APPLICATION PROCESS

Step 1: Obtaining Student Handbook

Students who are interested in the qualifications offered at CHC Services Pty Ltd are advised to read through this Student handbook. A copy of this document can be requested by sending an email to info@chcservices.edu.au, which is also available on the CHC website.

Step 2: Consider Applying for Credit Transfer and/or Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process through which the skills, knowledge and experience that students already have may count towards the achievement of a qualification.

RPL involves a formal assessment which focuses on a student’s ability to demonstrate that he/she already has the required level of skills, knowledge and experience to meet the requirements for competency in a unit/s of study within a course offered by CHC Services. If the evidence provided by a student clearly proves they already have the skills and knowledge relating to a unit of study, they will receive credit for that unit and not be required to study that unit. For details, please refer to Credit Policy and Procedure. Students can get access to the RPL application form by sending an e-mail to info@chcservices.edu.au.

Step 3: Complete an Application Form

Should a student find the courses offered at CHC Services will satisfy their needs and career plan, they should carefully read through the entry requirements to determine if they are eligible to apply. For details of the entry requirements for each qualification, please refer to the student handbook.

Eligible students should complete the application form by downloading one from our website at: www.chcservices.edu.au. The completed application form together with all supporting documents should be sent to CHC via e-mail to info@chcservices.edu.au or via post to Suite 201, 4-10 Goulburn Street, Sydney 2000, for processing.

Students will need to provide certified copies of the documents together with their enrolment application to be assessed. During the orientation/commencement originals documents will be sighted for verification and copied will be signed by the RTO Manager/Program manager:

Documents required may include:

- Proof of Identification documents such as a passport, driver's license, etc – refer to 100 point ID check.
- Certified copies of previous qualifications (including certificates, academic transcripts etc.
- Working experience certificate (including the name, address and contact details of the organisation or person which provides such certificate etc.
- Original or certified copy of English proficiency test results such as IELTS test report. Documents not in English must be accompanied with certified translation by a NAATI accredited translator.

For current onshore international students only, if a student is currently enrolled in another course at another training provider in Australia, they will need to provide a Letter of Release from that training provider before the application can be processed.

Step 4: Enrolment Documents Verification Procedures
The verification might include a reference check, telephone or face-to-face interview with the student or a request for the qualifications to be verified by the Australian National Office of Overseas Skills Recognition (NOOSR) or Vocational Education and Training Assessment provide (VETAssess).

**Step 5: Issuing Letter of Full Offer**

1. A Letter of offer will be issued to the successful applicant, or:
2. A Letter of rejection with reasons will be sent to the unsuccessful applicant.

All the original versions of documents will be verified and copies stored in the students files at CHC Services for future reference.

**Step 6: Accepting the Letter of Offer**

Upon receiving of the Letter of Offer, students will need to carefully read the terms and conditions. If the student fully understands and agrees with the terms and conditions of the enrolments they should sign the agreement as attached to the Letter of Offer and pay the tuition fee.

The agreement to accept the offer must be signed and returned to CHC before enrolment can be confirmed.

**Step 7: Confirmation of Enrolment**

A Confirmation of Enrolment letter will be issued to international students for visa purposes upon receipt of student’s tuition fee payment and signed acceptance of the Letter of Offer.

Please note that acceptance of the offer serves as a binding contract between CHC and the student.

**Step 8: Orientation Day**

A compulsory Orientation Day Program is arranged for enrolled students before the commencement of each qualification, where course registration will be completed. Orientation day would include the following activities:

1. Introduction and welcome by academic and administrative staff.
2. Student registration process
3. Introduction to Overseas Students Health Cover (OSHC)
4. Introduction to health and welfare services
5. Introduction to course information, timetable, learning & assessment strategies
6. Introduction to student rights and responsibilities
7. Introduction to the complaints and appeals process
8. Introduction to library & computer facilities
9. Introduction to student support services
10. Students needs survey/interview session
11. Emergency evacuation directions & protocols
12. Details on student visa conditions regarding course progress and attendance

Students who miss the orientation day program will have their enrolment cancelled unless the absence has been approved by the CEO or his representative. Supplementary arrange will be in place for the absentee once it is approved.