

Pre-Enrolment Requirements Policy and Procedure

PURPOSE

- The purpose of the VET Student Pre-enrolment Procedure is to provide guidance to staff and prospective students on the requirements, processes, communication, and documentation that must be undertaken and / or completed prior to a student being admitted and enrolled into a VET program.
- These requirements involve the determining of suitability and relevance of a program based on an individual's current competencies, existing educational attainment, capabilities, aspirations, and interests with due consideration of the likely job outcomes from the development of new competencies and skills.
- The RTO endeavours to provide all relevant information to potential students prior to enrolment enabling them to make an informed decision about their likelihood to study with the RTO.

RESPONSIBILITY

The Training Manager is responsible for the implementation of the policy and procedures and to ensure that students, staff and education agents are aware of its application and implement its requirements.

POLICY

The RTO will have comprehensive, current accurate and plain English information available to the prospective learner through prints or electronic copy enabling the prospective learner to make informed decisions about undertaking training with the RTO.

At a minimum the information will include but not limited to the following;

- the course qualification name and code as published on the National Register
- the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency
- the eligibility and entry requirements for local students seeking to enrol in a government subsidised program
- educational qualifications and or work experience required,
- course recognition if applicable
- course credits if applicable
- estimated duration and holiday breaks;
- expected locations at which it will be provided;
- expected modes of delivery;

- learning outcomes and award achieved if successful completion of the course is attained;
- campus locations and facilities, equipment and learning resources available to students
- indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies
- the grounds on which the student's enrolment may be deferred, suspended or cancelled
- the ESOS framework, including official Australian Government material or links to this material online
- accommodation options and indicative costs of living in Australia

the learner's obligations:

- any requirements that the RTO requires the learner to meet to enter and successfully complete their chosen training product; and
- any materials and equipment that the learner must provide; and

Where the RTO collects fees from an individual learner, either directly or through a third party, the RTO will provide or direct the learner to information prior to enrolment specifying:

- all relevant fee information including:
 - fees that must be paid to the RTO; and
 - payment terms and conditions including deposits and refunds;
- the learner's rights as a consumer,
- the learner's right to obtain a refund for services not provided by the RTO in the event the:
 - arrangement is terminated early; or
 - the RTO fails to provide the agreed services

Where there are any changes to agreed services, the RTO will advise the learner as soon as practicable, including in relation to any new third-party arrangements or a change in ownership or changes to existing third party arrangements (if applicable).

The RTO is required to implement an assessment system that ensures assessments (including recognition of prior learning) comply with the assessment requirements of national Training Packages and VET Accredited courses within its scope of registration.

LLN entry Test

17. The administration staff will use the outcome of Pre-Training Review to finalise the enrolment for a student.

Document History	
Version No, Date	Modification Details
1.0, June 2017	Published the first version of the policy
2.0, April 2018	Periodic Annual Review ESOS 2018
3.0, November 2019	Updated to include the amended procedure with introduction of Online LLN Test.

Related Documents

LLN Test – LLN Robot Portal
 Skills Gap Report
 Pre Training Review Assessment
 Credit Transfer Policy
 Recognition to Prior Learning

Review Date: June 2020