

Enrolment Policy and Procedures



Purpose:

Main purpose of Enrolment Policy and Procedure is to outline the selection and enrolment of students in VET courses within Central Australian College (CAC) scope of registration. It aims to provide policy and procedure for fair, equitable and consistent framework for student enrolment and selection.

Scope:

Enrolment policy would aide student, administration staff and educators in making fair and informed decisions relating to enrolment. This policy also applies to individuals, third party providers, CAC authorised delegates involved in selection and recruitment of students on behalf of CAC.

Relevant standards, acts and legislations

The Enrolment Policy and Procedures adheres to the Standards for Registered Training Organisations (SRTO's) 2015, Standard 4 and 5; ESOS Framework (ESOS ACT 2000) Standard 1, 2, 3 and 4 and National Standard for Foundation Programs Standard 1, 2 and 10 and is supported by the principles of access and equity; 2014-16 VET Funding Contract Schedule 1 Part A Clauses 1, 2, 3, 4, and 5.

Procedures are open, fair and transparent for making decisions about the selection of students, which are based on the published clearly-defined requirements.

Definitions

Term	Definition
Authorised delegates	An authorised delegate means an employee/s of the RTO who has been formally delegated the function of selection and recruitment from the CEO or equivalent and signed the Authorised Delegates Register.
COE	Certificate of Enrolment (COE) is an official document issued to the international students, in order apply for their student visa. It confirms that they have been accepted in a course and paid their fees.
Conditional Offer	Conditional offer letter means that student have not yet satisfied academic, English language or any other entry requirements. It includes details of offer conditions and how they can satisfy these requirements (including paying course deposits) will be mentioned in this offer letter.
DOS	Director of Studies
ESOS	Education Services for Overseas Students Act 2000 is a national code that applies to

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Term	Definition
Framework	delivering of education and training courses to overseas students.
LLN test	LLN stands for Language, literacy and numeracy, a skills test which is given to the students prior to the commencement of the course to determine any additional support or resources they may require to complete the course.
Offer letter	Offer letter is a formal letter of offer, which includes information on students' programme of study, tuition fees, deposits, start date and any academic/non-academic conditions they may need to satisfy.
Standards for Registered Training Organisations (SRTO) 2015 (also referred as Standards)	A legislative instrument describing the minimum standards to be met by RTOs through the VET Quality Framework. The VET Quality Framework is aimed at achieving greater national consistency in the way providers are registered and monitored and in how standards in the vocational education and training (VET) sector are enforced. http://www.asqa.gov.au/about-asqa/national-vet-regulation/vet-quality-framework.html
Unconditional offer letter	Unconditional offer letter means that student satisfies all the academic, English language and other conditions for enrolment.
USI	Unique Student Identifier is a code generated online, all student undertaking nationally recognised training delivered by a registered training organisation need to provide their USI before enrolment
VET	Vocational education and training (VET) enables students to gain qualifications for all types of employment, and specific skills to help them in the workplace.
VTG	Victorian Training Guarantee
Third Party Providers	Third Party means any party that provides services on behalf of the RTO but does not include a contract of employment between an RTO and its employee.
RPL	Recognition of prior learning

Policy

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This policy affirms the commitment of CAC in the process of selection and enrolment of student by ensuring that the process is fair, equitable, consistent and compliant with government, industry and/or legislative requirements; enabling students to make informed decision about their training and assessment requirements and pathways. The policy ensures:

- Central Australian College (CAC) will ensure that marketing of training services is professional, accurate and maintains the integrity of the VET sector.
- Eligibility criteria and entry requirements to be outlined in all marketing collaterals.
- Central Australian College is an equal opportunity provider and shall ensure that all applicants seeking admission will be treated fairly and equitably. Central Australian College will observe an open, fair and transparent admission procedure that are based on clearly defined criteria to assess whether student's qualifications, experience and English language proficiency is appropriate to meet qualification requirements.
- Central Australian College (CAC) will ensure that prospective students are informed about fees, training, assessment, support services provided and about their rights and obligations prior to enrolment. Students are informed and counselled about educational and employment pathways, as well as options for credit transfers and RPL based on their valid credentials.
- Central Australian College (CAC) undertakes assessment of current skills and knowledge of students prior to commencement of training. Options are identified to meet an individual student's learning need.
- All students will be informed about the requirement of a Unique Student Identifier.

