

<b>Name of the Policy:</b>	<b>PP03 Student Enrolment Policy and Procedure</b>
Distribution:	All Staff and Students
Entity relating to	Stirling Institute of Australia Pty Ltd trading as Academy of Hypnotic Science Stirling Institute of Counselling Stirling Institute Stirling Institute of Hypnotherapy Stirling Institute of Business Stirling Institute of Children's Services
Reference to HESG	Skills First Program Schedule 1 Clause 2, 3, 4, 5, 6, 8, 13,15, 2017 Skills First Program Guidelines about Determining Student Eligibility and Supporting Evidence 2017 Skills First Program Guidelines about Apprenticeship/Traineeship Training Delivery 2017 Skills First Program Guidelines about Fees 2017 Victorian VET Student Statistical Collection Guidelines Version 2.0
Related Documents:	Pre-Training Review & LLN Form Enrolment Form Statement of Fees Student Handbook Individual Learning Plan Form Training Plan TAS PP04 Training and Assessment Policy PP07 Complaints and Appeals Policy and Procedure PP05 RPL & Credit Transfer Policy and Procedure Statement of VET Tuition Assurance
Statutory References	National Vocational Education and Training Regulator Act 2011 Standards for RTO's 2015 - Std 1, 4, 5
Legislative Context	Sex Discrimination Act 1984. Disability Discrimination Act 1992. Racial Discrimination Act 1975. Age Discrimination Act 2004. Sex and Age Discrimination Legislation Amendment Act 2011 – Proclamation. Commonwealth Privacy Act 1988 / Privacy Amendment (Private Sector) Act 2000 Australian Privacy Principles Student Identifier Act 2014, Student Identifiers Bill 2014 Social Security Act 1991 Health Records Act 2001 (VIC)

# Table of Contents

Table of Contents .....	2
1. Policy .....	3
2. Purpose .....	3
3. Scope .....	3
4. Definitions .....	3
5. Requirements, Process & Procedures: .....	4
5.1 Eligibility for Government Subsidised Training .....	4
5.2 Admission Process .....	6
5.2.1 Initial Inquiry stage .....	6
5.2.2 Pre-Training Review .....	6
5.2.3 Contractual Arrangements .....	8
5.2.4 Enrolment Process .....	8
5.2.5 Record keeping .....	9
6. Appeal .....	9
7. Responsibility .....	10
8. Review Date .....	10
9. Version History .....	10
10. Flow Charts .....	10
10.1 Student Enrolment Process Flow Chart .....	11
10.2 Students Transitioning from School into a Registered Training Organisation (RTO) .....	12

## 1. Policy

Stirling Institute of Australia ensures it maintains open, fair, and transparent procedure form making decisions about the selection of students. These procedures are founded on the published clearly-defined entry requirements, and students are selected successful completion of requirements, on an individual case by case basis.

## 2. Purpose

Prior to enrolment, Stirling Institute of Australia will engage with students to clearly establish the learning support needs of the individual, and provide advice to the student about the training product appropriate to their needs.

Stirling Institute of Australia provides details of its obligations to the student, including their responsibility for the quality of the Training and Assessment in compliance with the Standards for RTO's 2015 and the issuance of the AQF Certification documentation.

Stirling Institute of Australia provides to prospective students in print, access to current and accurate information to enable the student to make an informed decision when undertaking training with us.

Stirling Institute of Australia provides details to the student outlining their obligations when enrolling in a training program.

Prior to enrolment, Stirling Institute of Australia provides detailed information about the fees it intends to collect from individual students.

Where there are any changes to the agreed services, Stirling Institute of Australia advises the student as soon as practicable, including any changes about change in ownership.

## 3. Scope

This policy provides information for domestic students (which include Australian citizens and permanent residents, including permanent humanitarian visa holders) about admission to VET courses of study offered by Stirling Institute of Australia. It also applies to domestic admission to both Commonwealth-supported places and fee-paying places.

## 4. Definitions

**Admission** to students for an award.

**Admission prerequisite** a requirement that must be met by an applicant in order to be eligible for consideration for admission to the course.

**Course** an approved/accredited training program of study

**Cut-off** the last date of enrolment to be enrolled in a course/program

**Tuition fee** means the cost that is required to run the course.

**Course fee** is the total cost of the course which in most cases includes but not limited to the tuition fee, services and amenities fees, enrolment fee, administration fee, equipment, and resources fee.

**Equipment and resources fee** means items such as uniform for clinical placement, dressing packs, materials used in nursing labs, practical experience placement book and other learning materials given out in class.

