


Quality Management System – Learners	
International Student Entry and Enrolment	Policy 6.3
Responsibility: Administrator /Marketing Manager	Review Date: 25/06/2016

PURPOSE:

To ensure that New Zealand Institute of Technical Training has policies and procedures in place to enrol International Students in accordance with the policies of New Zealand Institute of Technical Training and the requirements of the Code of Practice for the Pastoral Care of International Students (CPPCIS).

STATUTORY OBLIGATIONS:

- New Zealand Institute of Technical Training is a signatory to the Code of Practice. The legal basis for the code is Part 18A of the Education Act 1989.
- And any subsequent amendments

BACKGROUND:

New Zealand Institute of Technical Training (NITT) seeks to enrol International students who are interested in a pathway to employment or further higher education in the industries and sectors that the Institute delivers courses and qualifications.

NITT must provide students with valid and accurate information about courses and qualifications that allows students intending to enrol the ability to make informed choices.

New Zealand Institute of Technical Training as signatory to the CPPCIS can enrol International Students (On shore and off shore) providing they meet certain criteria:

- The student intends to apply for a Student visa and or permit
- The International Student Application Form has been correctly filled out and all supporting documentation has been received
- The student has indicated at the interview that they have sufficient time available and are dedicated to completing their studies with New Zealand Institute of Technical Training in the timeframe allocated to their specific qualification.
- They have support systems in place for their personal life.
- They have competency in English to the required level for the qualification in which they intend to study i.e.

NZCEL Level 3 applicants- Entry is open. This is for lower intermediate students, IELTS level 4-4.5. Students will ideally have an IELTS score of 4.0, CEFR level A, or an equivalent test. Students must be 18 years old or older. Students may have completed secondary school study, equivalent to NZ Year 12 (6th form) or a secondary school qualification from their country of origin.

For the NZCEL Level 4 applicants- This is for upper intermediate students, IELTS level 5-5.5. Achievement in New Zealand Certificate in English Language (Level 3), or demonstrate equivalent knowledge and skills. This is CEFR low B2, OR IELTS 5, or Students have had their language skills assessed to be at this level. Students must be 18 years old or older. Students have completed secondary school study, equivalent to NZ Year 12(6th form)or a secondary school qualification from their country of origin.

For Level 5 applicants - IELTS overall 5.5 bands with no band score of less than 5 or TOEFL Paper-based test (pBT) score of 550 (essay score of 5 TWE) or TOEFL Internet-based test (iBT) score of 46

(Writing score of 20) or Pearson Test of English PToE (Academic) score of 42 or NZCEL Level-4 with the academic endorsement

For Level 6 applicants - IELTS overall 6.0 bands with no band score lower than 5.5 or TOEFL Paper-based test (pBT) score of 550 (essay score of 5 TWE) or TOEFL Internet-based test (iBT) score of 60 (Writing score of 20) or Pearson Test of English PToE (Academic) score of 50 or NZCEL Level-4 with the academic endorsement.

For Level 7 applicants : IELTS overall 6.0 bands with no band score lower than 5.5 or TOEFL Paper-based test (pBT) score of 550 (essay score of 5 TWE) or TOEFL Internet-based test (iBT) score of 60 (writing score of 20) or Pearson Test of English PToE (Academic) score of 50 or NZCEL Level-4 with the academic endorsement.

- The qualification the student is enrolling will enable them to work in the country of their choice and or be of benefit to the prospective student's career pathway.
- Students must provide evidence of acceptable medical and travel insurance before they can be fully accepted onto the course. New Zealand Institute of Technical Training will keep a record of the Insurance Policy number and the type of cover provided.
- New Zealand Institute of Technical Training does not enrol students under the age of 18 years of age.
- In the instance where there are more enrolments than places available on a course. Students will not be offered a place on the course. Enrolling students will be advised that their name has been placed on a waiting list and the enrolment will be deferred until the next intake.

In all situations where New Zealand Institute of Technical Training should cease to offer a programme or course in which students are enrolled, the unexpired portion of fees determined on a pro-rata basis relating to the tuition delivered will be fully covered. The directors, and or nominee have the discretion to refund

all fees. Students are able to choose between alternative replacements providers, where available, or a pro-rata refund of fees.

PROCEDURE:

Procedures for on-shore international students

1. The student enquires about qualifications and courses offered at New Zealand Institute of Technical Training in person or by Email and receive course information and Prospectus in Person or by mail.
2. A mutually acceptable interview time is arranged with the student, enrolling in a qualification, interviewed by telephone or in person by the Administrator/ Marketing Manager or delegated Management staff.
3. The student forwards a completed International student Pre-Enrolment Form along with copy of documents to New Zealand Institute of Technical Training.
4. New Zealand Institute of Technical Training sends the student "Offer of Place" and "Fee Invoice" if they meet the criteria outlined in Policy (above). The student is sent/given 'International Student Enrolment Form' and a 'Tuition Agreement'.
5. The student pays fees and submits duly filled 'Enrolment Form' and signed 'Tuition Agreement'. Student's public trust account is opened. Student is issued 'Confirmation – Offer of Place' and 'Fee Receipt'.
6. The successful applicant then takes the final **"Confirmation-Offer of Place"** and **"Fees Receipt"** to Immigration to apply for a student visa to study at New Zealand Institute of Technical Training.
NB. If the student is not accepted they receive a letter outlining steps that they need to take before they can re-apply e.g. English language course. Fees paid, which have been held in a trust account, are refunded minus a \$300 Administration Fees.
7. Evidence of current acceptable medical insurance covering the period of enrolment until the expiry of student Visa and student Visa/Permit details are provided prior to or on the first day of attendance.

