

# Student Enrolment and Induction Procedure



- Purpose:** This procedure details the roles and responsibilities for the enrolment and induction for students with Access Skills Training (AST).
- Scope:** This procedure applies to the enrolment and induction applications for students enrolling in qualifications and/or nationally accredited courses listed on AST's scope of registration.
- Reference:** Education and Training reform Amendment (School Age) Bill 2009  
 VTG Contract Notification 2016-11: Students Transitioning from School into a RTO  
 Standards for Registered Training Organisations (RTOs) 2015  
 Department of Education and Training's VET Funding Contract – *Skills First* Program (SFP)  
 Guidelines about Determining Student Eligibility and Supporting Evidence – *Skills First* Program  
 Disability Act 2006 (Victoria)  
 Working with Children Act 2005  
 Education and Training Reform Act's (ETRA) 2006  
 Child Wellbeing and Safety Amendment (Oversight and Enforcement of Child Safe Standards) Act 2016  
 Child Wellbeing and Safety Act 2005 (Victoria)  
 AST Student Handbook  
 Feedback, Appeals and Complaints procedure (QP1-001)  
 Determining Eligibility for State Government Funding Procedure (QP6-009)  
 Pre-Training Review procedure (QP6-008)  
 Student Enrolment and Induction policy (QPOL6-006.3)  
 Student Withdrawal from Training and Refund Policy (QPOL6-004)  
 Student Withdrawal from Training and Refund Procedure (QP6-004)  
 Unique Student Identifier – Student Information (QP6-007)  
 Welcome to AST letter (QOD6-002)

**Definitions:**

**Authorised Delegates for SFP funding subsidy eligibility:** staff with AST who have undertaken internal training as arranged by the Executive Manager: RTO on the requirements of determining and recoding eligibility for SFP subsidy funding

**Procedure:**

| No.       | Procedures   | Responsibility                       |
|-----------|--|--------------------------------------|
| <b>1.</b> | <b>Pre-enrolment process</b>   |                                      |
| 1.1       | Ensure information relating to qualification being delivered is accurate and available to students from the AST website.   | Group Leader / Course coordinator(s) |
| 1.2       | Creation of a list of potential students in courses from the list of people expressing an interest in the relevant course.   | Training Support Services (TSS)      |
| 1.3       | Provide all relevant information to the student prior to their course commencing through information and/or induction sessions, marketing materials, etc. This information must include: | Group Leader / Course coordinator(s) |

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|           | <ul style="list-style-type: none"> <li>the qualification title and code as well as the units code/s being delivered</li> <li>the currency status of qualification/units to be delivered</li> <li>course start and end dates including days when delivery will not be held</li> <li>the modes of delivery</li> <li>location/s of delivery of training</li> <li>practical placements, if relevant, and details of any work placement arrangements</li> <li>fees and charges including payment options. Fees are published on the</li> <li>Australian Skills Group (ASG) website including tuition, amenities and materials fees</li> <li>name and contact details of any third party providing training and/or</li> <li>assessment, and any related support services provided to the student on behalf of AST</li> <li>all AST regulatory and other responsibilities to the student to ensure the successful completion of the course including the Feedback, Appeals and Complaints procedure (QP1-001) which are published on the ASG website</li> <li>AST will inform the student as soon as practicable of changes to the course and/or the agreed services being provided by AST.</li> <li>Requirements of Unique Student Identifier Number (USI) in enrolment process; e.g. Proof of ID, etc.</li> <li>Additional information is contained in the AST Student Handbook and on the ASG website.</li> <li>Requirements of documents to be provided where students are under age of 17</li> </ul> |  |
| <b>2.</b> | <b>Pre-training Review.</b>  |  |
| 2.1.1     | Refer to the Pre-training Review Summary form (QF6-008.1) and the Pre-Training Review procedure (QP6-008).   | Teaching team as arranged by the Group Leader / Course coordinator |
| 2.1.2     | All components for pre-training review must pre-date each student's enrolment.   | Group Leader / Course coordinator(s)                               |
| 2.1.3     | Credit Transfer and Recognition of Prior Learning (RPL) must be presented to the potential student during the pre-training review.   | Group Leader / Course coordinator(s)                               |
| 2.1.4     | Present applicant with the location of the Student Withdrawal from Training and Refund Policy (QPOL6-004); the Student Withdrawal from Training and Refund Procedure (QP6-004); which are published on the ASG website.  | Group Leader / Course coordinator(s)                               |
|           | <b>LLN Pre- testing</b> (Note for courses in Domain A and B of the Foundation courses for SFP eligible students Post testing is required too, including if students withdraw from the course)  |  |
| 2.2.1     | Complete online LLN testing.   | Teaching staff   |
| 2.2.2     | Collate and review scores to ascertain that the student is in the right course for their LLN abilities.  | Teaching staff   |
| 2.2.3     | Forward scores onto the Data Integrity Officer for upload to SVTS website.   | Group Leader / Course coordinator(s)                               |

