Admissions Procedure for RCDC Campus

RSY-ADM-PR-001-v2.0-Admissions Procedure for RCDC Campus

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Quality and Compliance Manager 20 Jan 2014

Vetted by: Robert de Giovanni
Marketing Director 24 Jan 2014

Approved by: Academic Board 18 Feb 2014
### Document History

<table>
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<tr>
<th>Version</th>
<th>Date of Review</th>
<th>Date of Implementation</th>
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<td>1.0</td>
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<td>Nov 2007</td>
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| 2.0     | Jan 2014       | Feb 2014               | • Sections 1 and 2 added Purpose and Scope  
• Section 3 amended "red folder" to " red (for Design or Arts) or green (for Commerce) folders  
• Section 3.3 deleted "All students should also be sent an Equipment Kit list and Order Form (GD, AD and ID only)"  
• Section 3.7 added Admissions Flow Chart  
• Added Application cover sheets in Appendix 1A and 1B  
• Policy Name - added "RCDC Campus" to differentiate from admission procedure for Associate Colleges  
• Title Page - added stakeholders responsible  
• Added Table of Contents  
• Section 2 added Student services and Finance staff to scope of procedures  
• Section 3 renamed procedure sub-headings and inserted "Responsibility" under each sub-section  
• Sections 3.1, 3.2.2, 3.2.3 added hyperlink to RCDC website for current application forms, RPL forms and English proficiency requirements respectively. |

### Distribution List

**To:**  
Admissions staff  
Marketing staff  
Student Services staff  
Finance Staff  
Program Directors  
Academic Director

**Cc:**  
Chair, Senior Management Committee  
Chair, Academic Board
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1 Purpose

To ensure the process of admitting students into Raffles College of Design and Commerce ("RCDC") programs are done in an effective and efficient manner and assessment of entry requirements are in compliance with the Admission Policy.

2 Scope

Apply to Admissions, Marketing, Program Directors, Student Services and Finance staff who are involved in the process of accessing and approving student applications.

3 Procedures

Every application should be forwarded to the Admissions Officer who will manage the progress of each application. The application cover sheet in Appendix 1A (Australian Student) and Appendix 1B (International Student) outlines the steps required to complete an application.

3.1 Submission of Application Forms

- Students are required to complete and submit the current Application Forms which can be downloaded from RCDC website (http://www.raffles.edu.au/5-application-forms).
- Admissions will attach a pre-printed cover sheet (see Appendix 1A) to the application forms stating the name of the student and the date the application is received.
- Each application should be inserted into its own folder and clearly named. Folders are coloured coded according to courses applied - red (for Design or Arts) or green (for Commerce).
- The student's name, contact details, date of application and other relevant information are to be added to the Student Database as a "Potential".
- Each application should be checked to ensure it is complete.
- Students who submitted incomplete applications should be contacted to provide outstanding documentation.
- All applications (incomplete, paid and unpaid) are filed in the Admissions cabinet until the student commences his or her course.

Responsibility
Admissions Officer

3.2 Review and Approval of Application forms

All completed applications will be sent for review and approval by the respective faculty's Program Director on the same day as soon thereafter as possible.

3.2.1 Approval or Rejection

Approval or rejection should be noted on the cover sheet and signed. If the application is rejected, the Program Director should advise if the student can enrol in an alternative course, e.g a Foundational Course (e.g. Diploma, Cert II or Cert IV programs) or English courses (e.g. ELICOS) if student does not meet the English proficiency requirements.
3.2.2 Processing of Recognition of Prior Learning (RPL)
If RPL is attached to the application this should also be assessed by the Program Director and approved by the Academic Director and noted on the application cover sheet. Please refer to RCDC website on applying for RPL:
http://www.raffles.edu.au/5-application-forms/apply-for-rpl

3.2.3 Assessing of English proficiency for International Students
International Students are required to meet the English proficiency requirements as set out in the RCDC English Proficiency Policy. Please refer to http://www.raffles.edu.au/apply-now/1-entry-requirements/english-requirements for English requirements.

All applications must be returned to the Admissions Officer after being assessed.

Responsibility
Admissions officer

3.2.4 Interview Process (if required)
Domestic and onshore international students may be required to attend an interview with the Program Director. A suitable time should be organised with a member of the marketing team and the appropriate Program Director for the selected program. It is important both representatives are present at this meeting.

