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1. Purpose and Occurrence

The purpose of this document is to outline the process to be taken upon receipt of an International Student Application and Pre-Enrolment Form, ensuring all applications are assessed consistently, fairly, and in compliance with legislative and regulatory requirements.

This procedure occurs at least every two days and/or upon receipt of an International Student Application form.

2. Policy and Procedures

2.1 Policy

This policy meets the requirements of the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#), Standard 2 - Recruitment of an overseas student and Standard 3 - Formalisation of enrolment and written agreements and the Standards for Registered Training Organisations 2025 (SRTOs 2025). It applies to the recruitment, assessment, and enrolment of all international students at Mars Institute, whether applying directly or through Mars Institute-authorized representatives.

Mars Institute is committed to ensuring that:

- All international student applications are supported by complete and accurate documentation, including the international student application form (filled up directly or through a Mars Institute representing agent) and any required evidence
- All applicants meet the Genuine Student (GS) requirements and provide supporting documents for application assessment
- Students' qualifications, experience and English language proficiency are verified and assessed as appropriate for the course which the student seeks enrolment for, in line with entry requirements.
- Qualifications and Statements of Attainment issued by the other Registered Training Organisations are recognised in accordance with the national framework and Mars Institute's Credit Transfer Policy.
- Students' prior learning & experience are recognised, and applications for Recognition of Prior Learning (RPL) are processed in line with Mars Institute's RPL policy and procedure.

For details, please refer to: <https://www.mars.edu.au/information/forms-and-policies/>

2.2 Application Processing Procedures

A letter of the offer along with student agreement & acceptance of the offer will then be issued to the student based on assessments conducted to meet requirements for entry to the course. In cases where Genuine Student (GS) Requirements criteria or entry criteria are not met directly, a conditional Letter of Offer and the Written Agreement and Acceptance of the Offer are issued. These are case-to-case basis and approved by the Student Support Staff. The student has to sign the student agreement and acceptance of the offer provided by Mars Institute with appropriate payment and must fulfil all the conditions. This confirms that the student accepts and understands the terms and conditions of enrolment at Mars Institute. Confirmation of Enrolment (COEs) is issued after a signed copy of the written agreement and acceptance of the offer is received along with the completion of any conditions imposed.

The signed acceptance and agreement form with supporting documentation will be kept in the student administration section of the file.

Where an applicant is being offered a packaged programme (two qualifications as a single packaged offer), staff must follow **Section 5.3 Packaged Courses** in addition to the steps below. This includes applying the "Packaged Course" tag in the SMS and ensuring the Letter of Offer/Written Agreement includes the packaged course conditions.

Table 1: Steps for processing application forms:

Sr. No:	Action	Details Certified documents	Responsibility
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1.1	Receive the application form and documentation	- Application for Enrolment Forms may be received online or by post, fax, email or in person. Documentation may be attached to the application in support of the application. - Applications for enrolment are to be processed at least every two days. - Upon receipt of the form, ensure all attachments listed on the form have been provided and create a Learner Checklist in the Student Management System. - Check and ensure that the applicant holds a Student Visa (Subclass 500) - For applicants on visa subclasses other than Subclass 500 (e.g., Visa Subclasses 485, 600, 010, etc.), confirm if they require a CoE for their enrolment. If yes, their application proceeds under this International Student Application, Enrolment, and Orientation Policy and Procedure, and they will be managed under CRICOS requirements. Otherwise, refer the student to Mars Institute's Domestic Enrolment application form and Policy. - All students must have the appropriate study rights. Any student who needs more than 3 months of study must apply under Student Visa or the appropriate visa to support their study in Australia. - All documents must be certified. Further information regarding certified documents can be found in the policy below. https://mars.edu.au/wp-content/uploads/pdf/novacore/Certifying%20Documents.pdf	Admissions/ Student Services Team
1.2	Check entry requirements and pre-requisites	- If the application is for a packaged course, apply the controls specified in section 5.3 Packaged Courses, including tagging the learner profile in the SMS. - On receipt of the completed Application Form, the authorised delegate will assess eligibility. Each enrolment application is to be assessed to ensure that the student's qualifications, mature age criteria, including experience and English language proficiency, are appropriate (see Section 3 below for more information), so that the student meets the entry requirements* for the course for which enrolment has been sought, including the SSVF process. - Students must meet Mars Institute's academic and English language entry requirements to ensure suitability of the course. English language scores are verified by the Admissions Team using	Admissions/ Student Services Team

