

fPolicy name:	EN2 Application and Enrolment Policy	Version:	6.0
Policy owner:	General Manager - Operations		
Approved by:	Head of Governance, Risk and Compliance		
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SECTION 1 - INTRODUCTION

PURPOSE

This policy outlines the RTOs approach to offering training services and enrolling learners into its courses.

In line with the Standards for Registered Training Organisations (RTOs) 2015, VET Student Loans and State Funding contract requirements 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 employee, partners and associates of Selmar Institute of Education (121531) in relation to learner enrolment and administration.

This policy includes all regulatory requirements that fall under the RTOs obligations as a registered training organisation.

DEFINITIONS

ACSF – Australian Core Skills Framework

AQF – Australian Qualification Framework

AVETMISS data – means 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 – Commonwealth Higher Education Student Support Number

eCAF – electronic Commonwealth Assistance Form

HEIMS Online Portal – provides a centralised access point for higher education and VET providers to view their own data reported to the Higher Education Information Management System (HEIMS).

HEPCAT - Higher Education Provider Client Assistance Tool which is the toolkit that provides the information needed to report data to HEIMS.

USI – Unique Student Identifier

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

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

NCVER – National Centre for Vocational Education Research

RTO – means the Selmar Institute of Education (121531)

The Department – refers to the Department of Education and Training Victoria, the Department of Education NSW, the Department of Education Queensland.

SECTION 2 - POLICY

Information to learners

- Prior to enrolment, Selmar Institute of Education 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
 - Entry requirements
 - If there are any pre requisites
 - List of units and if any practical placement is required
 - Duration
 - Delivery modes and assessment methods
 - If there are any third party involved in the delivery or recruitment processes
 - Fees and Charges
 - Learner Support Services

Application

- Learners can apply for a course either online or face to face using a paper based application form during a session with a RTO Client Relationship Manager. Our Course Advisors ensure the learners are fully informed prior to applying for enrolment.
- Learner must provide sufficient ID to meet eligibility requirements as well as to allow us to verify or apply for their USI on their behalf.
- For face to face enrolments, we verify ID by sighting the original document and for online enrolments we verify learner ID using a Document Verification Service, GreenID.
- The RTO Student Application Form collects all relevant AVETMISS data from the learner and this information is recorded in Wisenet. All records are retained for 30 years.
- All individual learners have access to their own records, and the progress of their learning. This is enabled through the student management system, Wisenet and via request from the learner.

- If a training program is fully booked at the time a learner enquires about enrolment into that particular training program they will either be placed on a 'Wait List' or offered a place on another date that the program has been scheduled, which is not fully booked.
- Learners on the 'Wait List' are given priority should a place become available. This is strictly on a first-in, first-served basis.
- Applications will be considered tentative until payment of deposit has been received. Should enrolment numbers reach maximum, and another person wishes to enrol in a program where there is a tentative enrolment, the tentative booking will be contacted to confirm payment. If payment is not made the place will be given to the new applicant.
- All learners enrolled in programs are provided with a Confirmation of Enrolment letter and a training plan with full details of the agreed training.
- Course fees are payable in accordance with the EN1 Fees and Refunds Policy.
- Learners who are applying for Victorian Skills First funding must reside in Victoria and 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.
- All individual clients have access to their own records, and the progress of their learning. This is enabled through the student management system. (See SP2 Record Management Policy).

Pre Training Review

- Potential Learners seeking to enrol in a course or VET unit of competency with Selmar Institute of Education, regardless of their background, circumstances or eligibility for funding will be assessed for entry into study through the same published entry requirements and through the same process.
- Potential Learners seeking to enrol in a course with Selmar Institute of Education, 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 Pre Training Review which includes the Language, Literacy and Numeracy Assessment to ensure that:
 - a. the course is the most suitable and appropriate for the learner
 - b. any additional support the learner may need is identified.
- All Language, Literacy and Numeracy Assessments are reviewed by the LLN Student Support Coordinator and where required, an individual learner support plan is put in place and saved in Wisenet to ensure trainers and assessors are fully aware of the required support and also support that is being provided.
- The Pre Training Review will also assist in determining any Credit Transfers or Recognition of Prior Learning the learner would like to apply for. Please refer to the EN4 Credit and Recognition of Prior Learning Policy.

Special Needs of Learners

- Learners intending to enrol for training are requested to advise of any physical or other impairments/ needs (e.g. English language, language literacy and numeracy, learning difficulties, dyslexia) which may adversely affect their ability to successfully undertake the training. (See MR2 Access and Equity Policy).

