Student Admission and Enrolment Policy and Procedure

Relevant Standards	Relevant Documents
SRTO 2015: 3.6 (a)(c), 5.1, 5.2, 5.4	Student Orientation Policy and Procedure Access and Equity Policy Student Handbook Funding Eligibility Checklist

1. Purpose

This policy is intended to provide a broad framework, and minimal requirements for determining admission to training courses and programs of the RTO. This policy outlines procedure for approving admission applications and enrolling students in the relevant courses or units of competency.

This policy also sets out the procedure for determining eligibility requirements for Australian citizens and permanent residents for admission into government funded programs under the provision of the relevant State funding agreements.

2. Scope

This policy applies to all the applications for admission and enrolment into programs received by the RTO. This policy is also relevant to staff handling and processing student admissions and enrolments, decision-making committees, and all the agents of the RTO.

3. Definitions

Course: A program of study leading to a qualification or an award. A course may comprise of units or modules. Also referred as "program".

Pre-requisite: Means specified minimum requirements an applicant must satisfy in order to be considered eligible for admission to a particular program.

Offer: Means the formal notification from RTO's CEO's office on behalf of the RTO, offering an applicant a place in a nominated program under specified conditions, such as location, mode of study, duration, course fee and type of place offered.

Admission: Acceptance of an applicant as a student of the RTO in the nominated course(s)

Enrolment: Allocation of unit(s) of competency as prescribed under each course as part of student's training plan that leads to attainment of the relevant competency or qualification on successful completion

Learning Management System: Software that allows educational institutions to create and host courses on the Internet

USI: Unique Student Identifier

Department: Means the State of Tasmania acting through the Department of State Growth, Skills Tasmania.

4. Legislative Context

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations 2015
- VET Student Statistical Collection Guidelines
- Student Identifiers Act 2014
- Anti-Discrimination Act 1998 (Tas)
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Disability Standards for Education 2005 (Cth)
- VET Funding Training Contract (Current year)

5. Policy

5.1.1 Candidates are eligible if they meet the following criteria;

- At least eighteen (18) years of age on enrolment date
- Proof of Australian citizenship/permanent residency and age
- Satisfactory eligibility criteria if applying for a funded place
- LLN levels equivalent to Australia Year 10 C Standard
- Access to an existing workplace
- This qualification has no formal entry requirement.

5.1.2 PI shall not enrol an eligible Individual in a course or qualification that is at an inappropriate level for that student.

5.1.3 PI shall require that all local/domestic students applying for or enrolling in a course first provide the RTO with their **USI number for verification** - unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, PI will inform the student prior to either the completion of the enrolment or commencement of course, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

Note: *Admission/Admin staff to take note of the above and ensure that USI verification is conducted in accordance with the requirements and records maintained on student file/system.*

5.2 Special Consideration of Educational Disadvantage

5.2.1 Applicants who feel that their educational achievements have been adversely affected by ill-health or other circumstances can specify these circumstances upon their application, PI will take these circumstances in consideration Requests for special consideration and any supporting documentation will be considered in the admission decision. The details of the special criteria, whether the criteria will be used in combination with standard admission criteria or in place of standard admission criteria, and the way in which the criteria are used to select applicants to receive an offer, are approved by the CEO on the recommendation of the RTO Manager.

6. Admission Procedure

This section describes the processes associated with admission. These processes generally apply to all the current and prospective students. Admission is commenced with the return of a completed Course Enrolment Form.

6.1 **Admission Applications**

For students enrolling under the funded courses, enrolling admin staff will ensure that the students are residents of the State or employed by an entity entitled to receive training funding from that State. Residency check done through a satisfactory combination of;

- Driver's license
- Current photo identification
- Utility bills
- Any other proof of residence submitted by the applicant

6.1.1 Prospective students seeking to be admitted to a course on offer must make enquiry with the RTO. The method of application and information about available courses is available on the RTO's website or by contacting manager@peopleimprovers.com.

6.1.2 All students must provide their **USI** number for verification purpose. If provided by the student, PI shall verify the **USI** with the Registrar, before using that Student Identifier for any purpose. Where an exemption applies under the Act, the student will be informed (via email or letter) prior to either the completion of the enrolment or commencement of course, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

6.1.3 Administrative staff processing new enrolments must verify the applicant's personal details, employment and determination of eligibility for applicants seeking a government funded place as per section 5.3 of this policy.

6.1.4 The RTO Manager shall approve all new admissions. Approval signatures must be obtained on the application form.

6.2 Offers

6.2.1 Confirmation is given to applicants, and their employers (if appropriate) when determined eligible for admission to the particular course. Confirmation of Enrolment will be sent with course(s) code, name, duration, fee, study period, and other relevant information is sent to applicants/ employers.