In order to achieve the above mentioned policy statements, the RTO Manager/ CEO shall arrange for:

1. A detailed outline of Pre-enrolment Information for prospective student; authorised marketing delegates and third party providers.
2. A step by step procedure for application and selection of students
3. A detailed outline of formalisation of enrolment procedure

Procedure:

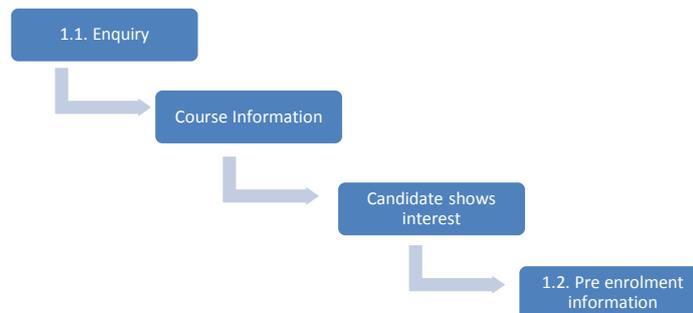
Central Australian College (CAC) will ensure the following procedure is practiced and implemented for the application, selection and enrolment of student in courses within CAC's scope of registration:

1. Pre-enrolment procedure

The first point of contact for prospective student inquiry about the available training at CAC will be addressed by CAC staff/ delegated representatives/ third party. This will ensue into a range of interactions whereby student will be provided with the required information and directed to CAC website/ student prospectus to give them an overview of the courses within CAC scope. The guidelines to be followed when engaging with an enquiring student are outlined below:

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Figure 1 Pre-enrolment procedure



1.1. Inquiry

- a. The student will discuss the available course options and opportunities with an authorised delegate of CAC.
- b. If a student requires a training program not on CAC scope of registration they are referred to State Training Services, the relevant Industry skills council or alternate organisations/websites www.training.gov.au for more information.
- c. Course information outlining the training program such as eligibility criteria, prerequisite requirements, course content, delivery mode, course duration, days of study, fees are discussed.
- d. Information outlining the process of credit transfer and RPL is provided and explained.
- e. Students are requested to provide certified copies of previous qualification as per the course eligibility requirement as well as the copies of any relevant qualifications of previous formal training in case if the student is eligible for credit transfer/RPL.
- f. Prospective students are requested to attend information session (face-to-face or online), prior to making a decision to enrol in a particular course of study.
- g. Prospective students are encourage to read the pre-enrolment information outlined in CAC website, student prospectus, brochure and student handbook.

1.2. Pre-enrolment information

During the pre-enrolment information session students will be provided with the following information:

- a. Eligibility criterion
- b. Course Pre-requisites
- c. Unique Student Identifier
- d. Course availability, duration and mode of delivery

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- e. Training and assessment requirements
- f. Credit transfers and RPL
- g. Fees and charges
- h. Students rights
- i. Student visa obligations
- j. Government funded courses
- k. Apprenticeship and traineeship

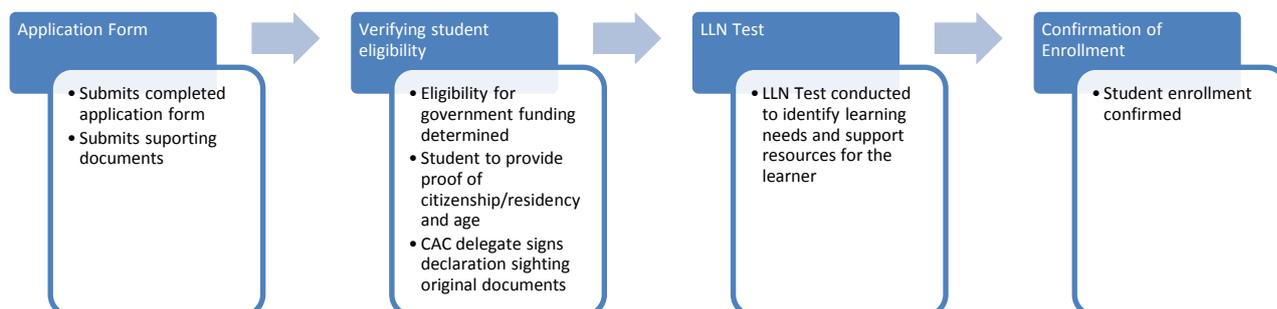
Note: Refer to Student handbook/ CAC website for detailed pre-enrolment information.

