 290 Reading: 310 Writing: 290 Speaking: 330	Overall band score of 1090.	Overall band score of 1020.
PTE Academic	Minimum scores – Listening: 47 Reading: 48 Writing: 51 Speaking: 54	Overall band score of 39.	Overall band score of 31.
TOEFL iBT (From 26 July 2023 to 4 May 2024, the TOEFL iBT test was not approved for Australian visa purposes.)	Minimum scores – Listening: 16 Reading: 16 Writing: 19 Speaking: 19	Total band score of 51.	Total band score of 37.

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

Important Note

- The above-mentioned English language scores are required for studying course at the Institute. Students are also advised to check the English test score requirements **separately** with the **Department of Home Affairs** or consult a **registered Migration Agent** for student visa purposes.



- Refer to: *Migration (English Language Tests and Evidence Exemptions for Subclass 500 (Student) Visas) Instrument 2025 – Federal Register of Legislation*
- For more information, visit the **Department of Home Affairs – English Language Visa Requirements** page.

Note: The Institute does not guarantee or imply that undertaking any course offered will result in a migration outcome. The Institute does not act on behalf of the student or intending student in securing any such outcome.

Academic Requirement

To enrol in **BSB60420 Advanced Diploma of Leadership and Management**, applicants should have successfully completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

To enrol in **BSB50120 Diploma of Business**, applicants should have successfully completed year 12 or senior secondary studies in the applicant's home country equivalent to Australian senior secondary institute examination.

To enrol in **BSB80120 Graduate Diploma of Management (Learning)**, applicants should have successfully completed at least AQF Diploma or Advanced Diploma qualification in Australia.

OR

For BSB50120 and BSB80120 qualifications, mature age applicants 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 assessed for possible RPL opportunities, and their course duration and volume of learning will be adjusted accordingly if any RPL is granted.

The Institute has detailed guidelines and procedures when considering relevant qualifications and experience for mature age students. Please refer to the Guidelines for prior experience evidence and qualifications for entry requirements available at the institute. Students can email their request for this copy at info@nstcollege.com.au.

Language, Literacy, Numeracy, and Digital (LLND) Skills Test

All prospective students undertaking the course at NST are required to complete the Language, Literacy, Numeracy and Digital (LLND) Skills Assessment, administered by and to the satisfaction of NST.

Students must possess sound language, literacy, numeracy, and digital skills prior to enrolling in course at NST, as these are essential for successfully completing course-related tasks and assessments, engaging in effective communication, and navigating digital learning platforms.

LLND skills play a critical role in supporting students throughout their learning journey. These skills enable students to understand course materials, apply numeracy in relevant contexts, and effectively engage within the given learning environments.

- Language skills are necessary for understanding instructions and engaging in verbal communication.
- Literacy skills are required for reading course materials, writing assessments, and interpreting information.



- Numeracy skills are important for performing calculations, measuring, and managing tasks involving numbers.
- Digital skills are essential for navigating online systems, participating in e-learning activities etc.

To determine each student’s support needs and assess the suitability of the chosen training product, undertaking a Language, Literacy, Numeracy and Digital (LLND) skills assessment is a mandatory requirement prior to enrolment.

NST will conduct the LLND (Language, Literacy, Numeracy, and Digital skills) test prior to enrolment. Once a student expresses interest in enrolling in a course, the College will share the pathway to the relevant section of its website to provide all marketing materials. The student will receive an LLND test kit, Application Form and PTR Form via email. Additionally, a copy of the Student Handbook will be sent to ensure the student has all the necessary information before making an enrolment decision. NST expects students to complete the LLND test honestly and independently.

During the Pre-Training Review (PTR) interview, students will be asked questions related to their LLND test responses to confirm that the test was completed honestly. If the LLND assessor or other appointed officer conducting the PTR interview suspects that the student did not complete the LLND test honestly or independently, the student will be required to retake the LLND test on campus by using an ACSF-mapped online LLND assessment tool - LLN Robot - under the supervision of a qualified LLND assessor.

Based on the outcome of the review, students may be identified as requiring internal or external support services, and individual advice will be provided regarding the suitability of the selected course.

