

Enrolment Policy

Purpose

To ensure that Advanced Training institute provides support services to ensure that learners receive training, assessment and support services that meet their individual needs and that clients receive information about the training, assessment and support services to be provided, and about their rights and obligations prior to enrolment or entering into agreement.

Scope

This policy applies to the Advanced Training's full scope of operations of the RTO.

Principles

Advanced Training Institute is committed to meeting its obligations under:

- Standards for Registered Training Organisations 2015
- AVETMISS 7.0 requirements
- Unique Student Identifier

Policy

Students are only to be enrolled if they have read and understood the conditions of their course. Refer to student support services policy.

ATI will practice the utmost care to ensure that enrolment records are accurate and reliable and an appropriate level of confidentiality is maintained.

ATI would acknowledge recognition of prior learning as enrolment process. Clients will be provided support and encouraged to apply for the same if identified during pre-enrolment review. Refer to RPL kit.

Procedure

Action	Responsibility
Information for prospective clients will be prepared to reflect the applicable Training and Assessment Strategy linked to the scope of registration.	Preparation: Compliance Manager Issue to Student: Administration
Potential Students shall receive a course outline, student handbook, fees and refund policy/form, information about RPL and a Pre-training review which includes a Language Literacy and Numeracy Test to determine what support they may require to complete the course without disadvantage. This information to be emailed if possible or is available on the web site to download Student is to be provided a Credit Transfer Form or RPL Application Form as options related to pre training review where they may be able to apply due to previous training and assessment completed elsewhere.	Training Manager and Compliance Manager must ensure all information provided to student is accurate against the training package requirements and Standards for RTO's, Providing the information to the Student: Administration and or Business Development Manager
Enrolment Kits prepared and sent to successful applicants. Enrolment Kits contains <ul style="list-style-type: none"> ○ Enrolment Form / pre enrolment review ○ Student Handbook ○ Class Timetable ○ Payment plan option ○ Course Outline ○ Student is to complete Unit Selection Form as part of the development of a Training Plan if they wish to 	Administration



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choose electives out of standard stream.	
Applicant to complete the enrolment form and return to ATI with photo identification.	Potential Student
Enrolment Form to be assessed for accuracy and completeness	Administration
ATI would conduct pre enrolment review of learner and fill in the required form.	Trainer / Administration
Unsuccessful applicants informed via a telephone or letter/ signed by CEO as applicable	CEO, and Administration
Enrolment Forms to be completed prior to commencement. Student must complete Language Literacy and Numeracy Test prior to commencement. Student File set up for each student and information entered onto Student Management System. A Unique Student Identifier must be generated, Hard copy student files to be secured	Administration /Trainer
Learner Orientation Record to be completed at Orientation session	Administration

Definitions

Client	Means a learner, enterprise or organisation that uses or purchases the services provided by an RTO
Client Services	Means the services provided by an RTO to clients in order to assist and support the successful achievement of learning outcomes
Learner	Means an individual who is receiving, responding to and processing information in order to acquire and develop competence. This incorporates the processes of preparing and presenting for assessment

Standards for Registered Training Organisations 2015

Standard 5.	Each learner is properly informed and protected.
1.2.	For the purposes of Clause 1.1, the RTO determines the amount of training they provide to each learner with regard to: a) the existing skills, knowledge and the experience of the learner; b) the mode of delivery; and c) where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification.
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.
5.2.	Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides, in print or through referral to an electronic copy, current and accurate information that enables the learner to make informed decisions about undertaking training with the RTO

Related Documents

Enrolment Form
Unit Selection Form (for Qualification specific enrolment)
Language Literacy and Numeracy Test
Language and Literacy Numeracy Marking Guide for Assessor
Credit Transfer Form
RPL Application Form
Student Handbook
Student File Checklist
Payment plan options

Change History

Version	Approval Date	Approved by	Change
		CEO	Delegate



Enrolment Policy

4	March 2015	CEO	Compliance	As per SRTOs 2015
3	October 2014		Compliance	Corrective action, & As per New Standards
2	28 August 2014	Omar		As per the SNR 2012
1	30 August 2012	Omar		