2. Application procedure:

2.1.1. Domestic students application procedure

Student intent in pursuing classroom based training with CAC will be

Figure 2 Domestic students application procedure



required to follow the application procedure outlined below:

- a. Student will be required to submit a completed Domestic Student Enrolment Form for the specific course they are seeking to enrol.
- b. CAC representative confirms student eligibility for government funding based on the 2014 Guidelines about determining student eligibility and supporting evidence. See Appendix 1.
- c. The student's eligible for government funding (VTG) student will be required to furnish evidence of citizenship/residency and age.
- d. In case if the students age cannot be determined by the documents of identification provided by the student, they will require to furnish:
 - i. A current driving license
 - ii. A current learner permit
 - iii. A proof of age card
 - iv. A 'Keypass' card

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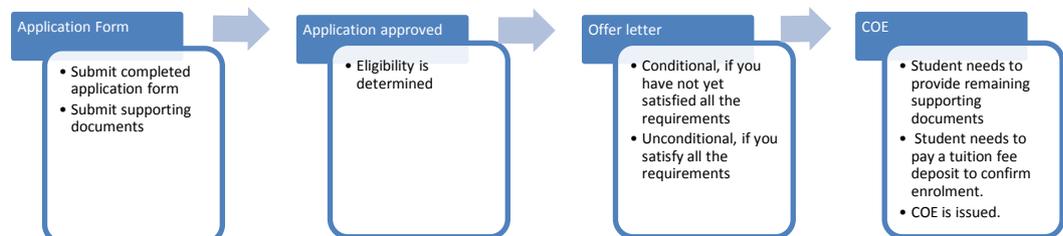
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- e. CAC authorised delegates will then collect and copy appropriate identification from the student to confirm funding eligibility and sign that the original document has been sighted.
- f. If the original documentation has not been sighted by the CAC authorised delegate it must be a certified copy by an authorised person (see Appendix 3). Students using certified photocopies are required to present or mail them to CAC.
- g. Students will be required to sit for LLN test aimed at determining students learning needs and additional support required for the completion of the training program.
- h. Acceptance into a CAC training program is considered confirmed when student has completed and submitted all required paperwork.
- i. Student administration will notify authorised delegates of any missing documents to be submitted for enrolment.
- j. CAC admin staff will generate and send an ‘enrolment confirmation letter’ that formalises acceptance of the student’s offer to enrol in the course.
- k. For work based training students and employers must abide by Work Based Training policy (see Work Based Training Policy for further detail).
- l. For application procedure for transfer between providers for Apprenticeship and Domestic students please refer to Apprenticeship Policy and Procedures.

2.1.2. International students application procedure

Students’ intent in pursuing training with CAC will be required to follow the application procedure outlined below:

Figure 3 Application procedure for international student

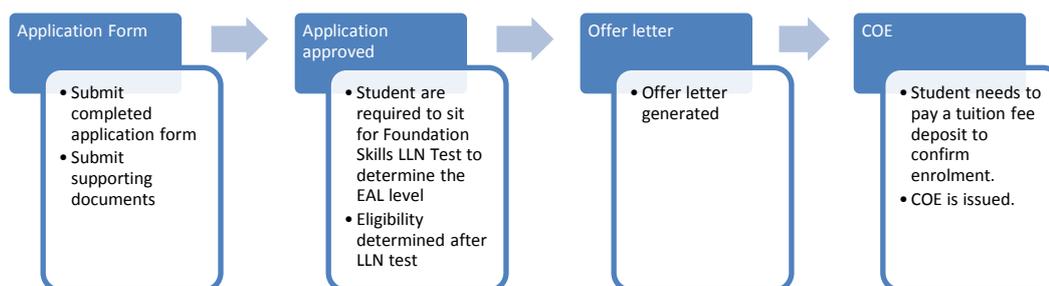


- a. Students will complete all section of the Application form and furnish the supporting documents.
- b. Students are encouraged to submit the certified (attested) copies of the following documents:
 - i. Copy of passport
 - ii. Copy of visa
 - iii. Copy of IELTS test score
 - iv. Copy of year 12 certificate (translated and certified)
 - v. Copy of other academic transcript (translated and certified)
- c. CAC representative confirms the suitability of the student to enrol against general eligibility criteria and prerequisites where applicable.
- d. In case if the student eligibility cannot be confirmed against the general eligibility criteria and prerequisites, student will be advised to furnish additional documents or consult with their representative agents

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- e. Approval of application will follow by an offer letter, which includes information on students’ programme of study, tuition fees, deposits, start date and any academic/non-academic conditions they may need to satisfy.
- f. Student needs to read the offer letter and conditions carefully before accepting the offer.
- g. Students will be required to submit the signed offer letter and fees deposits for the issuance of COE.
- h. A copy of the issued COE will be forwarded to the student and his/her representative agent.
- i. In case of the application in Foundation Skills program, conditional offer letter will be generated to the student. Student will be required to sit for foundation skills LLN test to determine their language level. COE will be issued once the level is determined. See figure 4.
- j. Upon request of application by a student who wishes to change the provider refer to Transfer between Providers Policy.