Students will be provided with a link to complete the LLND assessment prior to enrolment. The assessment will be conducted using an ACSF-mapped online LLN assessment tool – LLN Robot.

All students are required to undertake a language, literacy, Numeracy and Digital Literacy (LLND) test according to the following qualifications:

Qualification	Performance Level
BSB50120 Diploma of Business	ACSF Level 4
BSB60420 Advanced Diploma of Leadership and Management	ACSF Level 4
BSB80120 Graduate Diploma of Management (Learning)	ACSF Level 5

Assessment Outcome and Support

- Students are required to demonstrate the minimum Australian Core Skills Framework (ACSF) performance levels appropriate to the qualification they are seeking to enrol in.
- If a student meets the required level in at least three core skills, including the digital literacy component, but is only one level below in one or two other areas, they may still be accepted into the course. In these cases, the student will be offered LLND* support, like extra resources or reasonable adjustments, to help them succeed.
- A student failing to demonstrate LLND level in more than two components does not have the required skills to successfully obtain the qualification applied for and Student support team will discuss available lower-level course options or refer to a suitable ELICOS provider for further LLND development. (ELICOS is not offered at NST)

*LLND support-If students do not meet the recommended English and/or LLND 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, numeracy and digital literacy, such as ELICOS programs at other institutes to ensure that students are provided with support and proper guidance. NST does not offer ELICOS programs.



ACSF Support Plan is a plan developed for students who are facing difficulties in meeting LLND requirements. This plan is implemented for students to achieve expected learning outcome. 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 plans 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
6. Digital Literacy

If required, students can also be provided with support in Grammar, Vocabulary, and Pronunciation. Students must contact NST to seek assistance or support in Language, Literacy, Numeracy, and Digital LLND) for more details available on NST's website www.nstcollege.com.au. Refer to LLND policy for more details.

Students are requested to speak to the Student Support officer or Training Manager to discuss the support measures that they might need. NST will provide support with no additional cost.

Education agents or any third party will not be authorised to conduct PTR or LLN test on behalf of NST.

Computer and Digital Literacy Requirements

All students enrolling in NST courses are expected to have basic computer and digital literacy skills. As part of the application process, students are required to fill in the questions related to computer and internet skills in the Pre-Training Review form provided along with the application form, which includes questions related to their computer and internet using skills.

Digital literacy will be evaluated before enrolment to confirm that students can access and navigate online tools, upload materials, participate in webinars, and follow digital instructions.

Students who are identified—through the Pre-Training Review or LLND assessment—as having limited digital literacy will be referred to the Student Support Officer for targeted assistance. NST will provide basic computer skills support, including guidance on accessing the Learning Management System, using communication platforms, and completing digital learning tasks. To arrange digital support, students must meet with the Student Support Officer in person or contact us at +61 430 036 020.

Minimum age requirements

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

Materials and Equipment Required

CAN United Pty Ltd will provide access to computers with required resources including access to the 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). All learners are expected to have access to MS Office applications such as Microsoft Word, an email platform.

Material Fee

The Material Fee of AUD \$1,500 covers printed reading materials, handouts and course textbooks.



Additional Requirements

- Pre-training Review (PTR)-refer to section 6.4 of this policy
- Language, Literacy, Numeracy and Digital Literacy (LLND) Test-refer to section 6.5 of this policy

Note: NST does not:

- guarantee any job or employment outcomes.
- guarantee a successful education assessment outcome for the student or intending student.
- claim to commit to secure for, or on the student's or intending student's behalf, a migration outcome from undertaking any course offered by NST.

7.6 Verification of Documents

Verifying English requirements

NST's Enrolment Officer or Representative will check the authenticity of documents submitted along with application and administration team may take following procedures as minimum to verify the authenticity of the documents if required.

Verifying English language requirements:

Most test administrators have provisions of checking authenticity of score and test online on their site. NST may check authenticity of submitted test score by logging into relevant test site if required.

IELTS: Test evidence must be checked online if submitted test evidence is genuine.

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

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

TOEFL: Test evidence must be checked online if submitted test evidence is genuine.

