

Students Admission Policy and Procedure

January 2026

Step 1: Access the TACIS Student Handbook and Qualification Information

Prospective students are strongly encouraged to read the TACIS Student Handbook and relevant Qualification Booklet before submitting an application. These documents provide essential information to help students make an informed decision about their chosen course of study.

All documents are available for download from the TACIS website:

www.tacis.edu.au

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

Recognition of Prior Learning (RPL) and Credit Transfer are assessment processes that may allow a student's existing skills, knowledge, experience, or prior qualifications to be recognised toward a TACIS qualification.

Students who believe they may be eligible are encouraged to apply at the time of enrolment.

Further details are available in the TACIS RPL and Credit Transfer Policy and Procedure.

Application forms can be accessed via the TACIS website:

www.tacis.edu.au

Step 3: Complete the Application Form

Students who believe a TACIS course aligns with their career goals should review the entry requirements for the relevant qualification before applying. Entry requirements are detailed in the TACIS Qualification Brochure, available on the website.

Students must submit a completed application form together with original or certified copies of supporting documents. Originals will be sighted, copied, and verified as true copies by the Program Manager.

Required documents may include (but are not limited to):

- *Proof of identity (e.g. passport, driver's licence – refer to the 100-point ID check)*
 - *Certified copies of previous qualifications (certificates and academic transcripts)*
 - *Evidence of relevant work experience (including employer contact details)*
 - *Original or certified English proficiency results (e.g. IELTS, if applicable)*
 - *Certified translations (NAATI-accredited) for documents not in English*
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Step 4: Formal Screening Interview and LLN Assessment (if applicable)

Applicants are required to participate in a formal screening interview to assess suitability for the selected qualification.

Where necessary, students may also be required to complete a Language, Literacy and Numeracy (LLN) assessment to determine whether additional learning support is required.

Step 5: Verification of Enrolment Documents

The Program Manager will assess and verify all submitted documentation to ensure the

applicant's qualifications, experience, and English language proficiency meet course requirements.

Verification may include:

- reference checks,
- telephone or face-to-face interviews, or
- verification with issuing authorities.

Step 6: Issuance of Offer or Rejection

Following assessment, TACIS will issue one of the following:

- Letter of Offer (successful application), or
- Conditional Letter of Offer (subject to conditions being met), or
- Letter of Rejection, including reasons.

Letters of Offer are valid for 28 days from the date of issue.

Verified copies of all documentation are retained in the student's file.

Step 7: Acceptance of the Letter of Offer

To accept an offer, students must:

1. Carefully read and understand the terms and conditions of the Letter of Offer
2. Sign and initial each page of the Letter of Offer (electronic or handwritten signatures accepted)
3. Pay the required tuition fees in accordance with the TACIS Fees and Charges Schedule

The signed Letter of Offer and evidence of payment must be returned to TACIS before enrolment can be confirmed.

Step 8: Confirmation of Enrolment (International Students)

For international students, a Confirmation of Enrolment (CoE) will be issued once:

- the signed Letter of Offer is received, and
- the required tuition fees have been paid.

The signed Letter of Offer, together with payment, forms a binding contract between TACIS and the student.

Step 9: Orientation Program (Compulsory)

All students must attend a compulsory Orientation Program prior to course commencement.

Orientation includes:

- Emergency evacuation procedures
- Welcome and introductions by academic and administrative staff
- Student registration and enrolment confirmation
- OSHC overview (international students)
- Health, welfare, and support services
- Course information, timetables, training and assessment strategies
- Academic intervention and support strategies
- Student rights and responsibilities
- Complaints and appeals process
- Library, IT, and Moodle access
- Student support and counselling services
- LLN assessment (if not previously completed)

- Student visa conditions (international students)
- Employment rights and conditions in Australia
- Student ID photo session

Students who miss Orientation due to compassionate or compelling circumstances may be offered an alternative session. Failure to attend Orientation without approval may result in enrolment cancellation.

Step 10: Course Commencement

Upon course commencement, students will receive:

- Course start date and time
- Training and assessment schedule
- Classroom allocation
- Moodle login details and passwords
- Allocated trainers and assessors