Name:	Student Selection and Enrolment Policy and Procedures
Endorsed by:	Continuous Improvement Committee
Date approved:	5th March 2019
Review Date:	5th March 2020

PURPOSE

Eagle Wing Education and Training (EWET) is committed to ensuring that its selection and enrolment processes are fair, equitable, consistent, and compliant with government, industry and/or legislative requirements.

The purpose of this policy is to outline the framework for the selection and enrolment of students to EWET courses.

SCOPE

This policy applies to student selection and enrolment into a EWET training program and is relevant to all prospective students and their employers (where applicable), students transferring from another Registered Training Organisation, educators and administration staff.

RELATED DOCUMENTS

- Enrolment Form
- Individualised Learning and Assessment Plan
- Student Handbook
- Consumer Protection Policy
- Pre-enrolment Evidence Checklist
- Aptitude Test
- Access and Equity Policy
- Approved LLN Assessment
- Language Literacy and Numeracy Policy

- Fees and Charges Policy and Procedure
- Withdrawal and Deferment Policy and Procedure
- Credit Transfer Policy and Procedure
- Recognition Policy and Procedure
- Confirmation of Pre-enrolment Information Form
- Literacy, Language & Numeracy (LLN) Quiz

RELEVANT STANDARDS, GUIDELINES & REGULATIONS

This policy addresses:

- Standard 5 of the Standards for Registered Training Organisations 2015

- Student Identifiers Act 2014

- Equal Opportunity Act 2010

- Racial Discrimination Act 1975

- Sex Discrimination Act 1984

- Age Discrimination Act 2004

- Disability Discrimination Act 1992

- Disability Education Standards 2005

- Freedom of Information Act 1982

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- Privacy Act 1988
- Australian Privacy Principles

POLICY

EWET enrolment and induction process enables students to make informed decisions about their training and assessment requirements and enter a training pathway that is suitable and free from discriminatory barriers.

To achieve this, EWET;

- Provides current and accurate product and services information that enables prospective students to make informed decisions about undertaking training

- Provides advice to the prospective student about the training product appropriate to meeting their needs, taking into account the individual's existing skills and competencies

- Informs prospective students about the training and assessment and support services available

- Informs students about their rights

- Informs prospective students about the requirement for a Unique Student Identifier.

- Within qualification and industry requirements, encourages the enrolment of all eligible students to available educational opportunities regardless of age, religion, gender, cultural, ethnic background, impairment, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location.

- Objectively screens students to identify eligibility requirements, special needs and opportunities for recognition.

- Assesses language, literacy and numeracy levels to ensure prospective students have the necessary skills to meet qualification requirements.

- Determines the need for reasonable adjustment, assistance and/or referral.

- Informs students about alternate pathways to training (e.g. credit transfer / recognition).

- Informs students of their obligations:
  - o any requirements students need to meet to successfully complete their chosen training product; and
  - o any materials and equipment that the student must provide.

In addition to the above, if a student is looking at applying for funding under any State or Federal incentive they will also need to be assessed to ensure they meet funding eligibility requirements for that relevant State or Federal funding.

This eligibility assessment is in addition to any other entry requirements that may be required for a course.

PROCEDURES

Enquiry

Provision of pre-enrolment information

Enrolment
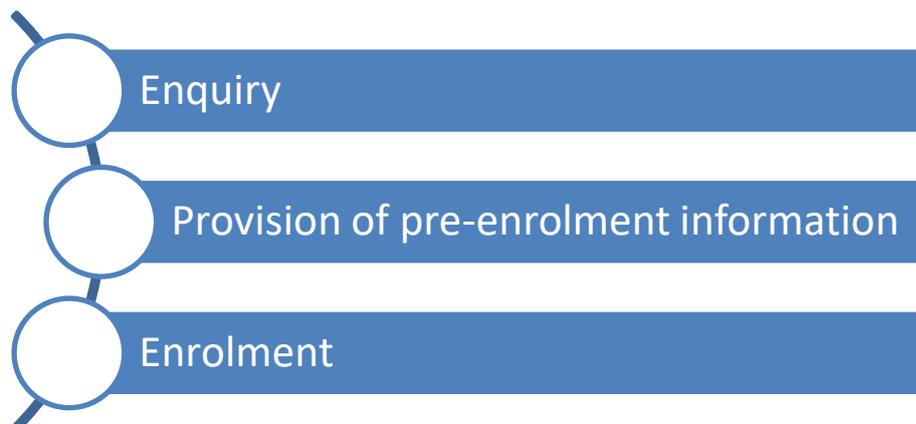
Enquiry

There will be times when EWET staff are contacted by potential clients (including employers and job active [JA] providers) for information pertaining to available training and or funding opportunities. Staff will throughout these interactions establish a positive relationship that is client-focussed. The following guidelines are applied when engaging with an enquiring person:

- Appropriate training solutions are discussed and where relevant possible courses are identified. If a person requires a training course not on EWET scope of registration they are referred to State Training Services, alternate organisations/websites or www.training.gov.au for more information.

- Informs prospective students about the training and assessment and support services
  - code, title and currency of the training product to which the prospective student is to be enrolled, as published on the National Register
  - Pre-requisites and eligibility requirements
  - Estimated course duration and locations available
  - Name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the learner on the RTO's behalf; and
  - Any work placement arrangements.
  - All relevant fee information pertaining to the student's nominated training program.
  - obligations to the learner, including that EWET is responsible for the quality of the training and assessment, and for issuing AQF certification documents (i.e. certificates, statements of attainment).