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

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

<https://navigator.pearsonvue.com/Navigator/authenticate/login>

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

7.7 Letter of Offer

NST 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). The 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 and/or can also be provided on campus.

- A copy of the Letter of Offer and Student Agreement will be kept in the student's file/profile.

* Documents submitted by the student may also be verified prior to course commencement depending upon case-by-case basis. Institute reserves the right to cancel student's enrolment prior to course commencement if the documents submitted by the students are not authentic.

Acceptance of offer letter

Applicants must accept the Letter of Offer by the due date and by 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 student does not have an OSHC, NST can assist you in arranging OSHC from amongst several providers of OSHC in Australia, for the duration of your study.

Cancellation of offer letter

NST 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 on the basis of incomplete or inaccurate information supplied by the applicant or an applicant's representative.

7.8. Issuance of Confirmation of Enrolment (COE) Letter

- NST will issue CoE letter once the signed student agreement along with the confirmation of the payment of the fees, is received.
- There is a condition of the Language, Literacy, Numeracy and Digital Literacy Test (LLND) before enrolling in the course.
- 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, the student's application file will be checked to ensure that all requirements are met. This will be done using the enrolment quality checklist (Appendix 2).
- A copy of CoE will be:
 - Sent to the student, or an authorised representative, via email,
 - Filed in the student's file and the Student Management System will be updated.
- CoE will be used by the students to apply for a student visa (where applicable).

NST doesn't ask students to pay more than 50% of the students' total fee for a course prior to course commencement. However, student may choose to pay more than 50 per cent of their tuition fees before their course commences. Any amount of fees paid before the start of the course will be reflected on the learner's Confirmation of Enrolment (COE). For any queries, please contact us at info@nstcollege.com.au.

7.9 Orientation and Student Enrolment Form

All students are required to attend an orientation information session prior to the commencement of their course. Students will be required to complete Student Enrolment form (Appendix 1 of this kit) on Orientation Day prior to the course commencement. The form must be completed by the student to ensure



that the institute has the most current and up-to-date contact details on record. Students will be reminded of their obligations to notify NST within 7 days of any change to student's contact details (address, phone number, email, emergency contact).

The orientation session is designed to support overseas students in adjusting to life and study in Australia by providing access to an age- and culturally-appropriate orientation program. The program includes information about:

- Support services available to assist students in adapting to study and life in Australia
- English language and study assistance programs
- Relevant legal services
- Emergency and health services
- NST's facilities and resources
- Feedback, complaints, and appeals processes
- Course attendance and academic progress requirements, as applicable
- Support services available for students experiencing personal or general circumstances that may adversely affect their education
- Services providing information on students' employment rights and conditions, and resolving workplace issues (e.g., via the Fair Work Ombudsman)

Language Literacy Numeracy and Digital Literacy Test

As mentioned above in the entry requirements section, all students wanting to study at NST are required to undertake the LLND test prior to enrolling in the course. Education agents or any third party will not be authorised to conduct PTR or LLND tests on behalf of NST.

Students are required to bring their photo ID, such as a passport or driver's license to authenticate their identification. Kindly refer to LLND policy for more details, which can be made available from the Institute.

8 Deferment, Suspension and Cancellation

NST has a documented process for assessing, approving, and recording a deferment of the studies or suspension requested by an overseas student, including maintaining records of any decisions.

Under compassionate or compelling circumstances, students will be able to defer, suspend or cancel their enrolment. Students wishing to defer the commencement of studies, suspend their studies or cancel their enrolment must apply to do so in writing to NST. This can be done using the student deferral suspension form or the Enrolment Cancellation Form available at NST's reception and/or on NST website www.nstcollege.com.au.

NST may suspend or cancel a student's enrolment, including (but not limited to) based on:

- misbehaviour 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 the Deferral, suspension and cancellation policy of NST for more details. This is available on the NST website www.nstcollege.com.au.



9 *Transfer between Registered Providers*

NST 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 NST's Transfer between Provider's policy available on NST's website www.nstcollege.com.au.

10 *Attendance, Course progress and Support*

NST has an Attendance and Course Progress policy, which states that students are required to maintain satisfactory course progress throughout the course. Students are also required to attend their classes and maintain 80% of attendance throughout the course.