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		authorised access to official testing platforms such as IELTS and PTE to confirm the validity of results. - Where an applicant provides an English language test as evidence of English proficiency, the Admissions Team must also record the official English Language Test Result Identifier (Test Score ID or equivalent identifier issued by the test provider). This identifier must be retained in the student's file and SMS, where applicable, for use during CoE creation in PRISMS. Where a student is exempt from providing English language test evidence, the applicable exemption reason must be recorded in accordance with PRISMS requirements. - Check that all correct supporting documentation has been supplied and has all required prerequisites. An authorised delegate shall use the applicable internal Application Assessment Form to check all supporting documentation provided and assess eligibility. - The VEVO check is conducted to confirm visa conditions, including work and study rights. In limited circumstances, authorised Mars Institute staff will request access to an applicant's ImmiAccount to verify if the supporting documents submitted to Mars Institute are the same ones used in their visa application. - Pre-requisites may be demonstrated by matching units from current or previous training packages.	
1.3	Process Credit Transfer request (if applicable)	- Check that all correct supporting documentation, including a copy of the current visa, has been supplied and has all required prerequisites. - Do a VEVO check. Download and upload the VEVO check document in the Student profile on the Student Management system - The Admissions team must verify the student's visa subclass both prior to admission and after course commencement. Students are required to notify Mars Institute in writing within 14 calendar days of any change to their visa subclass, status, or study rights. - Completion of the same qualification in which the student is enrolling. In such cases, advise the student that Mars Institute will not be able to enrol the student in the same qualification, but they may	Admissions/ Student Services Team

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		enrol in a different qualification as per Mars Institute's scope of registration. - In instances where students have not submitted a Credit Transfer (CT) application but have supplied a transcript indicating equivalent units, we will contact the applicant via email to inquire if they wish to apply for CT. We will advise them to grant us access to their Unique Student Identifier (USI) rather than requesting a separate CT application form. An offer letter will not be issued until we receive confirmation from the applicant. - Mars Institute will send a letter to the student along with an offer letter advising them of possible credit transfer. - If applicable, conduct the Credit Transfer process using only certified copies of statements and test amurs from Nationally Recognised Training in Australia. Refer to Credit Transfer Procedure. Refer to the Credit Transfer Policy for further information. - All CT applications and supporting evidence must be verified using Mars Institute's Verification of Third-Party Evidence Procedure. All evidence are recorded and retained in the student's file in accordance with Mars Institute's Record Keeping Policy. - Upon verification of CT evidence, issue confirmation of credit transfer letter (? To check name of template).	
1.4	Enter into the Student Management system and Issue an offer letter	- Enter the student into the student management system as a potential student & issue the offer letter with the Student Agreement. If an application is submitted online, a Student Profile will be created automatically in the Student Management System. - Letter of Offer and Student Agreement and Acceptance of Offer will then be issued to the student based on assessments conducted to meet requirements for entry to the course. - In cases where GS requirements or entry criteria are not met directly, a conditional Letter of Offer and Student Agreement and Acceptance of Offer are issued. These are case-to-case basis approved by the Student Support / Campus Manager or CEO. The student has to sign the Letter of Offer and Student Agreement and Acceptance of Offer provided by Mars Institute with appropriate payment and must fulfil all the conditions.	Admissions/ Student Services Team

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1.5	Receipt of student acceptance	On receipt of the student's signed letter of offer and student agreement and Acceptance of offer, ensure all conditions have been met	Admissions/ Student Services
1.6	Check payment details.	Check the payment details provided in the letter of offer and student agreement and Acceptance of offer regarding the initial payment deposit required.	Admissions/ Student Services
1.7	Confirm details in student management system and Financial System (Xero).	- Confirm the student's potential to enrolment in the student management system & Financial system (Xero). - Ensure the student has been enrolled on the correct course and all personal details have been correctly entered.	Admissions/ Student Services
1.8	Create Student CoE	- In the student's file, ensure a copy of the invoice, application form and accompanying documents are filed in the file. - Ensure that the learner checklist has been created in the SMS and that all information have been completed thus far before processing COE on PRISMS. - Note that a CoE will only be issued to students who are managed under CRICOS regulations. Students who hold visa subclasses other than Subclass 500 should be managed under domestic enrolment. An exemption applies when the visa holder requires a CoE and agrees to be managed under CRICOS regulations. This shall be documented as per enrolment conditions. - CoEs will only be issued after: a. The student has signed the written agreement and acceptance of offer, b. All conditions imposed (if any) are met, and c. All required evidence and supporting documents have been provided. Before creating a Confirmation of Enrolment (CoE) in PRISMS, the Admissions/Student Services Team must ensure that: - the student's English language test has been verified (where applicable); - the English Language Test Result Identifier (Test Score ID) issued by the test provider has been recorded in PRISMS during CoE creation;	Admissions/ Student Services PRISMS CoE creation is handled by the Admissions/ Student Services Team, and guidelines are followed as per the PRISMS Administrator and related books.

