

## Purpose

The purpose of this policy is to ensure that all students are fully aware of Core Institute & Training enrolment process. Students are advised of all pre enrolment requirements, identification requirements, fees and charges and refunds, student support, training and assessment, so that each student is fully informed before enrolment or commencement. Further that all staff are aware of their obligations with regards to student enrolments and in doing so Core Institute & Training adheres to the Standards for Registered Training Organisation 2015 so that all enrolments are consistent and compliant.

## Definitions

**AVETMISS** – Australian vocational education and training management information Statistical Standard which ensures the consistency and accuracy of vocational education and training information

**Courses** – Refers to all training delivered by Core Institute & Training’s scope of registration, which include VET accredited, fee for service, vocational and pre vocational courses

**USI** – Unique Student Identification Number – National student reference number. All students who enrol in a nationally recognized training course require a USI- This is a reference number made up of 10 numbers and letters which creates a secure online record of your recognized training which will give you access to your training records and transcripts and can be accessed online at any time. Your USI can be used if seeking credit transfer (identify) so as demonstrate prior learning when commencing further training. This is not your student number and must be created by you and not by Core Institute & Training.

**LLN** – Language, Literacy & Numeracy assessment – to identify a student’s ability to commence a course

**SMS** – Student Management System

**CEO** – Chief Executive Officer

**VET**- Vocational Education and Training

**VQF** -- The VET Quality Framework consists of: -

- The Standards for NVR Registered Training Organisations
- The Fit and Proper Person’s requirements
- The Financial Viability Risk Assessment requirements
- The Data Provisions requirements
- The AQF

**Legislative compliance reference** – (Standards for Registered Training Organisations 2015) – Standards 3.6, 4.1, 5.1, 5.2 & 5.3

## **Prior to Enrolment**

Core Institute & Training is obliged to ensure each prospective or current student is provided with the following;

- Accurate description of all courses provided by Core Institute & Training, (as approved)
- Accurate and detailed information of the training course they may wish to select, so as to enable a prospective or current student to make an informed decision regarding their training- This information must include:
  - Pre- Enrolment requirements
  - Recognition of prior learning or experience –A single unit of competency as completed or a full qualification will be recognized as per the evidence as provided- [LINK to recognition of prior learning policy](#)
  - Expected Course duration
  - Any materials/equipment/health and safety clothing which may be required if student fails to present it wherever required
  - Fees- payment terms, when fees are to be paid and options how fees can be paid and information regarding government funded subsidy which may be available. All terms and conditions including deposits and or refunds and your rights as a consumer-[LINK to Fees & Refunds Policy](#)
  - Student’s support services and complaints and appeals process – [LINK to complaints & appeals policy](#), [LINK to Student Support Policy](#)
  - Assessment methods
- A clear course description which will distinguish between nationally recognized training and any assessments which will result in the issuing of AQF certification

Prior to enrolment, Students shall be provided with advice about which course/qualification which is most appropriate to meeting their needs in considering the students existing skills, experience, competencies and job prospective. Also discussed will be the possibility of the need for additional support and expected outcomes. In doing so Core Institute & Training shall identify if a course is appropriate for the student to commence.

## **Enrolling with Core Institute & Training (Standard 5.1, 5.2, 5.3)**

Core Institute & Training must ensure that all enrolment policies/forms and criteria are maintained, consistent and amended where required. All students are enrolled in keeping with Core Institute & Training national procedures.

### **1. Enrolment Process – Enrolment via Employer for Short Courses**

**Employer referral-** Upon agreement between an employer and the RTO, the employer identifies suitable candidates and refers these to the RTO.

**Online enrolment-** The RTO will then direct the learner through the website to enrol, via the enrolment process, the learner is provided with important information about the courses, the student handbook, and key policies.

**LLN-** Through the enrolment process the learner will also undertake a Language, Literacy and Numeracy assessment. Where the learner indicates that they may have additional LLN requirements, this information will be considered by the CEO or trainer and support strategies can be put in place. Where the trainer or CEO are unsure, the Quality Consultant will be contacted.

**Enrolment confirmation and welcome-** Upon enrolment, the learner will be enrolled in e-learn and provided with a welcome letter which provides further information about the course(s) in which they have been enrolled.