**Enrolment fee** is the fee payable when an application is made to Stirling Institute for an enrolment to a course or qualification. This fee is normally non-refundable.

**Prepaid fee** is the fee collected in advance before the relevant services have been provided. Full fee-paying student means a student enrolled in a VET course of study for which Stirling Institute does not receive any funding from a State, Territory, or the Commonwealth in relation to the VET student's enrolment in that VET course of study.

**Subsidised student (funded fee student)** means a student enrolled in a VET course for whom Stirling Institute receives funding from a state or territory (the "subsidising state or territory") in relation to the VET student's enrolment in that VET course of study.

**Concession fee** means a 20% tuition fee for Skills First Program eligible VET students in any certificate IV or below courses

**Recognition of prior learning (RPL)** is defined in the Australian Qualification Framework as follows:

"Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit."

**Credit transfer** is defined in the Australian Qualification Framework as follows:

"Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications."

## 5. Requirements, Process & Procedures:

### 5.1 Eligibility for Government Subsidised Training

5.1.1. In order to be an Eligible Individual in respect of any training, an individual must be:

a) either:

- i) an Australian citizen;
- ii) a holder of a permanent visa; or
- iii) a New Zealand citizen;

b) enrolling and commencing training in a course or qualification provided by the Stirling Institute of Australia between the Commencement Date and 31 December 2017 inclusive; and

c) either

- i) under 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training;
- ii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a Foundation Skills List course;
- iii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training as an Apprentice (not Trainee);
- iv) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in training in the Victorian Certificate of Education or the Victorian Certificate of Applied Learning (Intermediate or Senior); or
- v) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

5.1.2. In addition to meeting the requirements of Clause 2.2 of this Schedule 1, an individual is only eligible to:

- a) commence a maximum of two courses subsidised through the Skills First Program in a calendar year. Where an individual is enrolled in a course(s) that is scheduled to commence at a later date in that calendar year, this course(s) must be counted for the purpose of this clause when assessing eligibility;
- b) undertake a maximum of two courses subsidised through the Skills First Program at any one time;
- c) commence a maximum of two government subsidised courses at the same level within the AQF in their lifetime; and
- d) commence a maximum of two government subsidised accredited courses with the title 'Course in...' in their lifetime.

5.1.3. To be considered an Eligible Individual for the purpose of this Schedule 1, individuals undertaking training under the following arrangements must present the relevant referral form or letter (as described in the relevant clause of this Schedule 1) to the Stirling Institute of Australia prior to enrolment:

- a) Asylum Seeker VET Program, as described in Clause 17 of this Schedule 1;
- b) Young People Transitioning from Care Initiative, as described in Clause 19 of this Schedule 1 (if relevant to the Stirling Institute of Australia);
- c) access to the Skills First Program for retrenched employees, as described in Clause 20 of this Schedule 1; and
- d) Automotive Supply Chain Training Initiative, as described in Clause 21 of this Schedule 1.

5.1.4. Students who do not meet the eligibility requirements for a government subsidised place will be charged the Fee-for-Service rates.

5.1.5. The Victorian Government supports retrenched employees by providing those from eligible businesses the opportunity to build on their current skills or retrain through the Skills First Program. Individuals who have been retrenched from participating businesses are provided with access to training subsidised through the Skills First Program if they do not meet the 'up-skilling' requirement of the Skills First Program. Such individuals are provided with a letter of exemption from a Regional Manager, Industry Engagement from the Department, taking the form of a Training Referral Letter with a date less than 12 months from the date of enrolment

This notification may take the form of:

- a separation certificate; or
- a letter of separation from their previous employer/receiver on company/receiver letterhead; or
- a statement of service including the date of cessation of employment; or
- a letter specifying that retrenchment will occur on a nominated date from their current employer on company/receiver letterhead; or
- a Centrelink Employment Separation Certificate if the reason for separation falls within the following categories: 'shortage of work', 'unsuitability for this kind of work', or 'redundancy'.

5.1.6. Stirling Institute of Australia retain a hard copy of the Training Referral Letter and a copy of the notification of employment separation for audit or review purposes.

5.1.7. Applicants who feel that ill-health or other circumstances have adversely affected their educational achievements can specify these circumstances on their application, Stirling institute will take these circumstances in consideration provided such disadvantage was not previously compensated for by an education provider or certifying institution. Requests for special consideration and any supporting documentation will be considered in the admission decision.

The details of the special criteria, whether the criteria will be used in combination with standard admission criteria or in place of standard admission criteria, and the way in which the criteria are used to select applicants to receive an offer, are approved by the Director.