Procedures for off-shore international students

1. The student enquires about qualifications offered at New Zealand Institute of Technical Training and receives information (approved New Zealand Institute of Technical Training agents/enrolment officers will handle most of off-shore enquires and supply students with relevant information as well as a copy of the prospectus and Summary Code of Practice for the Pastoral Care of International Students, and Living in New Zealand available on line). Website link at the following:
<http://www.nzqa.govt.nz/providers-partners/caring-for-international-students/>
2. An International student Pre-Enrolment Form is completed and sent to New Zealand Institute of Technical Training/Approved agent for determination of student meeting entry criteria.
3. If student meets the entry criteria a mutually acceptable interview time is arranged and the student, enrolling in a qualification, is interviewed on the phone or by an approved off shore enrolment officer or agent following New Zealand Institute of Technical Training enrolment procedures.
4. The student or approved agent forwards a completed 'International Student Enrolment Form' and 'Tuition Agreement' with academic transcripts/reports, evidence of English proficiency results, curriculum vitae, to the Administrator / Marketing Manager.
5. Following the interview and documents review, the student is advised of his/her acceptance or non-acceptance for the qualification.
6. New Zealand Institute of Technical Training sends the student an "Offer of Place" if they meet the criteria outlined in Policy (above) and "Fees Invoice" outlining the schedule of fees. Student or Agent then applies to Immigration NZ for Student visa to study at New Zealand Institute of Technical Training.
7. If the application is 'Approved in Principal' by INZ, the student and or an agent deposit fees in the public Trust account. Fee receipt and Confirmation of Enrolment (COE) from New Zealand Institute of Technical Training is forwarded to the student and or agent.

8. The successful applicant then takes the final "Confirmation- Offer of Place" and "Fees Receipt" to Immigration to stamp the Student Visa to come to New Zealand.
9. Students who successfully gain 'Student Visa' will make arrangements for travel and communicate travel itinerary to the Administrator / Marketing Manager.
10. Evidence of acceptable medical insurance covering the period of enrolment, student Visa/Permit and accommodation type and details is provided prior to or on the first day of attendance.
11. The Managing Director/Administrator, or nominee, approves the insurance cover as appropriate, and identifies the type of accommodation the student will be residing in, according to Guidelines for the Code. Records of the above data will be kept in the student's file.
12. New Zealand Institute of Technical Training does not offer "approved" accommodation or act as an accommodation agent. Pastoral care can offer assisted support for accommodation issues.
13. Staff members marketing and recruiting overseas for New Zealand Institute of Technical Training;
 - i. Will have knowledge of the New Zealand Institute of Technical Training's programmes, administrative procedures, qualifications, and assessment systems as they apply to International Students;
 - ii. Will be sensitive to the culture and customs of the country in which recruitment is being carried out; and
 - iii. Will advise prospective International students of any significant barriers relating to courses and qualifications offered by a provider being recognised for employment or further study in the student's home country when the career intentions of the student have been made known to the staff member.

Staff members working overseas who receive enquiries from prospective international students about enrolment with the signatory or an associated signatory must refer those prospective international students to staff members with the knowledge and skills identified in sections above, if those enquiries are outside the scope of the staff members' knowledge.

Guidelines for Contracted Agents/Recruitment Agents

1. New Zealand Institute of Technical Training must advise recruitment agents that recruitment agents must comply with the Code.
2. New Zealand Institute of Technical Training must direct recruitment agents to a copy of the Code, in the agent's first language where available and if applicable.
3. New Zealand Institute of Technical Training must advise recruitment agents that their agreement may be terminated for breach of the Code by the agent. This must be stated in any written agreement between New Zealand Institute of Technical Training and an agent.
4. New Zealand Institute of Technical Training acknowledge that the ethical performance of recruitment agents is of paramount importance.
5. New Zealand Institute of Technical Training becomes aware that a recruitment agent is:
 - a) Engaging in any false, misleading, or deceptive conduct; and/or
 - b) Contravening any of New Zealand Institute of Technical Training's obligations under the Code; New Zealand Institute of Technical Training shall immediately advise the agent in writing that they must cease that activity.
6. If the agent fails to cease the activity, New Zealand Institute of Technical Training will immediately:
 - a) Withdraw their accreditation of that agent;
 - b) Terminate their agreement with that agent; and
 - c) Stop accepting students through that agent.

REVIEW

This enrolment policy will be reviewed *annually in July of each Academic year.*

<p>Approval Date:</p> <p>Review Date:.....</p> <p>Signature:.....</p> <p>Designation:</p>

Risk Management Review

The annual review will inform the risk management review and offer the opportunity to identify areas of strength and weakness in policy and procedural implementation.