SELMAR
INSTITUTE OF EDUCATION

Policy name:	EN2 Application and Enrolment Policy	Version:	8.3
Policy owner:	Funding Contracts Manager		
Approved by:	Quality and Compliance Manager		
Approved date:	January 2018	Review date:	November 2024

SECTION 1 - INTRODUCTION

PURPOSE

This policy outlines the RTOs approach to offering training services and enrolling learners into its courses. The RTO ensures it meets the requirements of the SRTOs, VSL and relevant State and Federal funding contracts. The RTO ensures that each learner is enrolled into nationally accredited courses (qualifications, units of competency and skills sets) in accordance with the Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS) and all other applicable legislation and guidelines.

SCOPE

This policy applies to all employees, partners and associates of the RTO in relation to learner enrolment and administration. This policy includes all regulatory contractual and legislative requirements that fall under the RTOs obligations.

DEFINITIONS

ACSF – Australian Core Skills Framework.

AQF – Australian Qualification Framework.

AVETMISS data – stands for the Australian Vocational Education and Training Management Information Statistical Standard data required to be collected for ALL learners who are undertaking a Nationally Accredited Course or Unit of Competency. This data is reported to the Federal and State Departments for statistical purposes.

CHESSN – stands for Commonwealth Higher Education Student Support Number, used for VSL.

eCAF – electronic Commonwealth Assistance Form, part of the VSL process.

TCSI – Tertiary Collection of Student Information is a framework for the collection of data from higher education and VSL providers, which is used to inform policy and manage programs.

USI – stands for Unique Student Identifier.

PTR – stands for Pre-Training Review.

RPL – stands for Recognition of Prior Learning.

CT – stands for Credit Transfer.

Pre-Training Review – means the process undertaken by the RTO and the learner to determine the most suitable and appropriate training to undertake.

LLN – stands for Language, Literacy and Numeracy.

Language, Literacy and Numeracy – an assessment to determine the ACSF level that learner is to undertake the relevant AQF level qualification.

NCVER – stands for National Centre for Vocational Education Research.

RTO – stands for Registered Training Organisation and in this case means the Selmar Institute of Education (#121531).

SMS – stands for Student Management System, in this case aXcelerate.

SRTOs – Stands for Standards for Registered Training Organisations (RTOs) 2015.

The Department – dependent on context, refers to the Department of Education and Training Victoria, the NSW Department of Education or relevant Commonwealth Department of VSL.

VSL – stands for VET Student Loans.

SECTION 2 - POLICY

INFORMATION TO LEARNERS

Prior to enrolment, the RTO ensures that all learners are fully informed and provided with the following information:

- Our policies and procedures including complaints and appeals
- Learner Handbook
- Full details of the course including:
    - The course outcomes; and
    - Entry requirements; and
    - If there are any prerequisites; and
    - List of units and if any practical placement is required; and
    - Duration; and
    - Delivery modes and assessment methods; and
    - If there are any third party involved in the delivery or recruitment processes; and
    - Fees and Charges; and
    - Learner Support Services.

APPLICATION

- Potential Learners apply for a course online or face to face during a session with a Business Development Consultant. Our Course Advisors ensure the learners are fully informed prior to applying for enrolment.
- Learner must provide sufficient ID to meet enrolment and eligibility requirements as well as to allow us to verify their USI and any potential CTs provided by them.

- For face-to-face enrolments, we verify ID by sighting the original document or a certified copy of the original.
- For online enrolments, we verify learner ID using a Document Verification Service (DVS), Green ID.
- Learners must meet the eligibility criteria at the application stage. Once eligibility is determined the learner can be accurately informed about the total amount of fees and charges payable.
- Course fees are payable in accordance with the *EN1 Fees and Refunds Policy*.
- All learners enrolled in programs are provided with an Acknowledgement letter.
- All individual clients have access to their own records, and the progress of their learning. This is enabled through the SMS, see *SP2 Record Management Policy*.
- The *Student Application Form* collects all relevant AVETMISS data from the learner and this information is recorded in the SMS. All records are retained for 30 years.

