

Student Entry Policy and Procedure

Compliance Focus

ASQA Standards, Clauses: 5.1

National Code, Section D, Standard 2 - 3

Policy Purpose

The purpose of this policy is to outline the processes to follow during the application, eligibility, and entry into a nationally recognised qualification.

Policy Scope

This policy applies to students seeking to enrolment into a qualifications including government funded courses and traineeships.

Policy Statements

The following statements are an overarching view, to ensure obligations are met under the various funding contracts and regulatory body requirements. These statements are further supported by robust procedures to guide staff on maintaining compliance.

1. Commitments

- All applicants applying for entry into a course are treated fairly and equitably as per the Equal Opportunities Act 2010 and our Access and Equity Policy and Procedure
- Selecting and enrolling only genuine students in all courses regardless of funding arrangements
- Publishing entry and application criteria in all applicable marketing materials (including websites)
- Ensuring clear and concise advice is provided to students eligible under Government funding programs or loan schemes
- Ensuring student entry to a funded program meet the eligibility and suitability requirements of that program
- Ensuring all students are academically suitable for the course
- Supporting all students to make informed decisions about enrolling into a course
- Students are provided with clear and concise information without pressure to commit
- Ensuring that all information provided in the Training Plan is provided to the prospective student

2. General Entry Information

Each potential student, at the application stage of the Entry Process, has their eligibility and suitability assessed with honesty and integrity before enrolling into any qualification or course. All students completing a qualification are required to complete Language, Literacy and Numeracy Testing. Before enrolment, potential students will receive information that provides them with:

- Full knowledge of the course requirements, all costs and duration of course
- Confirmation that course meets work requirements, career aspirations and individual capabilities
- If relevant, students are advised if they require a current Working with Children Check or police check
- If relevant, applicable immunisations relevant to qualification
- Information to determine whether to apply for a credit transfer and recognition of prior learning
- Where applicable, any requirements or information specific to a funding or traineeship program



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3. Language, Literacy and Numeracy (LLN) Outcomes

The outcome of the LLN test will be provided to the students after completion.

Where a potential student is unable to meet the required standards of a LLN, they will be directed to websites and online tasks that will assist to improve their LLN. Three calendar months from the date of the initial test is sufficient time to allow potential students to demonstrate that improvement has been made. At this time, potential students will be invited back to re-sit the LLN test.

All LLN test results will be retained in the students file for a period determined by either regulating or funding bodies as per the Student Record Management Policy and Procedure.

4. Smart and Skilled Program Eligibility (When applicable)

Each potential student who is seeking to access a funded place through Smart and Skilled must meet specific eligibility criteria. Students are to provide this information prior to final enrolment and includes:

- Evidence of Australian citizenship or Permanent residency and a physical address in NSW
- Prior Education history

5. Deferral of Study

Will be granted to a student who provides documentation of any of the following circumstances:

- Death in the family
- Loss of employment to self or partner
- Severe and debilitating illness
- Pregnancy with GP or Gynaecologist instructions

Deferral will not be granted to a student, who has been issued with a written warning regarding progression or for unprofessional behaviour.

6. Course re-entry

Previously withdrawn students must re-enrol into their qualification as if they were a new student. This may include providing updated eligibility documentation as well as re-taking the LLN test. It may also include additional course fees.

Re-entry into a program is not guaranteed and based on the reason for the original withdrawal. Discussion with the student will include date of re-entry and increase in course costs if applicable.

Policy Overview

The student enrolment policy ensures that students are adequately informed about the services they are to receive, their rights and obligations, and our responsibilities under the ASQA Standards.

Policy

We will provide learners with information prior to course commencement of services including any third-party arrangements affecting the delivery of training and/or assessment. We will provide this information through (but not limited to), Marketing Material, Enrolment Form, Statement of fees, Pre-Training Review, LLN test, Student Handbook, RTO website and Email correspondence.

Prospective Students seeking to enroll with us are selected and admitted using fair, equitable and transparent procedures.



