



POLICY - ENROLMENT

Purpose



OBA Nursing Academy has implemented a structured enrolment process for international students. This process involves written agreements that protect the rights and outline the responsibilities of both parties. The agreements specify the courses and related educational services provided, along with the tuition and non-tuition fees, as well as the refund policies.

Purpose

The purpose of this Policy & Procedure is to ensure consistency in the enrolment of students into courses offered by OBA Nursing Academy. It provides staff with clear guidance on the procedures for enrolling and confirming students.

Requirements

OBA Nursing Academy must formalise the enrolment of overseas students through written agreements. These agreements should protect the rights and set out the responsibilities of each party, as well as detail the courses and related education services to be provided, tuition and non-tuition fees payable, and refund policies..

Procedure

Receive Application for Admission

Applications for admission to OBA Nursing Academy must be submitted using the appropriate Overseas Application Form.

- Applications can be submitted directly by the student or through an approved agent or via website.
- All documents submitted by education agents should be verified with an attested stamp or signature.

- Supporting documents must be provided at the time of application, either in person, electronically.
- The Academy accepts scanned documents submitted online as part of the application for admission to programs.
- All supporting documents must be true and complete. Applicants may be required to provide original documents or certified copies of supporting documents upon request at any time.
- An acknowledgment email will be sent to the applicant containing all relevant pre-enrolment information.

Tools & Templates

- Template: Overseas Student Application Form

Responsibility

- Admissions Officer

Output

- A complete application is received.

Review and process of application form:

Step 1: Submit Application for Enrolment

International nurses interested in enrolling in the **OBA Nursing Academy** program must submit a completed **Overseas Student Application Form**. This can be done directly online at our website or via enrol@obana.com.au or through an approved education agent. The following documentation is required for submission:

- **Completed Application Form:** This includes personal details, professional qualifications, and contact information.
- **Certified Copies of Qualifications:** Applicants must provide certified copies of their nursing qualifications, including their nursing registration, degree, or diploma, and transcripts.
- **Current Nursing Registration:** Proof of their current nursing registration or licensing in their home country (where applicable).
- **Curriculum Vitae (CV):** A detailed CV that outlines the applicant's nursing experience, including clinical settings, specializations, and any previous roles or internships.
- **Professional Reference Letters:** Two letters of reference from past employers or mentors in the nursing field.
- **Passport Copy:** A clear copy of the passport bio page for identity verification.
- **Visa** If you currently hold a visa for Australia, please provide the visa type and its expiry date.
- **English Language Proficiency**

Test	Minimum Overall Score	Minimum Individual Band Scores / Sub-scores
IELTS (International English Language Testing System)	7.0	Listening: 7.0 Reading: 7.0 Writing: 7.0 Speaking: 7.0
TOEFL (Test of English as a Foreign Language)	94	Listening: 24 Reading: 24 Writing: 27 Speaking: 23
PTE (Pearson Test of English Academic)	65	Listening: 65 Reading: 65 Writing: 65 Speaking: 65
Cambridge English: Advanced (CAE)	185	No individual band score below 180
OET (Occupational English Test)	B in all sub-tests	Listening: B Reading: B Writing: B Speaking: B

Note: If the applicant has completed their nursing qualifications in an English-speaking country (e.g., UK, US, Canada, New Zealand, Australia), additional proof of English proficiency may not be required, subject to assessment.

Prior Knowledge, Skills, and Experience

OBA Nursing Academy collaborates with accredited RTOs to offer training programs that are tailored to meet the needs of students, taking into account their prior knowledge, skills, and experience in the relevant areas of competence for the course they wish to enroll in. In these collaborations, course credits may be granted through Credit Transfers, in accordance with the **P&P– RPL & Credit Transfer** policy.

Tools & Templates

- **P&P– Recognition of Prior Learning & Credit Transfer**

Responsibility

Admissions Officer / Trainer & Assessor

Output

Recognition of the student's prior knowledge, skills, and experience, with course credits granted through Credit Transfers.

Key Performance Indicator

The needs of students are accurately assessed and addressed before enrolment. Students are enrolled only in courses that align with their individual needs and educational goals..

For inquiries regarding our enrolment policies, please contact our Administration Team via email at enrol@obana.com.au or via WhatsApp: +61 417 368 940