PRE-TRAINING REVIEW (PTR)

- Potential learners seeking to enrol in a qualification, course or VET unit of competency with the RTO, regardless of their background and/or circumstances, will be assessed for entry into study and eligibility for funding through the same published requirements and processes.
- Potential Learners seeking to enrol in a course with the RTO, will only be offered enrolment if they are determined to be academically suited to undertake the course.
- Prior to enrolment all potential learners must undertake a PTR which includes the LLN Assessment to ensure that:
    - The course is the most suitable and appropriate for the learner; and
    - The learner's LLN skills are at relevant ACSF levels; and
    - The learner has digital skills that are required to undertake training; and
    - any additional support the learner may need is identified.
- All LLN Assessments are conducted and reviewed by Trainers. If the learner needs additional support, the LLN Student Support Coordinator is notified and an individual learner support plan is put in place. This form is saved in the SMS to ensure trainers / assessors are fully aware of the required and provided support.
- The PTR will also assist in determining any CT or RPL the learner would like to apply for. Please refer to the *EN4 Credit and Recognition of Prior Learning Policy*.
- Once the trainer and learner have completed the PTR, it is submitted to and audited by the Administration team.

TRAINING PLAN

- Learners will be provided with an individual training plan that outlines the program they are enrolled into. The training plan will align with the course training and assessment strategy.
- Individual training plans will include:
    a. name and contact details of the RTO, employer (if relevant) and learner;
    b. title and code of program;
    c. expected duration of the program;
    d. title and code for each subject to be completed as part of the program;
    e. Scheduled Hours for each subject;
    f. timeframe for each subject, including the start date and end date of each subject;

g. delivery modes to be used for each subject;

h. method(s) of assessment for each subject;

i. persons responsible for the delivery and/or assessment of each subject (where this information is not available within the timeframe for first issuing a Training Plan, it must be made available as soon as is reasonably practicable); and

j. record of RPL and credit transfer hours granted, as relevant.

- In addition to the above, training plans for trainees will include:

    a. Structured Training: Workplace based, Structured Training off-the-job and/or detailed training activities to be undertaken as part of any workplace based training arrangements (where this information is not available within the timeframe for first issuing a Training Plan, it must be made available as soon as is reasonably practicable);

    b. details of the time allocated outside routine work duties for Structured Training Workplace based and/or Structured Training off-the-job;

    c. any other specific requirements to be met in accordance with the Training Contract or the Approved Training Scheme.

- The training plan will be developed and provided to the Learner either before the commencement of training, or no later than four weeks after the commencement of training.

- A Training Plan for a non-Apprentice or Trainee Skills First Student who is to participate in training conducted in a workplace where they are employed must be agreed to and signed by the employer that manages and controls the workplace

- A Training Plan for an Apprentice/Trainee will be developed and signed either before the commencement of training, or no later than four weeks after the commencement of training by the RTO, employer and Apprentice/Trainee (and the school in the case of a school-based Apprenticeship/Traineeship). A copy of the signed Training Plan will be provided to all parties.

- The training plan will be maintained throughout the delivery of training and assessments.

SPECIAL NEEDS AND CONSIDERATIONS

Learners intending to enrol in training are requested to advise of any physical / mental / psychological or other impairments / needs (e.g. language issues, LLN needs, learning difficulties, dyslexia etc) which may adversely affect their ability to successfully undertake the training. They should discuss this first when applying for their course with course advisors and during the PTR / LLN process with their trainer. For more information, refer to *MR2 Access and Equity Policy*.

UNIQUE STUDENT IDENTIFIER (USI)

- All learners are required to provide their USI, in accordance with requirements of the *Unique Student Identifier Act 2014*.
- Learners will be advised of the process of obtaining or finding their USI as well as providing the RTO access to their USI VET Transcript (where applicable).
- The RTO will verify and maintain all USI numbers in its SMS.

GROUP ENROLMENTS (CORPORATE LEARNER / EMPLOYER)

The National Sales Manager negotiates course requirements with relevant companies or learner representatives. Written confirmation is required to confirm course bookings including the names of individual learners with Individual Application Forms required for all individual learners to secure their place.

CONFIRMATION OF ENROLMENT

Upon acceptance of an enrolment the learner is provided with written confirmation of their enrolment, including the following:

- Course commencement date and proposed end date; and
- Delivery Mode; and
- Trainer details; and
- Links to relevant policies and procedures related to their enrolment.