Figure 4. Application procedure for foundation skills courses (EAL)

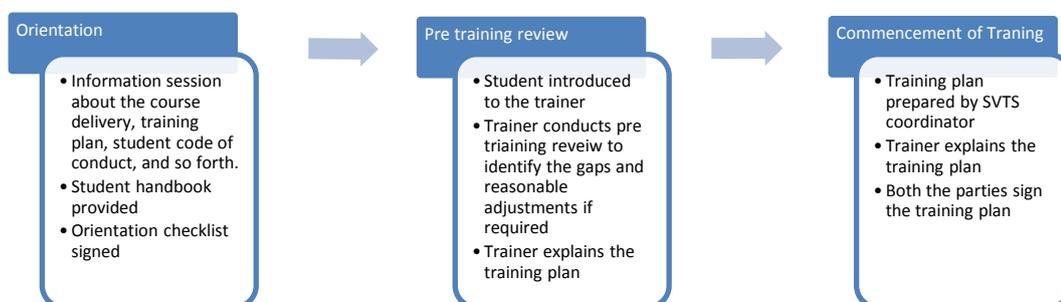


3. Enrolment Procedure

3.1.1. Domestic student enrolment procedure

At this stage student would have met the pre-requisite or other eligibility requirements for the training program they will be followed by the enrolment procedure outlined below:

Figure 5. Enrolment procedure for domestic students (SVTS)



- a. Upon successful enrolment into the course of study completed student enrolment applications is confirmed, student details are entered in the student management system.

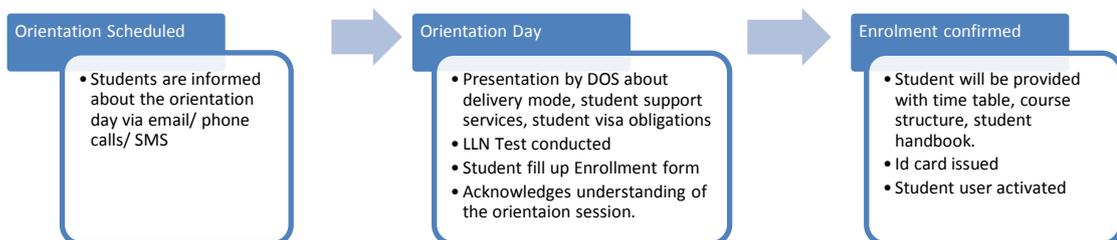
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- b. Orientation day is scheduled, during which information session about the course delivery, student code of conduct, student resources are addressed and student handbook is provided for detail information.
- c. Students acknowledges and signs the orientation checklist.
- d. Students are introduced to their respective trainers.
- e. Trainers’ would conduct Pre-Training review for individual students to identify the gaps and make reasonable adjustments if required.
- f. Trainer also explains and discusses the training plan with the students, based on which the training plan is prepared by the coordinator.
- g. Upon commencement of the training and delivery, both the parties sign the training plan.
- h. Student commences the study.
- i. For work based student please refer Work Based Training Policy and Procedure

3.1.2. **International student enrolment procedure**
 At this stage students would have met the pre-requisites and eligibility requirements for the training program, which will be followed by the enrolment procedure outlined below:

Figure 6. Enrolment procedure for international students



- a. Student details are entered into the student management system.
- b. The student will be required to attend the Orientation day program, which involves an information session with DOS.
- c. Information on delivery mode, class schedules, student support services, student visa obligations will be highlighted.
- d. Student will be required to sit for LLN test, aimed at identifying students learning needs and additional support required for the completion of the training program. For Foundation skills LLN test please refer to 2.1.2.
- e. Student will be requested to fill up the confirmation of attendance of the orientation session.
- f. The students will be required to fill up Student Enrolment Form, and sign Student Declaration after carefully reading the condition of the enrolment.

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- g. Formalisation of student enrolment follows the signing of written agreements between CAC and students as outlined in Standard 3 of ESOS Act 2000.
- h. Student will be provided with the time table, course structure and student handbook.
- i. Students are advised to read the Student handbook. It contains important information regarding students' rights, obligations, CAC policies and procedures and information about studying and living in Australia.
- j. Student ID will be issued and Student details will be updated in the student management.
- k. Student commences study.