USI

- All learners are required to provide their USI, in accordance with requirements of the *Unique Student Identifier Act*.
- Learners will be advised of the process of obtaining a USI if they do not already have one, via <http://www.usi.gov.au/Pages/default.aspx>
- Selmar Institute of Education will verify and maintain all USI numbers in its Student Management System (SMS).

Group Enrolments (Corporate Learner / Employer)

- The Director of Selmar Institute of Education negotiates course requirements with relevant companies or learner representatives.
- Written confirmation is required to confirm course bookings including the names of individual learners.
- Individual Application Forms are required for all individual learners to secure a place.

Confirmation of Enrolment

- Upon acceptance of an enrolment the learner is provided with written confirmation of their enrolment, including the training plan with the schedule for training and assessment dates, times and location of training (as relevant to mode of learning).

VET Student Loans (VSL)

- Selmar Institute of Education (121531) is an approved provider to offer VET Student Loans (VSL).
- Learners who wish to apply for a VSL must supply Selmar Institute of Education their eCAF either in a paper form or complete this online. Selmar Institute of Education will be able to access this via the eCAF System or via Wisenet which has been integrated with the eCAF System.
- The data that is required to be reported to the Department for eligible learners is outlined on the VSL Student Application Form including:
 - Personal Details
 - Unique Student Identifier
 - Prior Qualifications
 - Disabilities
 - Indigenous Status
- Selmar Institute of Education also reports to the Department the following details specific for VSL:
 - The learners Tax File Number (TFN)
 - CHESSN (Commonwealth Higher Education Student Support Number)
 - Course data including the accredited course code and title
- The learner details listed above is reported to the Department via HEPCAT and HEIMS Online Portal. Please refer to the *Administration and Data Reporting Policy and Procedure* for further details on how to use HEPCAT and HEIMS for VSL reporting.
- Prior to commencement Selmar Institute of Education will ensure that a prospective student has received the following information:

- the Tuition Fees that are covered by a VET Student Loan, including 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 VET Student Loan;
- information on the VET Student Loan scheme including that:
 - VET Student Loan assistance is a loan from the Commonwealth;
 - a VET Student Loan will remain as a personal debt obligation until it is repaid to the Commonwealth;
 - a VET Student Loan may reduce the person's take-home (after-tax) wage or salary until the debt is repaid and may affect the borrowing capacity of the person until the debt is repaid to the Commonwealth;
 - an *Electronic Commonwealth Assistance* form (eCAF) signed by the student applies to a loan for the entire VET Course of Study, charged on a unit by unit basis, unless the student 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 enrolls, with the student taking out a loan for any Tuition Fees that remain unpaid at the end of each Census Date;
 - a student may cancel their enrolment by withdrawing from each VET Unit of Study on or before the Census Date in accordance with SELMAR's Withdrawal Policy;
 - withdrawal will result in the student not incurring a VET Student Loan debt; and/or receiving a refund for any up-front Tuition Fee payments made on or before the Census Date;
- **Eligibility Criteria**
 For a learner to be eligible to apply for funding via a VSL they must meet the following criteria:
 - Be enrolling into a VSL Approved course
 - Complete an eCAF
 - Has a HELP balance more than of \$0 i.e. they have not used up their entire limit
 - Be an Australian citizen, OR permanent humanitarian visa holder who is usually a resident in Australia, or New Zealand citizens who hold a Special Category visa and meet certain qualifying
 - Be academically capable and suitable to undertake the course (this is assessed via the Pre Training Review and LLN Assessment)
 - Be at an ACSF Level 3 or above Literacy and Numeracy, evidenced through BKSB Exit Level statements
OR provide evidence of Senior Secondary Certificate of Education (completed year 12)
OR completion of an AQF Level IV qualification.
 - Have a valid TFN
 - Have a valid USI
 - Parent or Guardian permission if under 18 years

*If the learner was born in Australia after 20th August 1986 they are to provide a copy of their parent's Australian citizenship certificate OR a copy of their full birth certificate issued by an Australian RBDM.

- The learner has a cooling off period of 2 business days after enrolling into the course and must provide all of the above details before the first Census Date for the first unit of study they are applying for.
- The learner must be a genuine learner with the intent to have regular participation in the course.
- 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 VSL information.
- Once the learner has completed all application forms required, Selmar Institute of Education will supply the learner with a Statement of Covered Fees (together with a Training Plan). The Statement of Fees Covered informs the learner of:
 - Training commencement date
 - Training completion date
 - Study mode
 - Trainer details
 - Total tuition fee
 - Total tuition fee covered by VSL
 - Total tuition fee payable by the learner (upfront)

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.