INFORMATION ABOUT VET STUDENT LOANS (VSL)

- Learners who wish to enrol in a VSL approved course with the RTO must approve the eCAF which the RTO sends to the learner two business days after enrolment into the SMS.
- The data that is required to be reported to the Department for eligible learners is outlined on the VSL Student Application Form including:
  - o Personal Details; and
  - o Unique Student Identifier; and
  - o Prior Qualifications; and
  - o Disabilities; and
  - o Indigenous Status.
- The RTO also reports to the Department the following details specific for VSL:
  - o The learners Tax File Number (TFN); and
  - o CHESSN; and
  - o Course data including the accredited course code and title.
- The learner details listed above is reported to the Department via the TCSI Portal. Please refer to the *Administration and Data Reporting Policy and Procedure* for further details on how to use TCSI for VSL reporting.
- Prior to commencement the RTO will ensure that a potential learner has received the following:
  - o Information about the Tuition Fees that are covered by a VSL,
    - ▪ this includes whether a loan fee will apply and if so the amount; and
    - ▪ any other fees that may be incurred that will not be covered by a VSL.
  - o Information on the VSL including that:
    - ▪ VSL assistance is a loan from the Commonwealth.
    - ▪ a VSL will remain as a personal debt until it is repaid to the Commonwealth.
    - ▪ a VSL may reduce a person's after tax wage / salary and may affect future borrowing capacity until the debt is repaid and take-home (after-tax) wage or salary until the debt is repaid to the Commonwealth.
    - ▪ an eCAF signed by the learner applies to a loan for the entire VET Course of

Study, charged on a unit-by-unit basis, unless the learner pays some of the Tuition Fees up-front.

- Census Date(s) will apply to each of the VET Units of Study in which the person enrols, with the learner taking out a loan for any Tuition Fees that remain unpaid at the end of each Census Date.

- a learner may cancel their enrolment by withdrawing from each VET Unit of Study on or before the Census Date in accordance with EN3 Withdrawal and Cancellation Policy.

  - a withdrawal will result in the learner not incurring a VSL debt and/or receiving a refund for any up-front Tuition Fee payments made on or before the Census Date.

VET STUDENT LOANS (VSL) ELIGIBILITY

For a learner to be eligible for VSL they must meet the following criteria:

a) Be studying a VSL approved course (Diploma level and above) with an approved RTO
b) Undertake course primarily at a campus in Australia
c) Apply to the government using eCAF approved form
d) Have a HELP balance that is more than $0
e) Meet citizenship/residency requirements as detailed in the next section
f) Be academically capable and suitable to undertake the course as assessed with the below and the PTR / LLN
   o Completed Year 12 or International Baccalaureate Diploma Program (IB) Diploma, or
   o Providing evidence of successful completion of a qualification delivered in English and:
     - Was at AQF level 4 or above or equivalent
     - Overseas quals assessed by acceptable government agency as = to AQF level 4 or above
     - USI Transcript can be submitted if other options exhausted
   o An approved LLN test displaying learner's academic competence at or above Exit Level 3 of ACSF in reading **and** numeracy
g) RTO believing learner is academically suited for the course and able to meet required obligations
h) Have a valid Tax File Number (TFN).
i) If under 18, provide the RTO with a signed parental consent form OR have evidence of receipt of youth allowance on basis learner is independent.

The learner has a cooling off period of 2 business days after enrolling into the course but must provide all of the above details before the first Census Date for the first unit of study of their chosen course.

- The learner must be a genuine learner with the intent to have regular participation in the course.
- Each learner must sign the *Declarations and Agreement Statements* on the *Student Application Form* to demonstrate they have read and understood the terms and conditions of enrolment and of VSL.
- Once the learner has completed all required application forms, the RTO will supply the learner with a Statement of Covered Fees. This document informs the learner of:
  o Course duration
  o Study mode
  o Trainer details

- o Total tuition fee
- o Total tuition fee covered by VSL
- o Total tuition fee **not** covered by VSL

Note: The Total tuition fee payable by the learner may be a gap payment for the portion of the tuition fee not covered by the VSL. If the full tuition fee is covered by VSL this will be $0. Information about this can be found in the *EN1 Fees and Refunds Policy*.

VET STUDENT LOANS (VSL) CITIZENSHIP AND RESIDENCY REQUIREMENTS

The citizenship and residency requirements for VSL are extensive, the below is a summary of the specific requirements as listed in the *VSL Manual for Providers 2016*.

