

Enrolment

Version Information

Document Title	Enrolment Policy				
Document Type	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> Procedure	<input type="checkbox"/> Process / Workflow	<input type="checkbox"/> Guideline	<input type="checkbox"/> Checklist
Version	1.4	Implementation date	6/03/2018	Review date	4/02/2019
Policy Author / Editor	Anna Alfirenko		Policy Approver	Paul Goudie	
Ensure you are using the most current version of this document. You can find it within the Controlled Files library on SharePoint.					
Warning – This document is uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.					

Purpose

To outline the framework that governs all course enrolments, including apprentices, at Goodstart Institute of Early Learning to ensure compliance with relevant regulations and requirements.

Scope

This procedure applies to the enrolment and induction applications for students enrolling in qualifications and/or nationally accredited courses listed on Goodstart Institute of Early Learning's scope of registration.

Procedure

The table below outlines the enrolment procedure at Goodstart Institute of Early Learning. Within the procedure a number of other workflows and procedures are referenced. For more detailed information please refer directly to those documents.

Pre-training

The intent of a pre training review is to ensure that Goodstart Institute of Early Learning:

- Ensures the student is undertaking a qualification that they wish to progress with and/ or enter into
- That the student is aware of their requirements as a student of Goodstart Institute of Early Learning and they comply with all state contractual requirements of pre training, LLN, eligibility, suitable and appropriate training and career goals
- Determine that all applicants seeking entry into a VET program have the appropriate level of Language Literacy and Numeracy (LLN) skills in order to achieve the competencies of the vocational program, and determine additional support needs if required
- Determining the appropriateness of the program of study for a student
- A pre-training question section is provided for all students to complete on the enrolment form, this assists Student Services in determining that the course is the most suitable course for them. As Goodstart

Enrolment

Institute of Early Learning is an Enterprise RTO, forming part of a company/business allows the prospective students to train and learn in their workplace environment

- Identification of student's prior learning, skills and experience that may result in Recognition of Prior Learning (RPL) or Credit Transfer (CT) in their chosen program.

Required information

As part of the enrolment procedure we will ensure that all students:

- Access to current information in relation to the course, program outline, qualification outline, delivery and fees
- Access to relevant policies and procedures that assist the students throughout their training program (this is all via the Goodstart early learning website <http://www.goodstart.edu.au/About-The-Institute/Policy-and-procedures>)
- If at any time there are changes to the delivery of the training and assessment along with changes within the business the students will be notified, by email and discussions with their trainer and assessors.

Disadvantaged Students

Disadvantaged students may include those from Aboriginal or Torres Strait Islander people, people with a disability and individuals who are long term unemployed or any other student who may be disadvantaged for other reasons.

Reasonable effort will be made to ensure adjustments to the student's support is undertaken, this will occur with consultation between the Student Services Manager and the Trainer and Assessor (Lead Trainer) of that region. Students will also form part of the process to ensure they are able to comply with any requirements along with understanding how the training and assessment will affect them.

Adjustments could be made to the training plan to provide extra time to complete and submit their assessment tasks.

Language, Literacy and Numeracy

Goodstart Institute of Early Learning recognises that reading, writing, listening, speaking and understanding mathematical concepts and processes and integral skills required for work and therefore an important component of training. As part of the enrolment/ pre training review process, prospective students will complete a Language, Literacy and Numeracy (LLN) exercise which will be used to assess their LLN ability in undertaking the course and the level of support required for each individual.

The LLN requirements are determined by the following factors:

- Recommendations of the Australian Core Skills Framework (ACSF) levels specified in the training package
- Australian Qualification Framework (AQF) level of the qualification
- LLN skills required to undertake units of competency (as recommended by Industry and Trainer and Assessors)
- LLN skills required to optimise student learning within the training course.

Enrolment

Government training entitlements

Students are made aware of:

- Their entitlements with being awarded a nationally recognised qualification
- The course being suitable for them to undertake
- Support services
- RPL and Credit transfer
- Courses with Government funding may result in limited funding, depending on state contractual requirements
- Required hours undertaken within a centre to meet workplace hours.

Enrolment

Goodstart Institute of Early Learnings Student service team and Lead Trainers will provide enrolment forms to prospective students via email, face to face or post. The students will also be directed to the Goodstart Institute of Early Learnings website which provides students with all relevant information on fees, charges, course outlines, complaints and appeals and relevant information to assist them in making an informed decision about their training. Students enrolled within the Goodstart Institute are from Goodstart Early Learning services, they are following a career path to assist them in furthering their skills, upgrading their qualifications and advancing their career prospective within the Goodstart Early Learning organisation.

The prospective students complete an enrolment form, this enrolment form comprises of:

- Contact details
- Education and employment history
- USI
- Pre training
- LLN
- Declaration.

Prospective students must be able to provide original or certified documents to support evidence such as Australian Drivers Licence, Passport, Working with Children's cards/ register information (as outlined within the State they reside) and USI information, previous training records such as statement of attainment, testamurs, records of results and certificates. Some State specifics may include Medicare cards.

Eligibility (relevant to funded training)

Eligibility is determined through the provision of identification and documentation by the prospective student. This ensures Goodstart Institute of Early Learning meets its obligations to ensure eligibility of the prospective student where State/ Federal funding may apply.