- where the student is exempt from providing English language test evidence, the applicable exemption reason is correctly recorded in PRISMS;
- this requirement applies to CoEs created after the PRISMS enhancement release with a proposed course commencement date on or after 1 July 2026.

For further guidance, refer to the latest PRISMS Provider User Guide available through the PRISMS portal:

<https://prisms.education.gov.au/Logon/Logon.aspx>

PRISMS Record Keeping Procedure - English Language Requirements

Scenario 1 - Student has undertaken an English Language Test

Where a student has provided an approved English language test (IELTS, PTE, TOEFL iBT, OET, Cambridge, CELPIP, LANGUAGECERT or MET), Admissions staff must complete the PRISMS English Language section as follows:

- Select No for *Is the student exempt from providing evidence of English language proficiency?*
- Select Yes for *Has the student undertaken an English test?*
- Select the correct English Test Type.
- Enter the Overall Score.
- Enter the Test Date.
- Enter the Test Result Identifier (Test Score ID) where required.

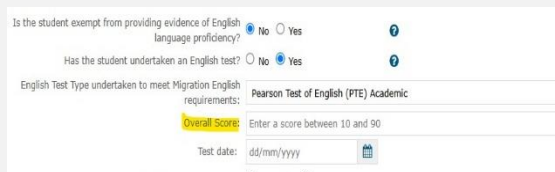


Figure 1: Recording an approved English language test in PRISMS

Scenario 2 - Institution used other means to assess English proficiency

Where the student has not undertaken an approved English language test, but Mars Institute has assessed the student's English language proficiency using another approved method (for example an institutional placement test or approved pathway), record the information as follows:

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- Select No for *Has the student undertaken an English test.*
- Select Yes for *The institution used, or will use, other means of testing to ensure the student has, or will have, met the English language requirements.*

No English test score is entered in this scenario.

Is the student exempt from providing evidence of English language proficiency? ☒ No ☐ Yes ?

Has the student undertaken an English test? ☒ No ☐ Yes ?

The institution used, or will use, other means of testing to ensure the student has, or will have, met the English language requirements for the course: ☐ No ☒ Yes ?

Student's Current Location: ☐ Australia ☐ Overseas

Figure 2: Recording "Other Means of Testing" in PRISMS

Important

Admissions staff must always verify English language evidence before creating the CoE. The information entered into PRISMS must exactly match the evidence retained in the student's file. Where applicable, record the English Language Test Result Identifier (Test Score ID) in accordance with current PRISMS requirements.

Where "Other Means of Testing" is selected, ensure that appropriate supporting evidence of the assessment is retained in the student's file, as no English language test score or Test Result Identifier is required in PRISMS.

Important Guides.

Refer to the latest versions of the following PRISMS guides:

- Provider User Guide
- Manage Student Transfers Guide
- Reporting Quick Reference Guide
- CRICOS Administrator Guide
- Procedure Requirement Guide
- Record-Keeping Guide

		Information Home Conditions of Use System Access Requirements Additional Information Provider User Guide Manage Student Transfers Guide Reporting Quick Reference Guide CRICOS Administrator Guide Procedures Required Guide Record Keeping Guide News TPS Annual Levy Declaration	
1.9	Student Files	- Student documents and Learner checklists will be maintained on the SMS and electronic learners' checklists will be maintained. - Ensure that the following key information, including expiry dates, are recorded in the SMS: - Overseas Health Cover details - Passport details - Visa details	Admissions/ Student Services Team
1.10	Organise Accommodation & Transfers services	If requested, the Student Support Services Officer will organise Accommodation & Airport transfer services at extra cost	Admissions/ Student Services Team
1.11	Organise OSHC	OSHC is required to be provided at the time of the application form or latest by a week prior to course commencement or on the day of Induction. All OSHC information must be stored in the student's file in the SMS.	Admissions/ Student Services Team