|           | <b>Unique Student Identifier (USI)</b>   |  |
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| 2.3.1     | Refer to the Unique Student Identifier – Student Information (QP9-014) and the AST USI Privacy Notice (QF6-007).   | Teaching team as arranged by the Group Leader / Course coordinator |
| 2.3.2     | Undertake USI online application on behalf on the student only on completion by the student of the AST USI Privacy Notice (QF6-007)  | TSS or Teaching staff  |
| <b>3.</b> | <b>Eligibility (only relevant to SFP funded courses)</b>   |  |
| 3.1       | Conduct the SFP eligibility assessment with the student as per the procedure Determining Eligibility for State Government Funding Procedure (QP6-009).   | Authorised delegates   |
| 3.2       | Complete Eligibility Declaration Form for State Government Funding (QF6-009.2). Only where the Determining Eligibility for State Government Funding (QP6-009) criteria indicates that the student is eligible for government funding the Eligibility Declaration Form for State Government Funding (QF6-009.2) must be completed. This Eligibility Declaration Form for State Government Funding (QF6-009.2) is to be completed by the student and an AST authorised delegate. | Authorised delegates   |
| 3.3       | Review the Eligibility Declaration Form for State Government Funding (QF6-009.2) with the student to ensure that the student understands the implications of signing this form and that the student has completed their section of the form correctly. Completion of the Eligibility Declaration Form for State Government Funding (QF6-009.2) will indicate that the student is eligible for Government funding.  | Authorised delegates   |
| 3.4       | Eligibility form assessment date must pre-date the first date of student's training.   | Authorised delegates   |
| 3.5       | Eligibility form must be completed prior to the enrolment form being completed.  | Authorised delegates   |
| 3.6       | AST's authorised delegates must be approved by the Access Australia Group's CEO.   | AAG's CEO  |
| 3.7       | Where the student was found to be not eligible for SFP funding discussions are held with the student to see what other options they may select so that they may be able to participate in the course.  | Authorised delegates   |
| <b>4.</b> | <b>Enrolment</b>   |  |
| 4.1       | Ensure the AST Enrolment Form (QF6-003.1) is completed for each student for each course of study they are participating in.  | TSS or Teaching staff  |
| 4.2       | Ensure all questions requiring an answer on the AST Enrolment Form (QF6-003.1) are completed   | TSS or Teaching staff  |
| 4.3       | Ensure that the student has read, understands and has signed the Privacy notice contained in the AST Enrolment Form (QF6-003.1).   | TSS or Teaching staff  |
| 4.4       | Sign AST Enrolment Form (QF6-003.1) once it has been completed.  | TSS or Teaching staff  |
| 4.5       | Ensure that enrolments for the following year are not undertaken before the 20th November of the current year. Enrolments are not to be accepted by the TSS team when delivery plan dates do not align with the enrolment dates.   | TSS or Teaching staff  |
| 4.6       | Ensure the AST Payment Advice Form (QF6-003.4) is completed at the time of enrolment.  | TSS or Teaching staff  |