**Face to face orientation-** Prior to commencement of the course, the trainer will provide an overview of training and assessment which is provided. While learners have been provided with all of the information previously, the face to face orientation with trainers ensures that all information is understood and that learners have been fully informed prior to enrolment.

## 2. Enrolment Process – Enrolment via Employer for Apprenticeship or Full Qualification

**Employer referral-** Upon agreement between an employer and the RTO, the employer identifies suitable candidates and refers these to the RTO.

**Online enrolment-** The RTO will then direct the learner through the website to enrol, via the enrolment process, the learner is provided with important information about the courses, the student handbook, and key policies.

**LLN-** Through the enrolment process the learner will also undertake a Language, Literacy and Numeracy assessment. Where the learner indicates that they may have additional LLN requirements, this information will be considered by the CEO or trainer and support strategies can be put in place. Where the trainer or CEO are unsure, the Quality Consultant will be contacted.

**Enrolment confirmation and welcome-** Upon enrolment, the learner will be enrolled in e-learn and provided with a welcome letter which provides further information about the course(s) in which they have been enrolled.

**Apprenticeship orientation-** The RTO will meet with the learner to create a training plan, as well as to talk about where possible RPL may apply or an assessment only pathway may be applicable. This is a discussion between the learner (apprentice), employer and the RTO. At times, the AASN may also be involved in this conversation.

**Face to face orientation-** Prior to commencement of the course, the trainer will provide an overview of training and assessment which is provided. While learners have been provided with all of the information previously, the face to face orientation with trainers ensures that all information is understood and that learners have been fully informed prior to enrolment.

## 3. AVETMISS & USI

So as to correctly complete a Core Institute & Training enrolment online form, (in accordance with AVETMISS specifications) all mandatory fields are clearly identified. In addition, students must provide the following;

### 3.1 USI – Unique Student Identification Number

Your USI is a unique 10-digit number made up of letters and numbers as provided by the Australian Government. This number is unique to each student is nationally recognized and is mandatory for all students to supply to Core Institute & Training upon enrolment. Your USI creates a secure online record of all your recognized training and qualifications gained in Australia and all transcripts from 2016. This number can be accessed online at any time one is free to create.

If you are a new or continuing student undertaking nationally recognised training you need a USI in order to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment. For more information, please visit: [usi.gov.au](http://www.usi.gov.au), <http://www.usi.gov.au/create-your-usi/> on your PC or mobile device or contact them at Email: [usi@education.gov.au](mailto:usi@education.gov.au) Phone: 1300 857 536

**Identification Documents** – All students must provide 2 forms of ID to include;

1. Valid Passport/Driving Licence
2. Proof of residency – Medicare Card (Green)
3. Non -Australian resident – Passport of Nationality with valid visa

## 4. Privacy Notice

Under the Data Provision Requirements 2012, Core Institute & Training is required to collect personal information about all students and to disclose that personal information to the National Centre for Vocational Education Research (NCVER). All personal information as contained on an enrolment form and your training activity data may be used or disclosed by Core Institute & Training for statistical, regulatory and research purposes. Core Institute & Training may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorized agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operated, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

## 1. Process

- Admin will be responsible for actioning the enrolment.
- Quality Consultant will provide an annual review of the enrolment process as well as reviewing a sample of enrolments and undertaking learner feedback and provide any outstanding issues in a report to the CEO for actioning
- The trainer is responsible for providing an overview of the course prior to commencement.
- The CEO and owners are ultimately responsible for ensuring the enrolments are compliant.

## 2. Related documents

The following documents are part of the RTOs enrolment-

- Course guide
- Website
- Enrolment forms
- Welcome letters
- Pre-training review (LLN assessment)

## 3. Policy Review

This policy will be reviewed each year and as a standing item, include details of the date it was reviewed.

- 1.
- 2.
- 3.

## 4. Policy Additions or Amendments

Separate to the mandated annual review, the policy may be varied at any time due to legislative changes or to fall in line with widely accepted best practices in the workplace. In the event of any changes, the policy will be updated and relevant stakeholders advised.

## 5. Schedule of Approvals and Amendments

This document is owned by Jim Dogruer, CEO.

Status Initial document / Amendment	Actioned By	Date of Review	Scheduled Review
Created & Reviewed	Jim Dogruer	01/02/2019	01/02/2020
Minor updates	Lauren Hollows	16/10/2019	01/07/2020

Jim Dogruer  
**Chief Executive Officer**