All the individuals deemed eligible must provide a signed declaration stating the highest qualification that they hold, including the number of government subsidised courses they have commenced or are scheduled to commence in the same year; and the number of government subsidised courses they are currently undertaking.

Stirling institute shall, prior to confirming an enrolment, shall inform the eligible Individual that the enrolment is under the Skills First Program and may impact their access to further government subsidised training; and only process enrolment on written/signed confirmation by the applicant.

5.1.8. If the Stirling Institute is to deliver training to eligible Apprentices and/or Trainees through an Approved Training Scheme, then in addition to individual eligibility requirements detailed in Clauses 2.2 and 2.3 of this Schedule 1, to be eligible for training subsidised through the Skills First Program under this VET Funding Contract as an Apprentice or Trainee and thereby be an Eligible Individual for the purposes of this VET Funding Contract, the individual must be:

- a) employed in Victoria in either a full time or part time capacity under an award or registered agreement;
- b) undertaking an Approved Training Scheme;
- c) a signatory to a Training Contract with their employer which is registered with the VRQA;
- d) a signatory, jointly with the employer and the Stirling Institute of Australia, to a Training Plan; and
- e) involved in paid work and Structured Training: Workplace-based or Structured Training: Off-the job.

## 5.2 Admission Process

### 5.2.1 Initial Inquiry stage

- Student enquires about the course through website, walk in and through agents.
- Course information is provided to the students along with an upcoming Pre-Training Review session.
- Students are also informed to bring along with them the identification documents, previous certificate, statement of attainment, health/pension cards if any at the PTR session.

### 5.2.2 Pre-Training Review

- The Pre-Training Review is conducted with each student. During the Pre-Enrolment Interview, Stirling Institute staff will ensure the training product is appropriate to their needs.
- The Stirling Institute staff conducts the Pre-Training Review for each student. This task encourages students to talk about their current skills and their expectation of the course. A Pre-Training Review ensures the training and assessment students are enrolling into take into consideration their current skill levels and current competency. The pre-training review will ensure the student:
  - a. Understands the objectives of the course they are undertaking;
  - b. Explores the students' current competencies and provides them with the opportunity for these to be assessed through Recognition of Prior Learning (RPL) or Credit if you have achieved a unit/s in the past;
  - c. Identifies the support the student may require to successfully undertake the course

- d. Student enrolling in the course can also refer to the Student Handbook and the website for details of the additional support services available.
- During Pre-Training Review stage, if we identify that a student is still attending school and is under the age of 17 years old, we would request for them to submit a copy of their Transition from School Form. If a student does not submit this, then they are not able to progress into the course. Refer to Section 9 of this policy for our process on Students Transitioning from school into a Registered Training Organisation (RTO).
- During the session, all the students' required documents will be collected and approved RTO delegate will sight the originals, copy and retain all copies of Skills First identification.
- During the PTR session, the course information is provided. Stirling Institute of Australia will provide to prospective students in print, current and accurate information that enables the student to make an informed decision about undertaking a training course. At a minimum, the information will contain:
  - a. Course overview including
  - b. Training and Assessment information, and related educational and support services provided by Stirling Institute of Australia;
  - c. The estimated duration;
  - d. The expected locations at which it will be provided;
  - e. The expected modes of delivery;
  - f. The support services available for the student;
  - g. Any work placement arrangements;
  - h. Current competency is discussed;
  - i. Fees, charges and concessions;
  - j. Any entry requirements required to enrol in the qualification
- Student's learning strategy is identified and RPL/CT is offered and all the required documents for application is collected and student is asked to fill up a Credit transfer form.
- PTR & LLN forms are then assessed & the outcome is informed to the students. The ACSF levels are determined and placed them into the appropriate course based on the outcome of PTR and LLN levels.
- For students, enrolling Foundation Skills courses will be assessed by EAL trainer/assessor and the outcomes will be reported the department through SVTS.
- For Foundation Skills courses students will be reporting to the department of their skills on commencement & completion of the course.
- Through the Pre-Training Review process the trainer will identify the most appropriate course for the prospective student to undertake. The trainer will also determine if the proposed training and assessment strategies and materials are appropriate for that individual or if reasonable adjustments are required.
- Once the trainer identifies the LLN levels, an Individual Learning Plan can be created by the trainer to address the individual needs of the student who has been identified as having a learning difficulty.
- A Training Plan (Training Plan /Training Plan Trainees) will be developed and provided for each student.