Low attendance implies that students might not be able to complete their course on time and this will lead to students breaching their visa conditions. Hence, students are required to attend classes in accordance with course timetables to make satisfactory course progress.

Under the Education Services for Overseas Students Act 2000 and the National Code 2018, NST will report the students demonstrating unsatisfactory course progress (failing to complete at least 50% of units for two consecutive study periods) to the Department of Home Affairs (DHA) via PRISMS. If students continue to fail the course progress requirements for two consecutive study periods, they will be reported to the Department of Home Affairs.

Satisfactory course progress: where a student can meet course progress requirements for a study period as identified in the Training and Assessment Strategy for each course. Satisfactory course progress is defined as successfully completing or demonstrating competency in at least 50% of the units in the study period.

Note: Students will not be reported on the basis of attendance. However, low attendance may lead to unsatisfactory course progress, which can lead to you being reported to DHA.

Students must participate in scheduled classes in accordance with course timetables to make satisfactory course progress, and if student does not satisfactorily progress in their course, there will be breach in the condition of their visa.

If an overseas student is not attending scheduled classes, but is making satisfactory progress in their course, then the course duration set may not be suitable for that student—because they must already have the skills, knowledge and experience to progress in their course without receiving structured training.



In this case, NST may reassess their course duration and may shorten their course duration. NST may invite the students to apply for RPL and will reduce the duration of the course to the knowledge, while maintaining a minimum of 20 scheduled course contact hours per week.

Students are advised to refer to NST's Attendance and Course Progress policy for more details. You may also contact NST's Administration department for further information.

11. Reassessment

Learners unsuccessful at achieving competency at the first attempt will be given two further opportunities for re-assessment at a mutually agreed time and date. If a learner fails the re-assessment after three attempts, they will be advised to re-enrol in the unit.

Students will be given total 3 attempts, including 1 original plus 2 reassessments.

Cost of reassessment will be as follows:

- 1st Original submission: Free of cost
- 2nd Reassessment fee: Free of cost
- 3rd Reassessment fee: \$300

If a student fails in the 3rd reassessment, then students will have to repeat the unit. Repeat unit fee- \$350.

Not attending for an assessment will be counted as one assessment attempt for each occurrence unless:

- the student can provide a certificate from a registered medical practitioner indicating that the student was medically unable to attend the assessment; or
- the student can provide independent evidence of exceptional compassionate circumstances beyond the students control, such as serious illness or death of a close family member to explain the non-attendance at the assessment.
- Late submission fees of \$50 per assessment will be applied if student fail to submit as per due

To view the Assessment Policy and Procedure, please visit www.nstcollege.com.au.

12. Unique Student Identifier (USI)

In accordance with the Student Identifiers Act 2014, NST requires all students enrolling into their national recognized course at NST to provide a valid Unique Student Identifier (USI) prior to enrolment or the commencement of training and assessment.

If a student does not have a valid USI, they are encouraged to create and provide it independently. NST may assist in creating a USI if the student provides appropriate consent via the application form and submits valid forms of identification at the time of enrolment.

NST will verify through the Registrar's system that the Unique Student Identifier (USI) provided by the student belongs to that individual before using the identifier for any purpose.

NST will follow all privacy and data protection requirements during this process, in accordance with its Record Management Policy and Privacy Policy.

It is a mandatory requirement for VET students to have a valid USI, and NST will not issue a VET qualification or statement of attainment unless the student has been assigned a valid Unique Student Identifier. For further details, refer to NST's Qualification Issuance and Statement of Attainment Policy.



13. Notification of Changes to Services

All students enrolling in courses at NST will be informed of any changes that may affect their training or support services. You will be notified as soon as practicable if there are changes to:

- Contact details or location of NST.
- Course details, cost, duration, fees.
- Training products (e.g., superseded units; transition arrangements).
- Services provided (including support services)
- Ownership or management of NST.
- NST does not have any third-party arrangements for the delivery of training and assessment services. However, it does have agreements with education agents who provide recruitment services on behalf of NST.
- Unexpected events impacting delivery, such as a natural disaster.

14. 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.

NST 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.