- **If learner is an Australian Citizen:**
  - o A passport is acceptable evidence of Australian citizenship
  - o If the learner does not have a passport, then the evidence required is dependent on which category the learner fall under below.
- **If learner was born in Australia before 20 August 1986:**
  - o Learner should provide their full birth certificate as issued by relevant authority.
  - o Exception if learner's parents were in Australia as diplomats or consular officers at the time of the applicant's birth. In this case, a citizenship certificate would be required.
- **If learner was born in Australia on or after 20 August 1986 and one parent was an Australian citizen at time of learner's birth:**
  - o If the birth certificate shows one parent was born in Australia born before 20 August 1986, this is sufficient evidence to show Australian citizenship
  - o If neither parent was born in Australia, the learner can provide a parent's Australian citizenship certificate to prove they were a citizen at time of learner's birth
  - o If the parent was born in Australia on or after 20 August 1986, the parent's full birth certificate or citizenship certificate is required.
- **If learner was born in Australia on or after 20 August 1986 and one parent was a permanent resident of Australia at time of learner's birth:**
  - o If the learner does not have a passport, must provide their citizenship certificate.
- **If learner was born in Australia on or after 20 August 1986 and neither parent was an Australian citizen or permanent resident at the time of the learner's birth:**
  - o If the learner was ordinarily resident in Australia for the first 10 years after they were born and therefore acquired Australian citizenship on their 10th birthday
  - o If the learner does not have a passport, must provide their citizenship certificate.
- **If learner was born overseas and acquired Australian citizen by application:**
  - o Learner should provide either a:
    - Current Australian Passport
    - Australian citizenship certificate
    - Citizenship by Descent extract
  - o If they do not hold any of the above citizen documents, they will need to apply for evidence of Australian citizenship. This process is detailed in the *VSL Manual for Providers 2016*.
- **If learner is a Permanent Humanitarian Visa Holder:**

- o The visa class can be confirmed via the Department of Home Affairs office and via a VEVO check.
- o Information is detailed in the *VSL Manual for Providers 2016*.

- **If learner is a New Zealand Citizen:**
  - o Must hold a Special Category visa and a valid NZ passport; and
  - o They must also provide evidence they have been:
    - A resident in Australia for at least 10 years, and
    - Was a dependent child under 18 when they usually resided in Australia, and
    - Been in Australian for periods totalling 8 years during the previous 10 years, and
    - Has been in Australia for periods totalling 18 months during the previous 2 years.
  - o Learners can obtain a copy of their International Movement Records through the Department of Home Affairs.

- **If learner is Aboriginal / Torres Strait Islander and not registered at birth by the relevant State / Territory authority:**
  - o Can provide a Statutory Declaration as provided on the Department's Information for VSL Approved Providers page under Forms.
  - o The form is pre-populated and must be witnessed by a person listed on the List of Occupations / List of Persons provided in the template.

- **If learner or their parent was born in Papua New Guinea prior to 16 Sep 1975:**
  - o A citizenship certificate can be accepted as evidence of Australian citizenship if it was issued on or after 1 January 2009 regardless of the acquisition date or person's date of birth.
  - o Learners should refer to Home Affairs if:
    - Evidence of citizenship was issued **before** 1 January 2009 and the applicant was born in PNG prior to 16 September 1975; or
    - Citizenship was acquired by descent **before** 1 January 2009 where the parent/s was born in PNG before 16 September 1975.

Learners applying for VSL requiring documents via the Department of Home Affairs should account for processing times as published on the Department's website.

INFORMATION ABOUT THE VICTORIAN SKILLS FIRST FUNDING PROGRAM

Skills First is a Victorian Government funded program designed to provide high quality training to eligible students that aligns with industry and workplace needs. Eligible learners must be:

- academically capable and suitable to undertake the course as determined during the PTR / LLN process; and
- enrol in a Skills First Approved course that is listed on the Funded Course Report published by the Department and listed in Schedule 2 of the RTOs funding contract.

At the application stage, potential learners are informed about the impact accessing Government Funding will have on future funding. Learners are also informed via the Student Application form that they may receive a survey from NCVER or receive an invitation to participate in projects endorsed by the Department as well as having to complete a Learner Questionnaire for feedback purposes.

