



LI09: Enrolment Policy and Procedure

Purpose

LAF College of Vocational Education implements Enrolment Policy and Procedure to ensure that the prospective and current students to be enrolled or enrolled in courses within the RTO's scope of registration are transparently and accurately informed about the LAF College of Vocational Education services and performance prior to enrolment and a thorough detailed procedure is implemented to enroll the eligible students for their preferred relevant course.

Scope

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

The Enrolment Policy and Procedures adheres to the Standards for Registered Training Organisations (SRTTO's) 2015, Standard 4 and 5 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.

Definitions

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.
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/nonacademic conditions they may need to satisfy.



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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-vetregulation/vet-quality-framework.html
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
RPL	Recognition of prior learning

Policy

- LAF College of Vocational Education will ensure that marketing of training services is professional, accurate and maintains the integrity of the VET sector.
- LAF College of Vocational Education will ensure that Eligibility criteria and entry requirements to be outlined in all marketing collaterals.
- LAF College of Vocational Education will ensure that is an equal opportunity provider and shall ensure that all applicants seeking admission will be treated fairly and equitably. LAF College of Vocational Education 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.
- LAF College of Vocational Education 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.
- LAF College of Vocational Education will ensure to undertake assessment of current skills and knowledge of students prior to commencement of training. Options are identified to meet an individual student's learning need.
- LAF College of Vocational Education ensures that all students will be informed about the requirement of a Unique Student Identifier.



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Procedure

1. Pre-enrolment procedure

The first point of contact for prospective student inquiry about the available training at LAF College of Vocational Education will be addressed by LAF staff/ delegated representatives. This will ensue into a range of interactions whereby student will be provided with the required information and directed to LAF College of Vocational Education website/ student prospectus to give them an overview of the courses within the RTO's scope.

1.1. Inquiry

- The student will discuss the available course options and opportunities with an authorised delegate of LAF College of Vocational Education
- If a student requires a training program not on LAF College of Vocational Education 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.
- Course information outlining the training program such as eligibility criteria, prerequisite requirements, course content, delivery mode, course duration, days of study, fees are discussed.
- Information outlining the process of credit transfer and National Recognition is provided and explained. LAF College of Vocational Education do not provide RPL services to students, if required LAF College would certainly refer to colleges which has RPL services.
- 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/National Recognition.
- 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.
- Prospective students are encourage to read the pre-enrolment information outlined in LAF College of Vocational Education 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
- 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



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2. Application procedure:

(Please note: wherever VTG funding is detailed would be applicable only after the VTG funding is granted to LAF College of Vocational Education)

- 2.1. Student submits enquiry, following which they will be advised to fill up 'Pre-Eligibility Checklist form.'
- 2.2. LAF College of Vocational Education representative confirms student eligibility for government funding based on the 2014 Guidelines about determining student eligibility and supporting evidence. See Appendix 1.
- 2.3. The student's eligible for government funding (VTG) student will be required to furnish evidence of citizenship/residency and age. (Applicable only after VTG funding granted to LAF College of Vocational Education)
- 2.4. In case if the students age cannot be determined by the documents of identification provided by the student, they will require to furnish:
 - A current driving license
 - A current learner permit
 - A proof of age card iv.
 - A 'Keypass' card
- 2.5. Student will be required to submit a completed Domestic Student Enrolment Form for the specific course they are seeking to enrol.
- 2.6. LAF College of Vocational Education 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.
- 2.7. If the original documentation has not been sighted by the LAF College of Vocational Education 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 LAF College of Vocational Education.
- 2.8. Students will be required to sit for LLN test aimed at determining students literacy and numeracy level requirement for the course.
- 2.9. Pre-Training Review will be conducted by Trainer/Assessor or relevant Student Support personnel to identify learning needs and additional support a student may require for the completion of the training program.
- 2.10. Acceptance into a LAF College of Vocational Education training program is considered confirmed when student has completed and submitted all required paperwork.
- 2.11. Student eligible for VTG funding will be advised that pursuing the courses under VTG may impact their access to further government subsidised training.
- 2.12. Student administration will notify authorised delegates of any missing documents to be submitted for enrolment.
- 2.13. LAF College of Vocational Education admin staff will generate and send an 'enrolment confirmation letter' that formalises acceptance of the student's offer to enrol in the course.

3. Enrolment Procedure

- 3.1 Upon successful enrolment into the course of study completed student enrolment applications is confirmed, student details are entered in the student management system.
- 3.2 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.
- 3.3 Students acknowledges and signs the orientation checklist.
- 3.4 Students are introduced to their respective trainers.



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- 3.5 Trainers' would conduct Pre-Training review for individual students to identify the gaps and make reasonable adjustments if required.
- 3.6 Trainer also explains and discusses the training plan with the students, based on which the training plan is prepared by the coordinator.
- 3.7 Upon commencement of the training and delivery, both the parties sign the training plan.
- 3.8 Student commences the study.

4. Continuous Improvement and Quality Assurance

An annual Internal audit and time to time internal review with risk assessment is conducted for ensuring compliance with the regulatory requirements. Student's feedback are being collected time to time for gaining student's requirements for better assessments that meets the course and the industry requirements. The procedure is detailed in the Continuous Improvement and Quality Assurance Policy and Procedure.

Related policies

- Continuous Improvement and Quality Assurance Policy and Procedure
- Quality Training Policy and Procedure
- Marketing Policy and Procedure
- Governance Policy and procedure
- Fees and Refund Policy and Procedure

Related forms and documents

- Domestic Students Enrolment Form
- Confirmation of Enrolment
- Orientation Checklist
- Pre- Training Review Form
- Domestic student handbook

Person Responsible

- CEO
- Campus Manager
- Administration

Communication

This policy is made available to all students in their Student handbook. This policy is communicated via email and is available in the internal drives