

Enrolment Policy

VET Governance

National VET Regulations standards attached to this are:

- SNR 3: Pre enrolment information.
- SNR 5.3: The applicant has in place a process and mechanism to provide all clients information about the training, assessment and support services to be provided, and about their rights and obligations, prior to enrolment or entering into an agreement.
- Australian Consumer Law regarding marketing, fees and services delivered.

SRT0 1.7, 5.1

Clause 1.7

The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses.

Clause 5.1

Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies.

Enable College policies:

- VET Quality Framework.
- Marketing and Advertising Policy.
- Access and Equity Policy.
- Code of Practice
- Course structure
- Complaints and appeals policy
- Handbook
- Learning Support Policy.
- Financial Management Policy.
- Record Management Policy.
- Orientation program

Purpose

Enable College staff are committed to determining client needs through initial contact and interview to provide the services to meet those needs.

Enable College staff will provide timely and accurate advice to all potential and enrolling students.

Enable College staff will at all times respond in a responsible manner to all reasonable requests for information about Enable College's Training and Assessment services.

Principles

- Applicants are provided with all the information associated with the qualification, skills set or course.
- Applications are advised to take time to decide before signing.
- Information is provided in a non-discriminatory manner.
- Applicants can approach Enable College staff at any time to discuss enrolment.
- Fair and equitable marketing about Enable College services and products.

Enrolment Procedures

1. Initial Interview and Enrolment Procedure

Consists of:

- Ensuring you are fully informed prior to your decision to enrol.
- Having an individual discussion where your expectations, our expectations, course costs (including optional course costs) and information about pathways within the Industry you are looking to work in (or already work in), and any other information you may require, is discussed.
- Completing a Language, Literacy and Numeracy Assessment (LLN) and an Oral discussion about Industry requirements. Potential employees (and therefore students) must have a reasonable standard of LLN. If you are not able to meet this requirement we can refer you to support services which specialise in supporting LLN development.
- Completing the Enrolment Form.
- Providing 100 points of evidence for your identity, at least one form of evidence must be a photo identification document e.g. Passport, Visa, Driver's License and the remainder can be made up of Citizenship papers, Birth Certificate, Medicare card etc.
- Reading, accepting and agreeing to abide by our policies and procedures and acknowledge this by signing the Enrolment Form.
- Completing the application to have a Criminal Record Check (CRC) to obtain a National Police Certificate if the course you choose to study requires you to participate in Work Placement and the industry requires evidence of your criminal history
- An opportunity for Recognition of Prior Learning (RPL), Recognition of Current Competencies (RCC) and/or Credit Transfer (CT) and the processes involved to be discussed to achieve this assessment opportunity.
- Applying for a Unique Student Identifier (USI) and supplying it to Enable College. Students will not be able to commence training unless Enable College has the Student USI and it is verified as correct.
- Reading and accepting the letter of offer. This will list course costs, any optional incidental charges and your proposed plan to cover the Units of Competency required for your Qualification.
- Agreeing to a payment plan using Debit Success student financial account managers
- Enable College Student Financial Management System
- Acceptance of the offer to study will require a deposit payment towards your course costs or notification from Debit Success of your successful financial agreement and a returned signed agreement document.

Once this has been addressed, an individual training plan will be developed, and you will be ready to start your study.

2. Enable College Responsibilities:

At Enable, you can expect to:

- Be treated with courtesy and respect
- Learn in a supportive and safe environment free from discrimination, harassment and bullying
- Have concerns and complaints taken seriously and addressed promptly
- Have reasonable learning needs met regardless of gender, disability, ethnicity, age, or mode of study
- Be supported during your learning
- Be provided with a safe and comfortable learning environment
- Have confidentiality maintained in personal discussions
- Have your personal records maintained in a confidential manner and not be released to any other person or organisation without your written consent
- Receive counselling and support on matters relating to your participation in the course and referral to other support agencies/services when necessary
- Have opportunities to provide feedback on services

3. Student Responsibilities, you are expected to:

- Observe Enable's policies and procedures. Refer to our website or your student portal (aXcelerate) in the Resources section for more specific details.
- You will be required to have a current email address for communication purposes and if this changes, you must notify Enable within 24 hours.
- Submit assessments by the due date:
 - Certificate III Students to submit either online or in person with assessments typed using font size 11 or 12. If they cannot be typed the assessments must be written in ink and clearly legible.
 - Certificate IV and Diploma Students to submit assessments typed using font size 11 or 12 and online only.
 - Assessments must be presented in a tidy, structured/orderly manner. Otherwise this will be marked as a first submission and graded as Not Yet Competent result.
- Attend scheduled training sessions as required
- Notify Enable College if unable to attend classroom sessions a minimum of 24 hours prior (if possible), Practical sessions will incur a rescheduling fee (see booking confirmation for rebooking fee)
- Contribute to a positive learning environment which maximises teaching and learning opportunities and respects the rights of all students.
- Act in a professional manner during Work Placement/s or other forms of practice-based learning activities and respect the confidentiality of information made available as part of that Work Placement.
- Respect the property and facilities of Enable.
- Not endanger your or others' health and safety.
- Notify Enable if your contact details change.
- Notify your Trainer, or any staff member, as early as possible if you are experiencing any difficulties with your learning.

Enrolment

- If students are approved for enrolment, then the student is required to accept the offer.
- If an applicant is not approved for enrolment then a letter will be sent to the person advising of such.
- Students are asked to read and accept the letter of offer, which will be produced, listing course costs, any optional incidental charges and your proposed plan to cover the Units of Competency required for your course.
- Acceptance of the letter of offer will be demonstrated by payment of a deposit towards course costs (if applicable).
- All acceptances of enrolment will be accompanied with a letter of offer detailing the relevant Course, commencement dates, availability of student workbooks and course workshop dates.
- Complete the application to have a Criminal Record Check (CRC) to obtain a National Police Certificate if the course you are studying requires you to participate in Work Placement. The cost of this is included in your Course Cost. This needs to be in place as early as possible, as it could affect Work Placement.
- Then an individual training plan will be developed and the student will be ready to start the study.
- Enrolment is complete.

Orientation Program	
Welcome and Staff Introductions	Welcome newly enrolled students and introduce staff.
Course structure	Briefly describe how Enable College will deliver its courseware... define: hours, delivery methods, resource requirements, training locations.
Fee Administration	Briefly describe fee payment requirements.
Assessment Methods	Explain competency based assessment and the assessment methods employed at Enable College.
Recognition of Prior Learning (RPL)	Explain the way in which a student may make application for RPL or Credit Transfer.
Student Records Advice & Access	Briefly describe the procedures for notifying students of their assessment results and the way in which a student may access their own student records on file at Enable College.
Language Literacy and Numeracy	Briefly describe support available to students who may experience learning challenges.
Non Discrimination	Enable College is committed to providing training and assessment services to all clients regardless of race, religion, sex socio-economic status, disability, language, literacy or numeracy.
Code of Practice	Briefly describe conduct boundaries and rules of enrolment at Enable College.
Legislative matters	Briefly describe relevant legislation and the student's related rights and responsibilities and the student's procedure to access these legislations.
Any additional Items	If Skills for All funding, then there is separate application form and Skills for All Handbook.