3. Entry Requirements

Students will need to meet the following entry requirements, dependent on the chosen course:

- Successful completion of Year 11 or 12 or the [equivalent](#) level of study[#] for all courses.
- Applicant must be 18 years of age or above.
- Training Package entry requirements as per the student's chosen course(s) (if applicable).
- Passing Mars Institute's Language, Literacy, Numeracy, and Digital Capability Test
- If the applicant's educational qualifications do not meet Mars Institute's admission requirements, other factors may be considered at the discretion of the Institute.

If the applicant's educational qualifications[#] do not meet the Institute's admission requirements, other factors may be considered at the discretion of the Institute. The option is discussed with the agent/ student at the application and/or offer assessment stage. Evidence of these other factors must be included with the application or requested after discussion with the agent/student. These other factors include:

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- Satisfactory completion of Business Aptitude test/ Trade Aptitude test for students who are not able to present completion of year 11/12 or equivalent. This includes mature-age students as well. Mature age student is a general term to refer to adults who return to study. It is usually someone who has been out of school for at least 1 year and is not a current school leaver and or proof of being 18 years or older at the proposed date of commencement
- Before admission is confirmed by Mars Institute, such students are required to complete a Business Aptitude test and score 70% in each section of the test. If the score is less than 70% in each section, admission to the course can be denied After the enrolment has been confirmed, the student will be required to undergo the LLND test before the Induction in their own time before the course commences.
- If a student has completed Certificate IV or above [AQF](#) or [NZQA level qualification](#), then the Year 11/12 requirement can be waived

#Below are resources for equivalent Levels of Study:

- <https://www.vcaa.vic.edu.au/assessment/results/applying-credit-and-recognition/equivalent-qualifications/equivalent-qualifications>
- <https://liveinmelbourne.vic.gov.au/news-events/news/2025/overseas-qualification-assessments-in-202526>
- <https://www.vtac.edu.au/before/osquals.html>

In case the links above are no longer current or working, staff must contact the Quality Assurance and Compliance Department.

3.1 The Learner Checklist for Supporting Documents:

Below are examples of supporting documents which the Admissions Team will evaluate in assessing an application. A more detailed list may be found in the Application Assessment Forms for both onshore and offshore international students

- Completed application form
- Unique Student Identifier supplied by the student (if available)
- Certified Copy of passport
- Copy of visa
- Overseas Student Health Cover (OSHC)
- Certified School results or other studies and/or Mars Institute criteria (as applicable)
- Simplified Student Visa Framework (SSVF) Genuine Student (GS) Requirement Questionnaire
- Certified English language test results (IELTS, PTE, TOEFL iBT, OET, Cambridge, CELPIP, LANGUAGECERT, MET or other accepted equivalent), where applicable.
- English Language Test Result Identifier (Test Score ID or equivalent identifier issued by the test provider), where applicable.
- Letter of Release (if applicable)

Refer to the Learner Checklist in Wisenet for further details.

4. English Proficiency Level Requirements

4.1 Vocational Programs

- The minimum English Language Proficiency Level required for all the courses at Mars Institute is an IELTS overall band of 6.0 or equivalent (at least 5 for each of the 4 test components). Please refer to the accepted evidence of English Language Proficiency level below for more information.
- Each student is required to provide a certified / agent-verified copy of the document they submit as Evidence of English Language Proficiency. As per the [Migration \(English Language Tests and](#)

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[Evidence Exemptions for Subclass 500 \(Student\) Visa Instrument \(LIN 25/090\)](#), students may now use and submit Test of English as a Foreign Language internet-Based Test (TOEFL iBT) for this purpose effective 07 August 2025.