- Informs students about their rights
  - complaints and appeals process
  - if EWET, (or a third party delivering training and assessment on EWET behalf), changes ownership or changes any third party arrangements; closes or ceases to deliver any part of the training product that the student is enrolled in

- For funded programs the following information is explained;

  - Funding eligibility requirements;

  - Funding or employer incentive arrangements;

  - Specific program requirements, expectations and information

  - Funding guideline requirements (fees, charges and payment terms)

- Information outlining the recognition process is provided and explained.

- If the person requests to proceed with enrolment, relevant information is provided to facilitate this process.

All published course information contains eligibility criterion and course pre –requisite requirements.

Enrolment

At enrolment, a EWET representative confirms key information about the program. Students are directed to the Student handbook outlining available student services, expectations and key information located on the EWET Website.

New and existing VET students must have a unique student identifier (USI). The USI is a requirement under Commonwealth legislation. The USI is a number that a student retains throughout their lifetime. The USI will give students a single contact point to access all of their VET records. The USI will be is available online and at no cost to the student.

Students are required to submit a completed 'Enrolment form for the specific course they are seeking to enrol. This enrolment form includes the unique student identifier and declarations by the student stating they understand and agree to the terms and conditions related to service delivery. Students are encouraged to submit a copy of their resume and transcripts previously awarded as part of the enrolment process.

The recognition process is explained to the learner and steps are outlined in the Recognition Policy and Procedure. If a student wishes to apply for recognition the Trainer/Assessor is notified and is required to support the student through the recognition process. Once this process has been finalised an '*Individualised Learning and Assessment Plan' is* developed, notes made on the student management system and a copy of the completed plan placed in the students file.

An LLN quiz is also completed at enrolment to assess the students' language, literacy and numeracy levels. This quiz does not preclude entry, however, is used to identify students with special needs.

Where a student has self-identified, or been identified, as having a special need (e.g. physical disability or learning difficulty), the Project Manager reviews the students enrolment to ensure barriers to enrolment are minimised and sufficient support can be provided. Should this review identify the need for additional resources, reasonable adjustment or other special consideration, the Project Manager will arrange any requirements in consultation with the Training Manager and the relevant Trainer. The Trainer/Assessor will develop an individualised Learning and Assessment Plan for the specific learner and a copy of the completed plan will be placed in the students file.

A EWET representative confirms the student's eligibility to enrol against general eligibility criteria and pre-requisites where applicable. The representative collects a copy of appropriate identification documents and other necessary evidence, e.g.certified copies of any previous training records.

Students will be informed in writing of the acceptance of their enrolment once all eligibility and entry requirements have been met.

For certain programs students may be requested to attend an enrolment interview. This interview may be conducted either by phone or in person. This may also apply if initial screening indicates further information is required.

Acceptance into a EWET Training Program is considered 'confirmed' when the enrolling student has completed and submitted all required paperwork and paid the required fees. Where a student is not granted entry into a program they can apply for the decision to be reviewed by EWET Management.

Training and assessment materials applicable to the enrolled training program either sent to the student prior to course commencement or alternatively, issued on the first day of training.

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Course Enrolment Process

Step 1	**Pre-enrolment information**

	Applicant receives (via email or EWET website) the pre-enrolment information listed below.
	
	• **Course Information Flyer**
	  Contains information about the relevant course, including how the course will be delivered and fee information to allow the learner to make an informed decision about their training and outlines how to find EWET's Policies and Procedures.
	
	• **Unique Student Identifier Fact Sheet**
	  All students enrolled in Nationally Recognised Training must have a Unique Student Identifier (USI). Students can apply for their USI online.
	
	• **Recognition of Prior Learning (RPL) and Credit Transfer**
	  Applicants who want to apply for RPL should contact EWET. They will need to provide a copy of their Qualification or Statement of Attainment and Transcript (Record of Results) with their application. Further details on RPL are outlined in the Recognition Policy and Procedure

Step 2	**Enrolment**
	• Apply online for the Unique Student Identifier http://www.usi.gov.au • Applicants complete the enrolment Form and send or bring it into EWET with a copy of their Photo Identification. If they are applying for credit transfer or recognition, they also need to include relevant evidence as necessary, e.g. also copies of relevant qualifications/statements of attainment and transcripts. If applying for fee concession they will also need to supply evidence of concession eligibility. • Once the enrolment has been processed and accepted, students will be provided with any further course information and resource for their course.
Step 3	**LLN Quiz**
	Applicants complete an LLN Quiz at enrolment.
Step 4	**Administration**
	EWET will process the enrolment. Applicants are notified of acceptance into the course prior to course commencement. (Allow 3-5 business days for processing). A Commitment ID will be issued to funded students (expires as per the expiry date on the notification of enrolment). A training plan is created for each student. Identified learner needs will be noted on the training plan including strategies to address these needs.
Step 5	**Payment of Fees**
	An invoice will be issued to the student/employer/JA for payment of fees. Students must pay the required fee prior to commencement of training provided this fee does not exceed $1500.00. If the fee exceeds $1500.00 then the remaining balance should be paid once the course has commenced.

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