The RTOs Student Application Form collects all applicable information from learners that fall under the Victorian VET Learner Statistical Collection Guidelines and the Australian Vocational Education and

Training Management Information Statistical Standard data (AVETMISS) including the learners Victorian Student Number (VSN), if applicable.

Learners that are applying for funding under the Skills First Program must complete a Program Eligibility Declaration and provide the following evidence in the form of a Certified copy, or copy of the original sighted by an RTO representative or copy that can be digital verified:

- Either an Australian Birth Certificate (not Birth Extract); or
- Current Australian Passport; or
- Current New Zealand Passport; or
- Australian Citizenship Certificate; or
- Current Green Medicare Card; or
- Australian Certificate of Registration by Descent; or
- New Zealand Birth Certificate; or
- New Zealand Citizenship Certificate; or
- A proxy declaration for individuals in exceptional circumstances as per Clauses 2.13 – 2.17 of the Guidelines About Eligibility (the Eligibility Guidelines); or
- Confirmation obtained from the Visa Entitlement Verification Online System (VEVO) of permanent residence AND the learner's foreign passport or ImmiCard; or
- Confirmation obtained from the Visa Entitlement Verification Online System (VEVO) that the student meets the eligibility criteria for Asylum Seeker VET Program.
- A current Drives Licence, Learners Permit, Proof of Age Card or 'Keypass' if age is relevant.

Each learner must sign the Student Application Form Declarations and Agreement Statements to demonstrate they have read and understood the terms of enrolment and the specific Skills First Program information.

A Statement of Fees will be issued to Skills First funded learners along with Acknowledgement letter to confirm receipt of Application Form. The Statement of Fees includes the following:

- Course code and title
- Delivery Mode
- Estimated duration of course
- Training and Assessment locations
- Workplace/Practical Placement arrangements
- Total and hourly tuition fees
- Maximum Government Contribution.

VICTORIAN SKILLS FIRST FUNDING PROGRAM ELIGIBILITY

For a learner to be eligible for Skills First, they must meet the following criteria:

- Be an Australian or New Zealand citizen or a Permanent Resident; and
- Commence only a maximum of two Skills First subsidised programs that are AQF qualifications in a calendar year **(2 AQF qualifications and 2 Skills Set in a year)**; and
- Undertake a maximum of two Skills First subsidised programs at any one time **(2 at a time)**

VICTORIAN SKILLS FIRST FUNDING PROGRAM ELIGIBILITY EXEMPTIONS

There are a number of exemptions from the eligibility requirements listed above. These include:

- A learner is exempt from the **2 AQF qualifications in a year** requirement if:
  - Learner is transitioning from a superseded program to the current version of same program; or
  - Learner is recommencing training in the same program (at either the same or a different provider); or
  - Learner is enrolling in an Apprenticeship after having participated in one of the programs identified as a Pre-Apprenticeship and Pathway Program on the Funded Program Report; or
  - Learner has participated in:
    - 22510VIC – Course in Identifying and Responding to a Family Violence Risk; or

- A learner is exempt from the **2 at a time** requirement if:
  - Learner has participated in the following programs or initiatives:
    - 22510VIC – Course in Identifying and Responding to a Family Violence Risk; or

- If a learner is enrolling into the **Asylum Seeker VET program**, they:
  - must meet all previously listed eligibility requirements EXCEPT for the citizenship/residency requirements; and
  must be referred to the RTO by an Asylum Seeker Resource Centre or the Australian Red Cross via a *Referral to Government Subsidised Training – Asylum Seekers* form; or
  - must hold, or are a dependant of an individual who holds, a valid humanitarian, protection or refugee visa; or
  - must hold a bridging visa and have lodged an application for a humanitarian, protection or refugee visa; or
  - Must hold a bridging visa and have lodged an application under section 417 or section 48B of the Migration Act 1958 (Cth) which is yet to be determined; and
  - Have study and if relevant, work rights.

    A copy of the VEVO check must be retained on file by the RTO.