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| 4.7       | Mail out the Welcome to AST letter (QOD6-002) to all students after their enrolment has been confirmed.  | TSS or Teaching staff                              |
| 4.8       | Ensure the Course Delivery Plan (QF6-019) is completed by the trainer and delivered to the Data Integrity Officer with the AST Enrolment Form (QF6-003.1) and other enrolment documentation.   | Group Leader /<br>Course Coordinator               |
| 4.9       | Ensure the Training Plan that is generated from the enrolment process is signed by relevant parties preferably within 2 (two) weeks after the commencement of training but by no later than 4 (four) weeks after training commences.   | Group Leader /<br>Course Coordinator               |
| 4.10      | Ensure Training Plan signed by student is retained in student file   | Group Leader /<br>Course Coordinator               |
| 4.11      | Develop individual Learning Plan (QF6-020) for student on data from the Pre-Training Review and LLN assessment   | Group Leader /<br>Course Coordinator               |
| <b>5.</b> | <b>Student withdrawal</b> (refer to the <i>Student Withdrawal from Training and Refund Procedure QP6-004</i> )   |  |
| <b>6.</b> | <b>Enrolling in programs post-start date</b> (All dates must reflect actual training dates for individual students including start and end dates.)   |  |
| 6.1       | Generate a new individual Course Delivery Plan (QF6-019) reflecting the Units of Competency (UOC) start and end dates that the student entering the training program post-start date will undertake. This individual Course Delivery Plan (QF6-019) must accompany the enrolment form completed by the individual.   | Group Leader /<br>Course Coordinator               |
| 6.2       | Enrolments are not accepted by the Training Support Services team when delivery plan dates are not aligned with the enrolment date.  | TSS  |
| 6.3       | All components for the Pre-training Summary Review form (QF6-008.1) must pre-date the student's enrolment date.  | Group Leader /<br>Course Coordinator               |
| 6.4       | SFP funded enrolments are not processed if the SFP eligibility requirements are not demonstrated.  | Authorised delegates/<br>TSS                       |
| 6.5       | For SFP funded courses, all staff will ensure that the Eligibility Declaration Form for State Government Funding (QF6-009.2) dates must pre-date the first date of training commencing.  | Authorised delegates/<br>TSS                       |
| <b>7.</b> | <b>Procedure enrolling into non-accredited courses.</b>  |  |
| 7.1       | Ensure information relating to qualification being delivered is available to students from the AST website.  | Group Leader:<br>Professional and<br>Short Courses |
| 7.2       | Provide all relevant information to the student prior to their course commencing through information and/or induction sessions, marketing materials, etc. This information should include: <ul style="list-style-type: none"> <li>• course start and end dates including days when delivery will not be held</li> <li>• the modes of delivery</li> <li>• location/s of delivery of training</li> <li>• fees and charges including payment options. Fees are published on the ASG website including tuition, amenities and materials fees</li> <li>• AST Student Withdrawal from Training and Refund Policy (QPOL6-004); the Student Withdrawal from Training and Refund Procedure (QP6-004); are published on the ASG website</li> </ul> | Group Leader /<br>Course Coordinator               |

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|     | <ul style="list-style-type: none"> <li>all AST regulatory and other responsibilities to the student to ensure the successful completion of the course including Feedback, Appeals and Complaints procedure (QP1-001) which is published on the ASG website</li> <li>AST will inform the student as soon as practicable of changes to the course and/or the agreed services being provided by AST.</li> </ul> |                       |
| 7.3 | Ensure the Participant Registration Form (QF6-003.6) is completed for each course of study the student is undertaking with AST.  | TSS staff             |
| 7.4 | Mail out the Welcome to AST letter (QOD6-002) to all students after their enrolment has been confirmed.  | TSS or Teaching staff |

## Forms/Records

| Form ID   | Title   | Review schedule | Location   |
|-----------|---|-----------------|------------|
| QF6-009.2 | Eligibility Declaration Form for State Government Funding | 2 years         | aXcelerate |
| QF6-003.1 | AST Enrolment Form  | 2 years         | aXcelerate |
| QF6-001.3 | Re-issue a Certificate or Statement of Attainment Request | 2 years         | aXcelerate |
| QF6-003.4 | AST Payment Advice Form                                   | 2 years         | aXcelerate |
| QF6-003.6 | Participant Registration Form                             | 2 years         | aXcelerate |
| QF6-008.1 | Pre-training Review Summary form                          | 2 years         | aXcelerate |
| QF6-019   | Course Delivery Plan                                      | 2 years         | aXcelerate |
| QF6-007   | AST USI Privacy Notice                                    | 2 years         | aXcelerate |
| QF6-001.2 | Request to Issue Certificate or Statement of Attainment   | 2 years         | aXcelerate |