- Where an applicant provides an approved English language test as evidence of English language proficiency, the Admissions Team must verify the authenticity of the result and record the English Language Test Result Identifier (Test Score ID or equivalent identifier issued by the test provider). This identifier must be retained in the student's file in the SMS and used during CoE creation in PRISMS where applicable. If the applicant is exempt from providing English language test evidence, the applicable exemption reason must be recorded in accordance with PRISMS requirements.
- The [LIN 25/090](#) prescribes the following as accepted evidence of English Language Proficiency Level effective 07 August 2025
 - International English Language Testing System (IELTS) General Training
 - IELTS Academic
 - Pearson Test of English Academic (PTE Academic)
 - Test of English as a Foreign Language Internet-based test (TOEFL iBT)
 - Occupational English Test (OET) - at least B for each of the 4 test components;
 - Cambridge C1 Advanced test
 - Canadian English Language Proficiency Index Program General (CELPIC General)
 - LANGUAGECERT Academic Test (LANGUAGECERT Academic)
 - Michigan English Test (MET)
 - Occupational English Test (OET)
 - Certificate of Completion OR Statement of Attainment from any CRICOS Provider in Australia. The certificate/statement must state the level achieved by the student using CEFR, IELTS or PTE equivalency. The certificate/statement must not be older than 2 years;
 - Evidence of successfully undertaking at least one year of full-time (or part-time equivalent) post-secondary study (at certificate IV level or higher) in Australia from an ASQA-accredited university or institution where English was the medium of instruction and the medium of assessment. The certificate/statement must not be older than 2 years;
- For the abovementioned tests, the test must have been undertaken no more than 2 years before either:
 - The date the visa application is made, if the test is submitted at the time of application, or
 - The date the decision to either grant or refuse the visa is made, if the test is submitted after the visa application
- Under transitional arrangements outlined in Section 8 of LIN 25/090, Mars Institute may accept approved English language test results taken on or before 06 August 2025 where the result is less than 2 years old at the time of visa lodgement or decision and meets the applicable transitional score in the relevant Schedule of the LIN. In practice, offers and CoEs issued before 07 August 2025 may rely on these transitional scores, while offers and CoEs issued on or after this date must meet the new minimum English language scores set out in the LIN and in this policy.
- Should the student provide evidence where the English Language requirement has not been met, the student will need to do one of the following:
 - Undertake Mars Institute's Onshore Placement Test (a maximum of 3 attempts per student are allowed) / Offshore Placement Test whichever is practically possible. If students have taken the offshore placement test, then they will be required to take the Onshore Placement Test on the day of induction.
 - Undertake one of the formal tests mentioned above and achieve the required level.
- Offshore students need to meet the requirements outlined in Mars Institute's [Simplified Student Visa Framework \(SSVF\) Requirements Guide](#). For onshore students, the Admissions Team will access the case and advise accordingly.

Exempt for Provide evidence of an English Proficiency:

As per information found on [the Department of Home Affairs' website](#), students do not need to provide evidence of an English test score with their application if:

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- They are citizens and hold a passport from the UK, USA, Canada, NZ or the Republic of Ireland;
- They have completed at least 5 years of study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland;
- They are either a Foreign Affairs student, Defence Student, or a Secondary exchange student
- In the 2 years before applying for the course, they have completed, in Australia and the English language, either the Senior Secondary Certificate of Education, a VET (Certificate IV or higher level) qualification with a minimum of 50% completed or a Bachelor qualification with a minimum of 6 months completed, while they held a student visa.
- Similarly, applicants who have successfully completed two full-time years of study or equivalent at a secondary (years 10-12) or post-secondary educational institution, where the sole language of instruction and assessment was English, do not have to provide a current IELTS or equivalent certificate and may not be required to undertake a language test, if they can provide an original or certified statement or certificate of confirmation, issued by that institution. This study must have been completed no more than two years prior to the date of application of enrolment to Mars Institute for the course of their choice.

English Language Skills Test Conversion Table - Overall Scores

The following table sets out the prescribed minimum English language test scores for accepted tests. These scores apply to standard applications as well as those eligible for reduced thresholds through ELICOS or pathway programs. In addition to meeting the minimum overall band score, applicants must also achieve the [minimum test component scores for Vocational English required by the Department of Home Affairs](#) to satisfy Mars Institute's entry requirements. Admissions must notify the Quality and Compliance Department when updates or changes are required.