Note:

NST does not:

- guarantee any job or employment outcomes.
- guarantee a successful education assessment outcome for the student or intending student.
- claim to commit to secure for, or on the student's or intending student's behalf, a migration outcome from undertaking any course offered by NST.

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

NST offers RPL and credit transfer opportunities to students. If a student is granted RPL or course credit, NST 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 RPL or course credit, which will reduce overseas student's length of course,
- Students will be informed of the reduced course duration following granting of RPL and it will be ensured that 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 are requested to refer to "Course Credit and RPL policy" for more details available on NST's website www.nstcollege.com.au.



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: Enrolment Quality Checklist

NST staff must follow this checklist when implementing the Enrolment Policy. This checklist will be used as a key performance indicator while doing performance appraisal.

Process	Action	Yes/No	Completed by/ Comments
Section A			
Expression of Interest	Student showed expression of interest and all relevant information related to the course they wish to apply at NST is provided to them by NST or through authorised education agent		
Providing students with latest and accurate version of handbook and prospectus.	Latest and accurate version of handbook is provided to students by NST or through authorised education agent (Consistent with the National Code 2018, the Standards for RTOs 2025, and the ASQA Practice Guide – Information)		
Accessibility of information	Confirm that marketing materials and pre-enrolment information are accessible to all students, including those with disabilities or low literacy		
Documented support needs	Ensure that identified learner support needs and reasonable adjustments are documented in student file		
Language Literacy, Numeracy and Digital Skills Assessment Test	Students have completed the LLND assessment prior to enrolment using an ACSF-mapped online LLN assessment tool – LLN Robot. Students meet the required ACSF level as per the course.		
Application forms and Pre-Training Review	Completed and signed application form received along with completed PTR form, which is included in application form as Appendix 1.		
	PTR interview has been conducted by referring to PTR-Assessor guidelines, along with identify verification of the student		
	Application and PTR form has been reviewed and assessed to determine whether letter of offer should be provided or not.		
Entry requirements	PTR review has been conducted and student’s reason for undertaking this course aligns with student’s educational and career goals.		
	English language requirement has been met		
	Student meets the academic requirement		
	Student has been informed of the LLND test requirement to be conducted prior to course enrolment.		
	Student meets minimum age requirements.		
	Student meets computer literacy requirements		



Process	Action	Yes/No	Completed by/ Comments
Section A			
	Student has been informed of the materials and equipment required.		
If entry requirements have not been met	<i>Applicant did not meet the entry requirements, therefore informed in writing and alternative study options offered to the student</i>		
Continue with steps below if students meet the entry requirements			
Verification of documents	Authenticity of the documents submitted along with application form has been certified and verified.		
	English test has been checked online to verify if it's genuine. (if required)		
Offer letter & Agreement	Issued offer letter after thorough verification of entry requirements and verification of documents.		
	Offer letter includes all the detailed instructions and conditions for accepting the student agreement.		
	Copy of signed letter of offer and student agreement has been securely kept.		
CoE	CoE has been prepared and generated as per the PRISMS user guide for international students.		
	CoE is sent to students after signed copy of student agreement and fee paid confirmation has been received.		
	A copy of CoE has been kept in students file to maintain student's record.		
Orientation	LLND test conducted prior to enrolment		
	Student meets the ACSF Level		
	Student does not meet the ACSF Level <i>*Refer to Section B</i>		
	Students attended orientation and signed student induction checklist		
	Enrolment form has been filled up by the student.		
Section B-LLND test			
Students will receive the LLND test kit via email upon expressing interest in enrolling in a course and are expected to complete it honestly and independently. During the Pre-Training Review (PTR) interview, their responses will be reviewed for accuracy and integrity. If there are concerns, students must retake the LLND test on campus using the ACSF-mapped LLN Robot tool under supervision.			
LLND test outcome (if student does not achieve the required ACSF level)	Student may be referred to an alternative learning pathway, such as foundation skills training, before commencing this qualification.		



Process	Action	Yes/No	Completed by/ Comments
Section A			
Choose whichever is applicable	Student will receive individualised feedback on their assessment results and be informed of available support options to ensure equitable access to training and assessment.		