

# ADMISSION PROCEDURE

**Policy number: 14.07**

**Authorised by: Director, Trison Business College**

**Introduction date: 1/7/98**

**Last revision date: 15/3/10**

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## Policy Statement

Trison Business College is committed to facilitating the efficient processing and entry of students into its courses.

## Policy Guidelines

1. Trison Business College offers clear and concise information and application procedures by means of printed material and the College's website ([www.trison.com.au](http://www.trison.com.au))
2. Trison Business College believes that all students should receive recognition for their prior work history, education, skills and knowledge. Therefore, the College will follow Policy 14.14 *Credit Transfer* and Policy 14.14.01 *Recognition for Prior Learning Policy(PRL) For International Students* to assess and recognise students' knowledge.
3. The Director will ensure all students are provided with induction process that enables them to gain the information they require to use the facilities and become acquainted with relevant policies and procedures.
4. Assistance to students who have learning needs may include the contracting of a psychologist, a language, literacy and numeracy expert, or other specialist staff, or changing the delivery methods, or recommending that the student undertake further foundation studies before commencing or continuing their course. If the student needs external support services, Trison Business College will not charge for the referral.
5. International students enrolling in the Certificate, Diploma or Advanced Diploma programs must meet standards of English language proficiency, an IELTS score of 5.5 or equivalent, to be accepted directly into the program.
6. The Director maintains regular communication with Trainers regarding the needs and progress of students in individual subjects.