Policy Reference:

- ESOS Standard 1, 2, 3 and 4, Education Services Of Students ACT 2000
- SRT0 2015: Standard 4 and 5
- SVTS: 2014-16 VET Funding Contract Schedule 1 Part A Clauses 1, 2, 3, 4 and 5
- Nationals Standards for Foundation Programs Standard 2, 8 and 10

Relevant Policies and Procedures

- Transfer between Providers Policy
- Work Based Training Policies and Procedures
- Apprenticeship Policy and Procedure
- Marketing Policy and Procedures

Forms and documents

- **Domestic Students**
 - i. Domestic Students Enrolment Form
 - ii. Confirmation of Enrolment
 - iii. Orientation Checklist
 - iv. Pre- Training Review Form
 - v. Domestic student handbook
- **International Students**
 - vi. Application Form
 - vii. Enrolment Form
 - viii. Offer Letter
 - ix. Confirmation of Enrolment
 - x. International student handbook

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APPENDIX

Appendix 1: 2014 Guidelines about Determining Student Eligibility and Supporting Evidence

To be eligible, an individual must meet the general citizenship/ residency requirements and Victorian Training Guarantee requirements as follows:

- l. To meet general citizenship/ residency eligibility requirements, an individual must be:
 - i. an Australian citizen; or
 - ii. a holder of a permanent visa; or
 - iii. a holder of a Special Category Visa (sub-class 444); or
 - iv. an East Timorese asylum seeker; or
 - v. A holder of a Temporary Protection Visa.

- b. To meet the Victorian Training Guarantee eligibility requirements, an individual must enrol and commence training in a course or qualification provided by the RTO between the later of 1 January 2014 or when this Agreement is executed, and (2014 Service Agreement) inclusive and:
 - i. be under 20 years of age (as at 1 January 2014) and undertaking recognised training; or
 - ii. be over 20 years of age (as at 1 January 2014) and undertaking recognised training in a Foundation Skills course; or be over 20 years of age (as at 1 January 2014) and undertaking recognised training as an Apprentice (not Trainee); or be over 20 years of age (as at 1 January 2014) and undertaking recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training; and
 - iii. have not commenced or not be scheduled to commence more than two Victorian Government subsidised courses in 2013 (excluding courses in the Foundation Skills & Approved Pre- apprentice and Pathway Qualifications categories) and
 - iv. Not be currently enrolled in two or more Victorian Government subsidised courses (excluding courses in the Foundation Skills Category).

Appendix 2: SVTS Service agreement Evidence of Eligibility for VTG

Relevant evidence to be retained by the RTO for each Eligible Individual must include:

- a. A signed confirmation by an authorised delegate of the RTO* that one (1) piece of original documentary evidence, or a certified photocopy of original documentary evidence, from the following list, has been sighted:
 - i. an Australian Birth Certificate; or
 - ii. a current Australian Passport; or
 - iii. a current New Zealand Passport; or

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- iv. a naturalisation certificate; or
- v. a Temporary Protection Visa; or
- vi. a green Medicare Card; or
- vii. formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence; or
- viii. A signed declaration by a relevant referee.

And if the individual is deemed an Eligible Individual, and the original document produced from the list above does not include a date of birth:

- i. a current drivers licence; or
 - ii. a current learner permit; or
 - iii. a Proof of Age card; or
 - iv. a 'Keypass' card;
- b. And for individuals deemed Eligible Individuals a signed declaration by the Eligible Individual, stating the highest qualification that they hold.
- c. For individuals deemed Eligible Individuals a signed declaration by the Eligible Individual stating the number of government subsidised courses they have commenced or are scheduled to commence in 2014; and the number of government subsidised courses they are currently undertaking.

Appendix 3: Certifying Documents

To have a document certified, an individual must take the original and a photocopy to an authorised person.

The authorised person must write on every page of the copy document "I have sighted the original document and certify this to be a true copy of the original", sign each statement and provide their designation, for example "Pharmacist".

Authorised persons include:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or
- the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar
- or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court

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- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the Local Government Act 1989
- a registered medical practitioner within the meaning of the Medical Practice Act 1994
- a registered dentist within the meaning of the Dental Practice Act 1999
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the College of Chartered Accountants in Australia or CPA or the National College of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the College of Legal Executives (Victoria).

Source: Victorian Department of Justice

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