Responsibility
Program Directors
Marketing Staff

3.3 Letter of Offer & Payment Details
- Admission Officer will issue a letter of offer to all students who have met the entry requirements and who have been accepted into the College.
- Payment information will be sent with the letter of offer to inform the student of their entire course fees.
- Australian students would also be sent a FEE-HELP form and booklet.
- The student file is passed to Marketing for information to be added to IPOS. Marketing will file it in the admissions filing cabinet until payment is made by the student.
- A provisional letter of offer will be issued to any applicant who has not yet met the entry requirements and include an outline of what is outstanding (e.g. Proof of English Proficiency Level) prior to making a full offer of acceptance.

Responsibility
Admission Officer
Marketing Staff

3.4 Offer acceptance (once payment is received)
All paid applications must be sent to Finance to attach an invoice and issue a student number. Completed Australian student FEE HELP forms should be sent to Finance to be processed.

Responsibility
Finance Staff
Admissions Officer
3.5 **Letter of confirmation / eCoE / receipt**

- A letter of confirmation will be issued to the student confirming his/her enrolment and Induction Day information.
- An eCoE is to be generated for international students on PRISMS by the Admissions Officer.
- The letter of confirmation, receipt and eCoE (international only) should then be sent directly to the student/agent/IAO.
- The file should then be passed to Marketing to be updated in IPOS.

**Responsibility**

Admissions Officer  
Marketing Staff

3.6 **Enrolment set up in Student Database**

- All red or green files should be passed onto the Student Services Manager for set up on the student database.
- The red or green file is then replaced by a grey enrolment file and placed in the prospective student filing cabinet.
- These files will be moved to the Active cabinets when courses have commenced.

**Responsibility**

Student Services Manager
APPENDIX 1A

APPLICATION COVER SHEET (Australian)

□ Mr  □ Mrs  □ Ms  □ Miss

Student name:  ____________________________________________________________

□ Citizen  □ PR Entered into database

Program:  ____________________________________________________________

Requested start date:  ____________________________________________________

Application is complete:  Yes  No

If no, outstanding documents: ______________________________________________

Application Checklist:  (All the documents must be certified)

□ Completed application form

□ Passport / Birth Certificate

□ Highest Qualification (Eg: HSC Certificate)

□ Final Transcript

□ Design Portfolio (if applicable)

Optional:

□ Completed RPL Form

□ Curriculum from previous studies for RPL assessment

Please sign and pass to the next department to action:

Interview if required:  Date / initials:  ________________________________________

RPL assessed: (if applicable) Credits issued:  ________________________________

Admissions issued letter of offer:  Date / initials:  _____________________________

Admissions received and filed:  □ FEE-HELP Form  or □ Payment (fee-paying students)

□ Student Agreement

Accounts processed payment:  Date / initials:  ________________________________

Admin FEE HELP processed:  Date / initials:  _________________________________

Admissions sent letter of confirmation:  Date / initials:  _______________________

Student number:
Marketing updated IPOS:  

Student services activated in database:  

PD approves application:  Yes  No  

PD’s Signature:  

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|   | Advanced Standing / RPL / Credit transfer  
  (Review Application for RPL form**) |             |
|   | Comments                |             |
APPENDIX 1B

APPLICATION COVER SHEET (International)

□ Mr □ Mrs □ Ms □ Miss

Student full name: ____________________________________________________

Entered into database: □

Program: __________________________________________

Requested start date: __________________________________________

Nationality: __________________________________________

Contact:
□ Agent : ________________ □ IAO: ________________
□ Direct: • Internet; • Advertising; • Friend; • Exhibition;

Contact Email: __________________________________________

Articulation Partner: __________________________________________

Application is complete: Yes No

If no, outstanding documents: __________________________________________

Application Checklist: (All the documents must be certified)
□ Completed application form
□ Passport
□ Highest Qualification (Eg: Certificate or Letter of Completion)
□ Final Transcript
□ Evidence of English Language Level (Eg: IELTS, TOEFL or previous study)
□ Design Portfolio (if applicable)

Optional:
□ Completed RPL Form
□ Curriculum from previous studies for RPL assessment
□ Letter of offer and eCoE of ELICOS if package enrolment

Please sign and pass to the next department to action:

Admissions issued letter of offer: Date / Initials: ______________________________

RPL assessed: (if applicable) Credits issued: ______________________________

Accounts processed payment: Date / Initials: ______________________________

Admissions received and filed: □ Student Agreement
□ Under 18 Welfare

Admissions issued eCoE& Confirmation: Date / Initials: ______________________________

Student number: ______________________________

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