- If the learner is enrolling as a trainee, they must meet further requirements:
  - Learner must be employed in Victoria in either part time or full-time capacity under an award or registered agreement; and
  - Undertaking an Approved Training Scheme; and
  - Have fully singed Training Contract with their employer; and
  - Training Contract must be registered with VRQA.
- If the learner is under 17 years of age, they:
  - Must have received an exemption from school attendance unless they are undertaking training as part of a School Based Apprenticeship or Traineeship; and
  - Must participate in training on a full-time basis, or participate in a combination of training and employment
  - They must also meet the below requirements:
- If the learner is under 17 years of age and has **completed year 10,** they must also provide:
  - a copy of the signed and completed endorsement page from the *Exemption from School Application Form* or correspondence or a certificate signed by the School Principal or a Department Regional Director; and

- o form clearly states the RTO and training to be undertaken.
- If the learner is under 17 years of age and **has not completed year 10**, they must also provide:
    - o a copy of a certificate or letter signed by Department Regional Director granting an exemption; and
    - o form clearly states the RTO and training to be undertaken.
- If the learner is under 17 years of age and is not or has never been enrolled in a Victorian school:
    - o Must provide correspondence or a certificate signed by the Department Regional Director
    - o Form clearly states the RTO and training to be undertaken.

INFORMATION ABOUT THE NSW SMART AND SKILLED FUNDING PROGRAM

Smart and Skilled is an NSW government program which provides eligible learners with subsidised funding in targeted areas to help with industry and workplace needs.

To assess eligibility of a learner, the RTO inputs learner information as received in the *Student Application Form* into the *Provider Calculator* found on the Smart and Skilled Online Portal (STS Online) to validate eligibility, credit transfers / RPL and to generate any applicable course fees and loadings. This is a required process as defined in the *Smart and Skilled Operating Guidelines*. STS Online generates two reports, *Notification of Enrolment – Provider Copy* and *Notification of Enrolment – Student Copy*. The Provider Copy is held on file and the Student Copy is provided to the learner prior to commencement.

The RTO gains learner consent for this process during the application process by having the learner complete a *Consent for Use and Disclosure of Personal Information* as required by the Department.

The RTO takes steps to commence the learner in the Smart and Skilled funded course on the planned start date and submit training activity data for the learner within 28 days of the actual start date, as required by the Department.

THE NSW SMART AND SKILLED FUNDING PROGRAM ELIGIBILITY

Learners who are applying for Smart and Skilled funding must meet the eligibility criteria and complete the required consent form. Once eligibility is determined the learner can be accurately informed about the total amount of fees and charges payable by them as per the *EN1 Fees and Refunds Policy*.

A learner must meet the following eligibility requirements:

- Lives in NSW; **OR**
- Works in NSW; **OR**
- Lives in a defined interstate NSW border area (as identified by a postcode in the list set out in the NSW Smart and Skilled Operating Guidelines) and is Australian Aboriginal or Torres Strait Islander; **AND**
- is an Australian Citizen; **OR**
- Is a permanent Australian resident; **OR**
- Is a humanitarian visa holder; **OR**
- Is a New Zealand citizen; **AND**
- is aged 15 years older; **AND**
- Is no longer in secondary education.

If a learner is an Apprentice / Trainee, the following additional eligibility applies:

- At the time of commencement, the learner is enrolling into an Approved Qualification; **AND**

- The learner is an Apprentice or a New Entrant Trainee; **AND**
- The learner has a Training Contract in NSW which includes the Approved Qualification.

Note: An Existing Worker Trainee may be eligible under the discretion and direction of the Department.

The RTO is required to sight **or** collect evidence from the learner proving the above requirements. If the RTO does not collect a copy of evidence to keep on file, a record that confirms sighting and a description of it must be maintained instead. It must be dated and signed by an authorised person of the RTO with their signature and position listed. The evidence for:

- Living or working in NSW or defined border areas:
  - Any Commonwealth or NSW Government issued documentation providing evidence of living location
  - Employer-issued document confirming employment in NSW
- Citizenship status:
  - Australian citizen:
    - Australian birth certificate; or
    - Australian Passport; or
    - Certificate of Australian Citizenship (Naturalisation Certificate); or
    - Green Medicare card.
  - New Zealand citizen:
    - New Zealand birth certificate; or
    - New Zealand passport; or
    - Green Medicare card.
  - Permanent Australian resident:
    - A Certificate of Evidence of Resident Status (CERS), which confirms status as an Australian permanent resident; or
    - Use the Department of Immigration and Border Protection's Visa Entitlement Verification Online (VEVO) facility to confirm status as an Australian permanent resident and check passport; or
    - Green Medicare Card.
  - Humanitarian visa holder and partner visa holder (refugee or asylum seeker):
    - Relevant visa documentation; or
    - ImmiCard (where appropriate)
    - If learner holds a bridging visa, must provide evidence from Department of Immigration acknowledging visa is linked to an application for a humanitarian visa – for additional information refer to the *Smart and Skilled Student Eligibility Policy*.
- Proof of age:
  - A valid Unique Student Identifier (USI) as this automatically checks date of birth.
- Is no longer in secondary education:
  - If student is under 17 years of age:
    - Evidence that the student has met school leaving age requirement with a student declaration and signature at enrolment.