English language test providers	Minimum score	Minimum score if principal course is accompanied by at least 10 weeks of ELICOS	Minimum score if principal course is accompanied by at least 20 weeks of ELICOS
Cambridge C1 Advanced	Overall band of 161	Not accepted for purposes of subclause 500.213 (1) of Schedule 2 of the Regulations	Not accepted for purposes of subclause 500.213 (1) of Schedule 2 of the Regulations
Canadian English Language Proficiency Index Program (CELP) General	Overall band score of 7	Overall band score of 6	Overall band score of 5
IELTS Academic	Average band score of 6.0	Average band score of 5.5	Average band score of 5.0
IELTS General Training	Average band score of 6.0	Average band score of 5.5	Average band score of 5.0
LANGUAGECER Academic	Overall band score of 61	Overall band score of 54	Overall band score of 46
Michigan English Test (MET)	Overall band score of 53	Overall band score of 49	Overall band score of 44
Occupational English Test (OET)	Overall band score of 1210	Overall band score of 1090	Overall band score of 1020
Pearson Test of English (PTE) Academic	Overall band score of 47	Overall band score of 39	Overall band score of 31
Test of English as a Foreign Language Internet-Based Test (TOEFL iBT)	Total band score of 67	Total band score of 51	Total band score of 37

The following table outlines the minimum English language test scores that apply under the transitional arrangements for tests taken before 07 August 2025, as prescribed in LIN 25/090.

English language test providers	Minimum score	Minimum score if principal course is accompanied by least 10 weeks of ELICOS	Minimum score if principal course is accompanied by at least 20 weeks of ELICOS
Cambridge English: Advanced (CAE) test / Certificate in Advanced English	169	162	154
International English Language Testing System (IELTS Test)	Overall band score of 6.0	Overall band score of 5.5	Overall band score of 5.0
IELTS Academic	Average band score of 6.0	Average band score of 5.5	Average band score of 5.0
Occupational English Test (OET)	A score of at least B for each test component	A score of at least B for each test component	A score of at least B for each test component
Pearson Test of English (PTE) Academic	50	42	36
Test of English as a Foreign Language internet-Based Test (TOEFL iBT)	64	46	35

Mars Institute will only accept English language test results that are expected to remain valid under DOHA requirements (2-year validity period at the time of visa lodgement or decision).

Student visa English language requirements (Home Affairs Guidelines)

For more information, please [click here](#) to visit Home Affairs' website on English language requirements.

4.2 The Learner Checklist for Supporting Documents:

- Completed application form
- Unique Student Identifier supplied by the student (if available)
- Copy of passport
- Copy of visa
- Overseas Student Health Cover (OSHC)
- Qualifications or other studies and/or Mars Institute criteria (as applicable)
- English test results in IELTS or Equivalent or Mars Institute Placement test (as applicable)
- Letter of Release (if applicable)

5. Special Enrolments

Special Enrolments are defined as those enrolments where a customised Training plan is required due to Credit Transfer and/or Student Re-enrolling after cancellation at Mars Institute.

For Special Enrolment, students will be required to meet Entry and English Level Proficiency requirements as mentioned earlier in the policy. While enrolling a student whose previous enrolment was cancelled by Mars Institute for any reason, the student can be requested to provide a Statement of Purpose with evidence (if requested by staff).

5.1 Tuition Fees/ Non-Tuition Fees

Students enrolling in this category will be charged as per the Mars Institute's Per Unit Fees document depending upon the number of units the student is enrolling for.

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5.2 Differentiating Reenrolment/Reassessment fee

If a student cancelled by Mars Institute wishes to reenrol, the Student Support Officer/Campus Manager will customise their Training Plan depending upon the unit outcome marked as Not Competent/Withdrawn in their previous enrolment at Mars Institute. If students have partially completed a unit in their previous enrolment, they may be eligible for reassessment, or else the student will be required to re-enrol for the whole unit. Student Support Officer/Campus Manager may interview the student to determine if the student can complete the unit under reassessment or if re-enrolment will be required.

5.3 Packaged Courses

A packaged course is a pathway where an international student is offered two courses as a single packaged offer. Packaged courses may include common units across courses and may require credit transfer outcomes to be applied at the transition to the second course.

For packaged course students, in addition to the normal enrolment procedure in 2.2, Mars Institute applies the following controls to ensure the offer, student communications, training plan details, and CRICOS reporting remain accurate and consistent end-to-end.