Enrolment

Recognition of Prior Learning/ Credit Transfer

Goodstart Institute of Early Learning recognises that students may have previous experience and they have the option to apply for Recognition of Prior Learning (RPL) and/ or Credit Transfer. RPL may be offered as a single unit of competency for the entire qualification depending on the evidence the prospective student can provide.

Student Management System

Completed enrolment forms are sent to the Student Services team with evidence of identification and the LLN exercise. The Student Services Team are responsible for checking the accuracy of all documentation and dates relating to forms of identification. Once all the relevant information is accurate and completed the student is entered into the Student Management System (SMS). Once the information is entered into the SMS the student receives a confirmation letter and enrolment into the induction session.

Unique Student Identifier (USI)

Students are to create a USI if they do not have one prior to commencement of studies with the Goodstart Institute. The enrolment form has a section that students are required to complete. They do have the option for the Institute to create a USI for them, they must provide relevant identification and permission.

The USI is a mandatory data field for reporting nationally recognised training and we adhere to all ASQA and state contract requirements in relation to obtaining, using and storing USI's. We will not issue any certificates without having a student's USI.

ASQA now allow direct access to USI transcripts as an alternative checking procedure for credit transfers and prior qualifications, students must set permission for this to occur.

Step No	Overview	Description	Responsible person/staff
STEP 1	Commencement of the enrolment process	<ul style="list-style-type: none"> • Student contacts student services to discuss enrolment in a course/ unit • Student services sends enrolment form to student • Student completed enrolment form which includes: <ul style="list-style-type: none"> • USI information • Pre training review • LLN exercise 	Student Student services

Enrolment

Step No	Overview	Description	Responsible person/staff
STEP 2	Application submitted	<ul style="list-style-type: none"> • Student submits application via email for study in the available intake period <ul style="list-style-type: none"> - Application includes Pre-training Review and Language, Literacy and Numeracy indicator • Student receives automatic email reply with receipt acknowledgement. • For Trainee or Apprentices the student is to complete the Sign up eligibility and request form Trainee and Apprentice as well as the enrolment form. 	Student
STEP 3	Application review	<ul style="list-style-type: none"> • Student's application is reviewed to ensure all the relevant forms and sections have been completed appropriately <ul style="list-style-type: none"> - Where documents are missing, or sections are incomplete the student will be contacted via email to submit the missing information 	Student Services Coordinators
STEP 4	Study eligibility check and funding eligibility checks	<ul style="list-style-type: none"> • Study eligibility of the student is checked using the relevant identification documents supplied. <ul style="list-style-type: none"> - Where a student is born outside of Australia they must supply a current passport with visa OR their Australian Citizenship documents. - Non-citizens will have their visa verified directly with the Australian Border Protection website. - Students who are on restricted visas will be notified directly of their ineligibility and their application will be denied. • Depending on the state the student resides, the student will be pre-assessed for any state-base funding available in their location <ul style="list-style-type: none"> - Where a student may be eligible for a funding stream they will be 	Student Services Coordinators

Enrolment

Step No	Overview	Description	Responsible person/staff
		<p>provided with the relevant documentation and additional application forms to complete.</p> <p>For trainee and apprentices their details are entered on the referral spreadsheet.</p> <p>The referral spreadsheet is sent to MEGT/ Apprenticeship network to confirm eligibility.</p>	
STEP 5	Processing and data entry	<ul style="list-style-type: none"> • Students application data is entered into the student management system (SMS) • Trainer is assigned to the student based on location and course • Relevant financials are added to the student's account • Student file created. <p>Individuals who apply for a trainee or apprenticeship and are not eligible, they will be contacted to confirm they wish to go ahead as a non-trainee or apprentice, fees and relevant information discussed with the student</p>	Student Services Coordinators
STEP 6	LLN indication review	<ul style="list-style-type: none"> • Trainer and assessor is notified by Student Services of the student's application and that the LLN indicator requires review. • LLN indicator is reviewed and the outcomes communicated with the student and noted within the SMS • Student Services are advised the LLN Indication has been review and the student can proceed with enrolment with/without supporting strategies required. 	Trainer and Assessor

Enrolment

Step No	Overview	Description	Responsible person/staff
STEP 7	Confirmation of enrolment	<ul style="list-style-type: none"> Confirmation of Enrolment letter and supporting documents are emailed to the student along with the details of their Induction Session. The supporting documents include: <ul style="list-style-type: none"> Confirmation of Enrolment letter Program Outline Training Plan for review Link to download Student Guide 	Student Services Coordinators
STEP 8	Induction session	<ul style="list-style-type: none"> Student attends Induction Session (face-to-face or webinar) If the student cannot make the scheduled time they will be reschedule into another induction session prior to their course commencement. 	Student
STEP 9	Training plan	<ul style="list-style-type: none"> After the induction the student is to highlight any additional support or resources they may require to complete their course Training schedule is review and adapted (if required) Student signs and returns their training plan Trainer and Assessor reviews student's training plan and any additional support requirements and signs the training plan and returns to the student. 	Student + Trainer and Assessor
STEP 10	Access to the learning management system	<ul style="list-style-type: none"> On the commencement date of their course the student is sent a welcome email with their log in details for the learning managements system 	Student Services Coordinators

Enrolment

Step No	Overview	Description	Responsible person/staff
STEP 11	Trainer welcome	<ul style="list-style-type: none"> Within the first week the assigned Trainer and Assessor will contact the student to check in on how they have gone with the access and if they have any questions now they have commenced the course. 	Trainer and Assessor