CHANGES TO ENROLMENT

If a learner wishes to transfer to another delivery mode for the same course, the trainer will complete an Enrolment Variation Form and send it to Administration Team to update the enrolment on student management system.

LEARNER INDUCTION

The RTO provides learners with induction and orientation to ensure they have appropriate information to facilitate their interactions with their trainers and their learning. The induction/orientation can be a group session or individual session conducted online or in person.

RTO RESPONSIBILITIES

The Chief Financial Officer is responsible for ensuring compliance with enrolments processes.

The Funding Contracts Manager is responsible for correct and accurate processing of enrolments on the SMS in accordance with this policy and procedures.

RECORDS MANAGEMENT

All documentation from enrolment processes are maintained in accordance with *SP2 Records Management Policy*.

MONITORING AND CONTINUOUS IMPROVEMENT

All enrolment practices are monitored by the Quality and Compliance Manager of the RTO and areas for improvement identified and acted upon as per the Continuous Improvement Policy.

SECTION 3 - LEGISLATIVE CONTEXT

Name	Section
Standards for RTOs 2015	Standard 1.7, 3.6, 5.1-5.3 and 7.5.
VET Student Loans	Clause 4.7.1, 4.8.3 – 4.8.5
Victorian Skills First Program	Sch 1 Part A Clause 2.1 – 2.12, 4.1 – 4.7
NSW Smart and Skilled Program	Operating Guidelines clause 6

SECTION 4 - RELATED DOCUMENTS

Name	Document Type
SP1 Administration and Data Reporting Policy	Policy
SP1.1 Administration and Data Reporting Procedure	Procedure
SP2 Record Management Policy	Policy
Pre Training Review	Form
Student Application	Online
Learner Handbook	Online
EN1 Fees and Refunds Policy	Policy
Eligibility Requirements	Fact Sheet
Enrolment Variation Form	Form
EN4 Credit and Recognition of Prior Learning Policy	Policy
MR2 Access and Equity Policy	Policy

SECTION 5 - VERSION CONTROL

Version #	Approval Date	Approved by	Details
1	19 January 2018	Tash Hartig	Document creation.
2	December 2018	Marcus Sellen	Document review. Added VSL and State specific policies. Added Evidence of Eligibility and Fee Free for Year 12 Graduates.
3	February 2019	Marcus Sellen	Changed document owner.
4	March 2019	Marcus Sellen	Changed document owner position
5	August 2019	Marcus Sellen	Updated address
6	March 2020	Julie van Belkom	Minor changes to clauses.
7	December 2020	Julie van Belkom	Minor changes to reflect changes to funding contracts
7.1	March 2021	Julie van Belkom	Minor changes to update terminology
8	May 2022	Aruna Joshi	Updated Skills First section: -Terminology to match current guidelines -Updated eligibility requirements wording -Added JobTrainer Initiative -Added Under 17 requirements -Added Eligibility Exemption Initiative -List of information provided via Statement of Fees Updated admin processes Updated VSL section to match provider manual wording Removed wisenet references Replaced old role titles Updated Policy Owner title
8.1	August 2022	Rebecca Mills	Removed references to QLD, updated grammar, wording and formatting. Reviewed processes and updated accordingly. Updated NSW guidelines
8.2	January 2023	Aruna Joshi	Included Training Plan section to describe training plan endorsement and issuance steps. Removed JobTrainer references Updated Skills First funding requirements Changed owner to FCM Changed approver role title to QCM Updated citizenship evidence requirements
8.3	May 2023	Aruna Joshi	Included information in the Training plan section for signatures on traineeship training plan by all parties
8.4	December 2023	Aruna Joshi	Updated Skills First eligibility criteria to align with updated guidelines. Updated PTR section to include digital skills. Include CFO in RTO responsibility section as they are head of department