Sr No:	Action	Details	Responsibility
1.1	Confirm packaged course structure and brief applicant	Before enrolment is finalised and offer is issued, explain: a) the courses included in the package and the intended sequence b) any common units across the package and how these will be managed c) the conditions that apply to progression into the second course in the package d) that training duration and COE may be shortened after successful credit transfer of common units across the package and that this might affect the student's visa	Admissions Team, Student Support, Marketing Team
1.2	Tagging of Learner Profile in the SMS	Upon submission of a fully accomplished application form, the form and all associated documents are checked for completeness. Apply "Packaged Course" tag (or equivalent) so the enrolment is visible across teams and triggers the appropriate checkpoints as the student progresses with the course.	Admissions Team
1.3	Genuine Student Checks and Standard Verification	GS checks and verification of entry requirements are undertaken as per step 1.2 of Table 1 in Section 2.2 of this policy.	Admissions Team
1.4	Issue offer with packaged course conditions	Letter of Offer and Written Agreement is issued to the student. Ensure all the relevant steps in step 1.4 of Table 1 in Section 2.2 is followed	Admissions/ Student Services Team
1.5	Ensure CoE aligns with packaged course offer and training plan	Confirm that the offer conditions are met and that course dates match the packaged plan	Admissions/ Student Services Team

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1.6	Re-confirm student's understanding of packaged courses conditions at induction	During induction, confirm the student understands: packaged structure, sequence, key conditions.	Training Operations
1.7	After successful completion of the first course, apply CT and issue CT outcome letter.	Upon the student's successful completion of the first course: a) Apply CT where common units apply following step 1.3 of Table 1 in Section 2.2 b) For all CTs, issue credit transfer outcome letter to the student. Where the credit transfer results in a reduced duration or any change to the student's course end date, notify the student in writing and complete any required CoE and/or PRISMS updates. c) If the student does not meet requirements or conditions for commencement of second course, the matter must be escalated to Training Operations and Compliance for review before any revised documentation is completed.	Admissions
1.8	Update training plan for 2 nd course, and notify student of applicable changes in course duration	a) Update the training plan to reflect CT awarded to the student b) Staff conducts review of training plan to ensure unit and course end dates align c) Issue the updated training plan to the student and reconfirm revised duration. Retain evidence in student file.	Student Support
1.9	Conduct file check before commencement of second qualification	a) Confirm that the student file contains the CT outcome letter, updated training plan, written notification to the student, and any required CoE and/or PRISMS updates b) Any discrepancy must be escalated to Training Operations and Compliance before the student is progressed to the second qualification	Admissions/Student Support
1.10	Student commences second qualification	Once all packaged course conditions, credit transfer processing, student notifications, training plan updates, and reporting updates have been completed, the student may commence the second qualification and will thereafter follow Mars Institute's standard enrolment, orientation, training, attendance, progress, and compliance processes applicable to that qualification.	Training Operations

6. Orientation / Induction

6.1 Course Commencement

Sr. No:	Action	Details	Responsibility
1.1	Induction / Orientation Day	e) Student arrives on Orientation/Induction Day. f) Orientation/Induction program schedule will be followed up with a supported checklist g) Students will be shown PPT, informative links, Mars Institute website and Systems, Payment process, policies and procedures, Training Plan and other required information to guide and support them during their student journey at Mars Institute. h) Students to be introduced to different platforms such as Student Management System, Learning Management System, General Request System etc. i) LLND/Training needs analysis. Reviews are conducted where applicable, and key staff are introduced, addressing any questions and concerns from students. Refer to Training need/LLN policy for more details. j) LLND and/or training needs are identified where applicable and the student is guided further as per LLND Policy k) The Student Support team ensures that all students due to commence have attended the induction and have been instructed and guided appropriately.	Student Services Team

6.2 After Course Commencement

Sr. No:	Action	Details	Responsibility
1.1	Follow up.	a) The Student Support team ensures that all students due to commence have attended the induction, students who have not attended are followed up in a timely manner, and the relevant system (SMS) is updated to reflect the correct status of the student enrolment for other staff to refer and action accordingly. b) Commence on PRISMS. If any students have not commenced after two weeks from their commencement date, process the Non-commencement on PRISMS c) Every 6 months at minimum send students a Change of Contact Details form or reminder message sent via Learn Cycle	Student Services Team



International Application, Enrolment and Orientation Policy and Procedure

		trigger using Student Management System to student's Mars Email ID	
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7. Related Documents

- [Credit Transfer Policy & Procedure](#)
- [Enrolment Acceptance Agreement Form](#)
- [Credit Transfer Application](#)