- The following documents are **NOT** acceptable as proof of a parent's permanent residency for VET Student Loan applications:
 - parent's foreign passport with a visa label
 - Visa Entitlement Verification Online (VEVO) printout
 - Visa grant notification letter
 - Certificate of Evidence of Resident Status (CERS)
 - Certificate of Status for New Zealand Citizens in Australia (CSNZCA)
 - ImmiCard
 - Freedom of Information (FOI) letter from the Department of Immigration and Border Protection.

Aboriginal and Torres Strait Islander applicants not registered at birth by the relevant State/Territory authority

Applicants in these circumstances without a current Australian Passport may submit a Statutory Declaration as provided on the Department's Information for VET Student Loans Approved Providers page under 'Forms'.

Note: the Statutory Declaration has been pre-populated, and must only be used by applicants to whom these circumstances apply. The Statutory Declaration must be witnessed by a person included in the List of Occupations or the List of Persons provided in the template on the Department's website mentioned above.

Statutory Declarations are not acceptable forms of proof of Australian citizenship for any applicants other than Aboriginal and/or Torres Strait Islanders whose birth was not registered by the relevant State/Territory authority.

Applicants born overseas and acquired Australian citizenship by application

As a guide, please refer to the relevant category below:

Applicants will need to provide one of the following documents as evidence of their Australian citizenship:

- a current Australian Passport
- an Australian citizenship certificate
- a Citizenship by Descent extract

If an applicant does not have one of the above citizenship documents they will need to apply for evidence of Australian citizenship by lodging Form 119 Application for evidence of Australian citizenship with certified copies of the required documents and the application fee with the Department of Home Affairs (Home Affairs).

Applicant or their parent was born in Papua New Guinea prior to 16 Sep 1975

Papua New Guinea became a sovereign nation on 16 Sep 1975 (PNG Independence Day). Assessing Australian citizenship status of people born in PNG prior to 16 Sep 1975 can be complex. Home Affairs is aware that in the past this cohort of people has been incorrectly issued with an Australian Passport based on an incorrect assessment of their citizenship status. As such, the citizenship status of some applicants born in PNG prior to 16 Sep 1975 must be checked and verified with Home Affairs.

The applicant should be referred to Home Affairs to obtain evidence of Australian citizenship by lodging Form 119 Application for evidence of Australian citizenship if:

- evidence of citizenship was issued before 1 Jan 2009 and the applicant was born in PNG prior to 16 Sep 1975; or
- citizenship was acquired by descent before 1 Jan 2009 where the parent(s) was born in PNG before 16 Sep 1975.

A citizenship certificate can be accepted as evidence that the applicant is an Australian citizen if the evidence of citizenship was issued on or after 1 Jan 2009 regardless of the acquisition date or date of birth.

Applicants need to take the Department of Home Affairs' citizenship application processing times into account before applying for a VET Student Loan. Processing times are published on the Department of Home Affairs website.

Qualifying New Zealand citizens

A New Zealand citizen is eligible if they hold a Special Category visa and:

- has usually been resident in Australia for at least 10 years; and
- was a dependent child aged under 18 years of age when he or she first was usually resident in
- Australia and
- has been in Australia for periods totalling eight years during the previous 10 years and
- has been in Australian for periods totalling 18 months during the previous two years [Act s 11)].

Most New Zealand citizens who arrive in Australia are the holders of a temporary visa called a Special Category visa (SCV). This is not a permanent visa but allows its holder to visit, live and work in Australia indefinitely.

Providers must be satisfied that an applicant meets the eligibility criteria as a New Zealand SCV holder. The provider should not upload students' details into the eCAF unless the provider is satisfied the student has met the eligibility criteria.

- Where a learner is under 18 years old, they must [Rules paragraph 85(2)(b)]:
 - have a parental consent form signed by a responsible parent; (providers must obtain the signed parental consent form prior to submitting enrolment information into the eCAF system); or
 - have evidence of the assessment of receipt of youth allowance on the basis that the learner is independent within the meaning of Part 2.11 of the Social Security Act 1991; (providers should receive from the learner evidence of this assessment in the form of their Centrelink Income Statement noting this assessment).