- In addition, the trainer must also identify areas of competency previously acquired and ensure that all eligible students are offered Recognition of Prior Learning and Credit Transfer before commencement of structured training. The process for this is addressed separately in the RPL & Credit Transfer Policy & Procedure.

### 5.2.3 Contractual Arrangements

- Stirling Institute of Australia will inform students, and relevant stakeholders about the training, assessment and the Support Services provided, including information about their rights and obligations prior to entering a contract. Once all parties reach agreement, we will deliver Training and Assessment services accordingly.
- Prior to enrolment, Stirling Institute of Australia will:
  - a. supply each individual with a Statement of Fees, being an itemised list of all fees and materials required for the course
  - b. notify the student intending to undertake a Government Funded Training that this may affect their ability to access future funding.
- Proxy declarations for individuals in exceptional circumstances
  - a. In exceptional circumstances where an individual is unable to provide any of the listed documents specified in the Evidence of Eligibility and Student Declaration form a proxy declaration, being a signed declaration by the Director or of a relevant government or community service provider, may be acceptable pending the approval of the Department. <sup>[SEP]</sup>
  - b. Stirling Institute of Australia will make all reasonable efforts to assist an individual to demonstrate their citizenship/residency status in the conventional way, with a proxy declaration being used in exceptional and specific circumstances only. <sup>[SEP]</sup>
  - c. Stirling Institute of Australia will seek the approval of the Department for everyone for whom a proxy declaration is being proposed. Cases will be presented as robustly as the circumstances allow via the enquiry function of the Skills Victoria Training System (or successor). <sup>[SEP]</sup>
  - d. Proxy declarations are not acceptable where an individual has simply been reluctant to incur the cost or inconvenience of obtaining relevant documents. <sup>[SEP]</sup>
  - e. Stirling Institute of Australia may be required to demonstrate its decision-making process in this regard and to show the proxy declaration at audit. <sup>[SEP]</sup>
- Stirling Institute will advise students of the possibility of:
  - a) receiving an NCVET survey;
  - b) receiving an invitation to participate in a Department endorsed project;
  - c) receiving an invitation to participate in the Department's annual student outcome survey; and/or

d) being contacted by the Department (or persons authorised by the Department) for audit, review or investigation purposes

### 5.2.4 Enrolment Process

- After the student, has completed the PTR session, the outcome of the session is informed to the student and the successful student is requested to attend enrolment session (at least 48 hrs after PTR).
- In the enrolment session, the student completes the following:
  - a. Enrolment Form
  - b. All parties sign off on Training Plan and copies are provided to the student.



- c. In case where the student does not hold USI, student have the choice to apply for it on their own or nominate Stirling by signing the authority to apply in the enrolment form. Stirling institute shall require that all domestic students applying for or enrolling in a course first provide the college with their USI number for verification - unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, Stirling institute will inform the student prior to either the completion of the enrolment or commencement of course, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.
  - d. Students are provided with timetable, venue of delivery and the trainer details.
  - e. Students will be required to provide an email address (as per the Victorian VET Student Statistical Collection Guidelines - 2017 Version 2.0 May 2017) which they use as their primary email contact. This is required by Department of education to contact with the student after the training delivery has ceased. If the student doesn't have a personal email address Stirling Institute will create and provide an email address to the student.
- Once the Enrolment form has been signed by the applicant (and his/her parent or guardian if the applicant is under 18 years of age), and received by the Stirling Institute the enrolment will be confirmed within the Student Management System.
  - All documentation, including the enrolment form and supportive evidence, and signed. Enrolment form will be collated and a file created for the applicant.
  - Stirling Institute of Australia provides details of its obligations to the student, including our responsibility for the quality of the training and assessment in compliance with the Standards for RTO's 2015 and the issuance of the AQF Certification documentation. These obligations are detailed in the Student Handbook.
  - Where there are any changes to agreed services, Stirling Institute of Australia will advise the student in writing as soon as practicable.
  - In the event Stirling Institute of Australia has a change of ownership students will be notified of these changes in writing.

### 5.2.5 Record keeping

- Stirling Institute will implement and administer a recordkeeping system that creates and maintains full and accurate hard copy and/or electronic Records for all Training Services provided, in sufficient detail to allow the Department to determine the Stirling Institute of Australia's compliance with this VET Funding Contract and the accuracy of the reports and claims for payment submitted under this VET Funding Contract.
- Stirling Institute will maintain effective security measures to safeguard the Records from unauthorised access or use (including amendment of Records that is inconsistent with Clause 10.9(h)) for as long as those Records are required to be maintained under this VET Funding Contract.
- Stirling Institute will retain and not dispose of any Records until three years after the end of the Term.
- Stirling Institute will implement and administer a recordkeeping system that creates and maintains

## 6. Appeal

A student may appeal against a decision made with respect to admission or enrolment process/outcome and the appeal must be lodged in writing according to the processes for appeals as detailed in the Complaints and Appeals Policy and Procedure.