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This Policy guiding principles include:

- Clear and consistent entry requirements that are appropriate to the Australian Qualifications Framework (AQF) levels of study
- Evidence-based admissions requirements
- Eliminating unfair or unnecessary barriers for student access to AQF qualifications
- Facilitating recognition and/or credit for entry into AQF qualifications
- Fair and timely consideration of applications
- Clear and timely communication about the outcome of applications
- Enabling flexible qualification pathways
- Regular review, monitoring, and continuous improvement processes

We must be satisfied that students entering a VET course of study have adequate knowledge and skills to successfully undertake the course. We also ensure that admission requirements do not present unreasonable barriers to students wishing to access our programs.

A student who has partially or completed another qualification from a university, other approved higher education institution, or RTO may apply for Credit Transfer or RPL for their previous study towards a qualification or units of competency within a qualification. We adhere to policies and procedures for verifying applicants' credentials and the granting of RPL and Credit Transfer.

All students must be provided with a copy of their statement of their fees at enrolment, which must provide the prospective student with the total cost to them for their course of study.

The enrolment process requires all prospective students to submit a fully completed enrolment form. By signing and submitting a completed enrolment form the student agrees to the terms and conditions detailed on the enrolment form. A completed enrolment form is to record all details necessary to enroll a student. All questions are to be answered and the student's signature and legal name are to appear on all required sections of the form.

Students must provide the original, or a certified copy, of current (not expired) identification with the enrolment application. Photo ID should be gathered where possible for identification. We will not accept illegible versions of documents.

Recognition of prior learning (RPL) and or Credit Transfer options are to be discussed at time of enrolment and noted in the section provided on the enrolment application form.

Where RPL is requested, the student will be referred to the training area where an appropriately qualified assessor will interview the student and provide the student with the appropriate forms/kits to formalise the recognition process.

Students seeking Credit Transfer are requested to provide the original documents, or certified copies of the original, of the appropriate AQF qualifications being a Certificate: (Testamur) and Record of Results, or Statements of Attainment issued by other RTO.

All submitted documents will be verified by the student services team prior to processing.



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Students are advised to read and understand the contents of the Student Handbook and related policies and procedures during the enrolment process. Upon submitting a completed enrolment form it is acknowledged that students have read the and understood the contents of the Student Handbook.

Student Engagement Entry Procedure

Student Engagement

When a student enquires about a course / unit the following details are provided via email:

- The delivery duration
- The delivery location
- Any prerequisites for entry
- The enrolment process

Pre-Enrolment Process

- Discussion with each student regarding their interest and intentions regarding their chosen course
- Overview of the Industry, including Pros & Cons of working in the industry, expected job outcomes upon completion of course, physical components and requirements of the job
- Overview of the course and Practical Placement (if a course requirement)
- Overview of fees, Government Funding (if and when applicable), eligibility, and impact on future training eligibility
- Students are then asked to make an informed decision on whether they would like to commence and complete the Pre-Training review questions based on discussions
- Students are then to be provided with the Pre-Training Review, undergo LLN (test and the Enrolment Form and the documents are explained
- The Pre-Training Review and Enrolment Form will be provided as a hard copy during a face-to-face session and emailed during and online session when applicable
- If the student is suitable, the RTO Representative will proceed then the enrolment process
- If the student is not suitable the RTO Representative will discuss the students' options

1. Course Enquiry Stage

Prospective students are provided with information about the RTO and the program. They may do this directly through The RTO or their employer.

Students will then receive an email containing:

- A link to the enrolment form
- A link to the LLN Test

2. Application Stage

Once the enrolment form link is provided, students will be required to provide a range of documents to support any government funding. This could include:

- A valid Passport
- Birth certificate
- Medicare card
- Driver's licence
- Senior Secondary Certificate of Education
- A qualification at Level 4 or above
- A valid Healthcare card

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After submission of the enrolment and completed LLN Test, it will be reviewed and if required further follow up undertaken by Student Services.

3. Pre-Enrolment

Once application stage is completed, students will receive a Letter of Offer and a Statement of Fees via email. Students have five working days to understand the information provided and make an informed decision. At this time, students are required to advise if they decide not to proceed with enrolment.

4. Enrolment

After five days, the student will receive an email confirming enrolment as well as an invoice to either themselves or the employer. The letter will provide a link to a post an enrolment survey and the Student Handbook.

Responsible Officer

The responsible officer for the implementation of this Policy is the General Manager.

Publishing details

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