Eligibility Criteria – Skills First Program in Victoria

- For a learner to be eligible to apply for funding via the Skills First Program they must meet the following criteria:
 - Be enrolling into 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.
 - Be academically capable and suitable to undertake the course (this is assessed via the Pre Training Review and LLN Assessment)
 - Be an Australian or New Zealand citizen or a Permanent Resident
 - Be under 20 years OR if over 20 years apply for a higher level qualification than the highest qualification held at the time of commencement i.e. upskilling
 - “2 in a year” - Apply for and commence no more than two subsidised courses under Skills First in a year
 - “2 at a time” - Undertake no more than two subsidised courses at the one time
 - “2 in a lifetime” - Commence no more than two subsidised courses at the same AQF level in a lifetime (i.e. Qualification or Course in...)
- Exemptions to the eligibility criteria include:
 - Where learner is enrolling in Foundation Skills courses
 - School Based Apprentices/trainees
 - Where learner is transitioning from a superseded to current course
 - Where learner is recommencing training in the same course
 - Where a learner has participated in the Skills Uplift Pilot Program ‘Course in...’ or specialised skill set tailored to the industry needs they are exempt from the “2 in a year” and “2 in a lifetime” criteria
 - Where a learner has participated in the 22469VIC Course in introduction to the National Disability Insurance Scheme” they are exempt from the “2 in a year” and “2 in a lifetime” criteria.
- Asylum Seekers
 - Must meet all previously listed requirements EXCEPT for the citizenship/residence requirement
 - Must be referred, via a ‘Referral to Government Subsidised Training - Asylum Seekers’ form, to a Training Provider by the Asylum Seeker Resource Centre or the Australian Red Cross for training under the Asylum Seeker VET Program
 - THE RTO WILL RETAIN COPY OF THE REFERRAL FORM ON LEARNER FILE
- Retrenched Employee

- Must meet all Entitlement to Funded Training eligibility criteria except the 'up skilling' requirement
- Must present the Training Provider with a Training Referral Letter issued by a Regional Manager, Industry Engagement, Department of Education and Training
- Referred individuals must commence training within twelve months of the date shown on the Training Referral Letter
- THE RTO WILL RETAIN COPY OF THE TRAINING REFERRAL LETTER ON LEARNER FILE
- Traineeship Further Requirements
 - Learner must be employed either part time or full time capacity under an award or registered agreement
 - Undertaking an Approved Training Scheme
 - Have fully signed Training Contract with their employer
 - Training Contract must be registered with VRQA
- 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 NCVET or receive an invitation to participate in projects endorsed by the Department and 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).
- Learners that are applying for funding under the Skills First Program must complete an Evidence of Learner Eligibility and Learner Declaration Form and provide the following evidence in the form of a Certified copy, or copy of the original sighted by a the RTO representative:
 - Either an Australian Birth Certificate OR
Australian Passport OR
New Zealand Passport OR
Green Medicare Card OR
Naturalisation Certificate
Australian citizenship by decent extract
 - A Referral Letter from the Asylum Seekers Resource Centre or Australian Red Cross (if applicable)
 - A current Drivers 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.

Eligibility Criteria – VET Investment Program in Queensland

- Learner who are applying for funding under the Certificate 3 Guarantee or Higher Level Skills Program must meet the eligibility criteria at the application and enrolment stage. 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 Charges Policy.

- To determine if a learner have previously attained a Certificate III or Higher – Level Qualification; and /or the learner are not already enrolled in a Certificate III of Higher – Level Qualification relevant to the specific program under which training is being funded, the Selma Institute of Education will:
 - Conduct a search prior to enrolment using the Apprenticeships Info Self Service (known as AISS) search tool to help confirm whether prospective students:
 - have previously attained a Certificate III or higher-level qualification; and / or
 - are not already enrolled in a Certificate III or higher qualification relevant to the specific program under which training is being funded.
 - If AISS research indicates a qualification has been previously attained or enrolled in:
 - this is an indication that the student is ineligible; or
 - direct the student
 - back to the previous RTO to request the removal or amendment of data. However,
 - to the ASQA to request information about their training with the previous RTO.
- Certificate 3 Guarantee Eligibility Criteria
 The individual must:
 - Be 15 years or older
 - Be no longer attending a school
 - Permanent reside in Queensland
 - Is an Australian or New Zealand Citizen, Permeant Resident or a holder of a Humanitarian Visa
 - Is a temporary resident with the necessary visa and work permits to pathway to permanent residency
 - Not hold or are currently undertaking a Certificate III or higher level qualification (not including certificates completed at school and foundation skills training).
- Higher Level Skills Eligibility Criteria
 The individual must:
 - Be 15 years or older
 - Be no longer attending a school
 - Permanent reside in Queensland
 - Is an Australian or New Zealand Citizen, Permeant Resident or a holder of a Humanitarian Visa
 - Is a temporary resident with the necessary visa and work permits to pathway to permanent residency
 - Not hold or are currently undertaking a Certificate IV or higher level qualification (not including certificates completed at school and foundation skills training).
- Evidence of Eligibility
 For applicants to meet the eligibility criteria they must present acceptable and relevant evidence. For Certificate 3 Guarantee and Higher Level Skills Programs the accepted evidence of eligibility may be:
 - Evidence of Citizenship or Permanent Residency
 - An Australian or New Zealand Passport
 - An Australian or New Zealand Birth Certificate (not an Extract)

