

Enrolment

Version Information

Document Title	Enrolment Policy				
Document Type	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> Procedure	<input type="checkbox"/> Process / Workflow	Version	2
	<input type="checkbox"/> Guideline	<input type="checkbox"/> Checklist		Implementation date	27/04/2020
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Purpose

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

Scope

This policy applies to the enrolment and induction of students in qualifications and/or nationally recognised courses listed on Goodstart Institute of Early Learning's scope of registration.

Pre-training

The intent of the Goodstart Institute of Early Learning pre-training review is as follows:

- Ensure students are undertaking the qualification/course that they wish to progress with and/ or enter into
- To determine the appropriateness of the program of study for a student
- Ensure students are aware of the responsibilities and obligations of a student at Goodstart Institute of Early Learning, and they comply with all state contractual requirements of pre-training, LLN, eligibility, and suitability.
- Ensure 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
- Identify any prior learning, skills and/or experience that may be considered for Recognition of Prior Learning (RPL) or Credit Transfer (CT) in their chosen program.

Required information

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

- Have access to comprehensive and current information in relation to the chosen qualification/course.
- Have access to relevant policies and procedures that may assist the students throughout their training program via the Goodstart Institute of Early Learning's website <http://www.goodstart.edu.au/About-The-Institute/Policy-and-procedures>

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- Will be notified if at any time there are changes to the delivery of the training and assessment and/or significant changes to/within the business.

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.

Where possible, reasonable effort will be made to adjustment the course to meet student needs and to provide suitable support services. Adjustments to the course may include but are not limited to extending course duration and the provision of extra time to complete assessment tasks.

Language, Literacy and Numeracy

Goodstart Institute of Early Learning recognises that reading, writing, listening, speaking, and understanding mathematical concepts are 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 the student's LLN ability and the potential for additional educational support services.

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.

Government funding arrangements

Prior to or on enrolment students are made aware of any entitlements and obligations associated with government funding arrangements including but not limited to:

- Implications for accessing government training funds in the future, and
- Workplace hour requirements.

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Goodstart Institute of Early Learning's Student Service team provide course information and online enrolment application links to prospective students via email. The course information email contains the relevant Course Information Guide, Student Guide, Complaints and Appeals Policy, Fee and Refund Policy, Goodstart Traineeships and Apprenticeships fact sheet, Granting USI permission to the RTO factsheet, as well as links to further information on the Goodstart Institute of Early Learning website to allow students to make an informed decision regarding their training prior to enrolment.

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Students enrolled within the Goodstart Institute of Early Learning are employees of Goodstart Early Learning services. They are following a career path to assist them in furthering their skills, upgrading their qualifications and advancing their career prospects within the Goodstart Early Learning organisation.

The prospective students complete an online enrolment application, this enrolment application may comprise of, but not be limited to:

- Mandatory data fields required for AVETMISS reporting, which may include but not limited to:
- Personal contact information
- Residency status
- Education and employment history
- Identification documentation (including Working With Children Checks)
- USI
- Pre-training review
- Language, Literacy and Numeracy indicator
- Terms, conditions, and declarations (privacy declaration, general terms of enrolment, etc.)

Prospective students must be able to provide original or certified documents to confirm their identity and their eligibility to work within an early learning service. These generally include; Australian drivers' licence, 18+ card, passport, Working With Children Check (or positive notice, depending on state/territory).

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.

Recognition of Prior Learning/ Credit Transfer

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

Direct access to USI transcripts is available to Goodstart Institute of Early Learning as an alternative checking procedure for credit transfers and prior qualifications, however students must set permission for this to occur via their USI portal.

Student Management System

Notices of completed online applications are received by the Student Services team. The Student Services team are responsible for reviewing all enrolment application data and associated documentation / evidence to ensure all required information has been collected and recorded correctly.

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Student enrolment information is entered into the Student Management System directly from the online enrolment application and the documentation evidence is saved to the students electronic file and retained as evidence.

Following the review of the student's Language, Literacy and Numeracy indicator the student's enrolment will be finalised and the student will be issued a Confirmation of Enrolment letter via email confirming their enrolment within their chosen course.

Unique Student Identifier (USI)

Prior to commencement of studies with the Goodstart Institute of Early Learning, students are to create a USI at usi.gov.au if they do not already have one.

The enrolment application contains a USI section that students are required to complete in order to progress through the application. Students do have the option for Goodstart Institute of Early Learning to create a USI on their behalf, if students choose this option they must provide relevant identification and permissions as detailed within the online enrolment application.

The USI is a mandatory data field for reporting nationally recognised training and Goodstart Institute of Early Learning adheres to all Australian Skills Quality Authority (ASQA) and state contract requirements in relation to obtaining, using and storing USI's. Students will not be issued any Statements of Attainments, Testamurs, or Record of Results without a verified USI on file with Goodstart Institute of Early Learning.

Further information

For the detailed information about processing enrolments please refer to the Enrolment process document.