6.3 Acceptance or Lapsing of Offer

6.3.1 An applicant receiving an offer of admission must respond to accept the offer by the process specified in any letter of offer.

6.3.2 If an applicant fails to accept the admission offer through the process outlined the offer will lapse and the applicant may have to reapply.

6.4 Deferment

6.4.1 Deferment is accepting the offer of a place in the program but deferring commencement in the program for a specified period, especially where the circumstances do not permit students to commence their studies on planned dates. The maximum period of deferment is one year. The process deferment will be guided by RTO's *Deferment, Suspension, Cancellation and Exclusion Policy* and will consider any applicable funding agreements and class availability.

6.5 Transfer

6.5.1 A student who is currently enrolled in a program and who has not completed the requirements for graduation from the program may under certain conditions transfer to another program as per PI's *Change of Course Policy and Procedure.* Consideration will also be given to any applicable funding agreements and class availability.

6.5.2 A student may also make an application to transfer to another institute. Recognising student's right to exercise freedom of choice as consumers, as a principle, the RTO will grant a student's request to transfer to another provider, where it will not be of detriment to the student.

6.5.3 In an unlikely event that PI needs to transfer students to another RTO as required and instructed by the regulatory agencies, PI shall ensure that it facilitates all the information and assistance to enable students to continue their training, including (but not limited to);

- Prompt and timely student notification
- Up-to-date student file
- Up-to-date student training information and competency records
- Academic testamurs and statements

6.6 RPL and Credit Transfer

6.6.1 A person applying for an admission offer or having received an admission offer may apply for credit transfer on the basis of prior study or on the basis of relevant skills and experience according to PI's *RPL* and *Credit Transfer Policy and Procedure*.

7. Enrolment

7.1 The RTO will enrol students in their respective courses once their approved application meeting conditions of offer and eligibility criteria for funded training, has been received.

7.2 Administrative staff completing enrolment will ensure that the students are placed in appropriate groups and provided with confirmation, course information and timetable. Student ID's , logins or other required administrative information is the responsibility of the RTO to disseminate.

7.3 Students not able to commence in their scheduled courses as per the start date of their enrolment must defer their studies according to Deferral, Suspension, and Cancellation Policy of the RTO.

7.4 All newly enrolled students must attend a Session 1 of the course (if necessary a Session 1 of another intake) to receive the RTO's Induction.

8. Enrolment Procedure

8.1 Student file is checked to confirm that all the required documentations as per the application requirements have been obtained and any relevant fees have been received.

8.2 A **USI** is either provided by the students or applied by PI on behalf of the student by prior consent. If provided by the student, PI shall verify the **USI** with the Registrar, before using that Student Identifier for any purpose.

8.2 Students are issued with a Confirmation of Enrolment when their application for admission into a course has been finalised.

8.3 Training Plan is prepared and signed by both the parties.

8.4 Student details are entered into The Student Management System and student enrolment details are extracted and printed.

8.6 Students are sent a copy of their enrolment details.

9. Responsibility

The RTO Manager is responsible for implementation and administration of this policy.
Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: ceo@peopleimprovers.com

Admission and Enrolment Process

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                    ┌─────────────────────┐
                    │  Enrolment Received │
                    └─────────────────────┘
                              │
                              ▼
              ┌───────────────────────────────────┐
              │ Check Eligibility and Entry        │
              │ Requirements                       │
              └───────────────────────────────────┘
                              │
                              ▼
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RTO Manager must APPROVE all the new admissions.

┌───────────────────────────────────┐
│ Verify Documents, Open a Student   │
│ File   │
└───────────────────────────────────┘

For Govt. funded applications, use eligibility checklist

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                    ◆ Eligible? ◆ ──── No ────▶  ╭─────────────────╮
                              │                   │ End: Correspond │
                             Yes                  │ with Student    │
                              │                   │ and Employer    │
                              ▼                   ╰─────────────────╯
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┌───────────────────────────────────┐
│ Correspond with Student / Employer │
└───────────────────────────────────┘

┌───────────────────────────────────┐
│ Meet with Student/ Employer to   │
│ secure signed Enrolment Form and   │
│ Training Agreement   │
└───────────────────────────────────┘

┌───────────────────────────────────┐
│ Setup the Student in SMS, Enrol   │
└───────────────────────────────────┘

┌───────────────────────────────────┐
│ Send Enrolment Details to Student │
│ and Employer   │
└───────────────────────────────────┘

Ensure RPL or Credit Transfer Opportunity has been provided.

┌───────────────────────────────────┐
│ Ensure student has attended Pre-   │
│ training assessment and Induction │
│ (Session 1)   │
└───────────────────────────────────┘

Provide Student Handbook, Diary and guides

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│ Student   │
│ Commences   │
│ Studies   │
╰─────────────────╯

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