- Green Medicare Card
- Blue Medicare Card (if the Learner is on a Pathway to Residency Visa)
- Proof of Age:
 - Queensland Drivers Licence
 - Heavy vehicle/Marine Licence
 - Australian or New Zealand Passport
 - Proof of Age Card
- Proof of Queensland Residency:
 - Queensland Drivers Licence or receipt
 - Contract of property purchase, lease / rental document, mortgage / land ownership certificate
 - Electricity, gas or telephone account issued the last six (6) months
 - Queensland local government rates notice
 - Bank statement issued within the last six (6) months
 - Current Concession Card or Health Care Card
 - Official letter from Centrelink or the Australian Government Department of Human Services
 - Australian Taxation Office assessment / Tax-file number confirmation notice.
- Proof of Concession:
 - Current Pensioner Concession Card
 - Current Health Care Card
 - Commonwealth Senior Health Card
- Fee Free for Year 12 Graduates Eligibility Criteria

The individual must:

 - Have completed Year 12 in Queensland and hold a Senior Statement issued by the Queensland Curriculum and Assessment Authority or equivalent certification
 - Enrol and start a traineeship or training in a high priority qualification by 31 December the year after graduating (e.g. 2017 graduates have to start by 31 December 2018)
 - Permanently reside in Queensland.

Eligibility – Smart and Skilled Program in New South Wales

- Learner who are applying for Smart and Skilled funding must meet the eligibility criteria at the application and enrolment stage. 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.
- **Eligibility Criteria**

For a learner to be eligible to apply for funding via the Smart and Skilled Program they must meet the following criteria:

 - Lives or works in NSW OR
 - Lives in a defined interstate NSW boarder area (as defined in the Smart and Skilled Operating Guidelines and is Aboriginal or Torres Strait Islander AND
 - Is and Australian or New Zealand Citizen, Permeant Resident or a holder of a Humanitarian Visa.
 - Is aged 15 years or older

- Is not attending secondary education.
- Eligibility for Apprentices and Trainees
 - At the time of commencement the individual is enrolling into an Approved Qualification.
 - The individual is an Apprentice or a New Entrant Trainee.
 - The individual has a Training Contract in NSW which includes the Approved Qualification.
- Exemptions to the eligibility criteria include
 - And Existing Worker Trainee may be eligible under the discursion and direction of the Department.

Changes to enrolment

- Should a learner wish to transfer to another delivery mode for the same course they are able to do so provided they complete an Enrolment Variation Form. The transfer is subject to course availability.

Learner Induction

- Selmar Institute of Education provides learners with induction/orientation to ensure they have appropriate information to facilitate their interactions with Selmar Institute of Education and their learning.
- Each learner receives a copy of the Selmar Institute of Education Learner Handbook which outlines key information including their rights and responsibilities as a learner.

Selmar Institute of Education Responsibilities

The General Manager - Operations is responsible for ensuring compliance with enrolments processes.

Administration staff are responsible for correct and accurate enrolments in accordance with this policy and procedures.

Records Management

All documentation from Enrolment processes are maintained in accordance with Records Management Policy. (See SP2 Records Management Policy).

Monitoring and Improvement

All enrolment practices are monitored by the CEO of Selmar Institute of Education and areas for improvement identified and acted upon. (See 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 – 2.3, 4.1 – 4.7

Name	Section
NSW Smart and Skilled Program	Contract Terms and Conditions Schedule 2 Operating Guidelines clause 6
Queensland PQS Program	Certificate 3 Guarantee Program Policy 2017-18 Higher Level Skills Program Policy 2017-18 Pre-qualified Supplier Audit Evidence Requirements (VET Investment Programs 2018–19)

SECTION 4 - RELATED DOCUMENTS

Name	Document Type
Student Application Forms	Form
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
Evidence of Concession Declaration Form	Form
EN1 Fees and Charges 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.