Students have the right to appeal any decision made by Stirling Institute's administration under this policy. Students must lodge their appeal within 14 days of the decision being made.

The affected parties will have access to Stirling Institute's Complaints and Appeals processes if they think that the decisions made by appropriate authorities are not just and fair in their opinion.

## 7. Responsibility

The Quality & Compliance Manager is to ensure all requirements of this Policy and Procedure are met.

All staff and clients adhere to Stirling Institute of Australia Policies and Procedures.

The Quality & Compliance Manager, with direct access to the Directors, has the responsibility to ensure that Stirling Institute of Australia complies with all the statements and processes included in this document. They must also maintain these standards across all the areas of operation of Stirling Institute of Australia.

Any complaints or breaches in relation to this policy should be reported to the Directors in person or by email to: [info@sia.edu.au](mailto:info@sia.edu.au)

## 8. Review Date

12 months from the date of this version, or as required.

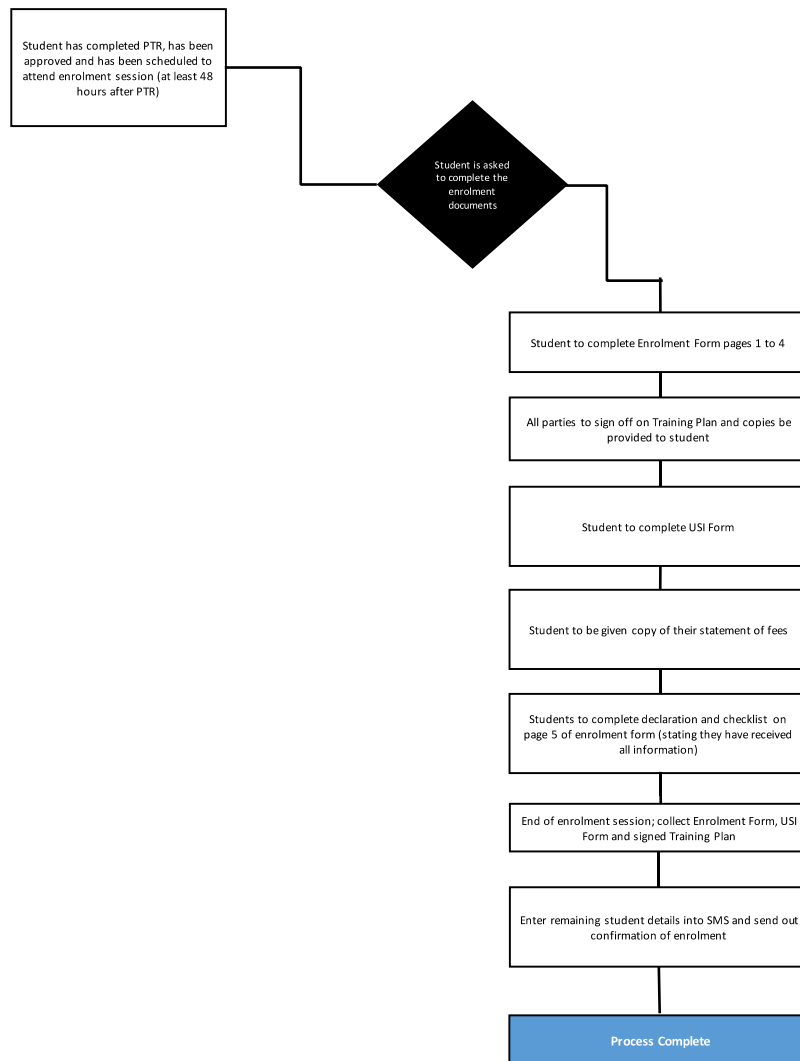
## 9. Version History

Date	Reason for Change	Prepared by	Approved by
June 2016	Updated with new template as per SRTOs 2015 and	Quality and Compliance Manager- JS	CEO
Oct 2016	Policy updated to tailor it from VTG enrolment process and flow chart added.	Quality and Compliance Manager- JS	CEO
January 2017	Mapped to Skills First Program with the standards.	Quality & Compliance Manager	Directors
May 2017	Email address requirement for student as per Victorian VET Student Statistical Collection Guidelines - 2017 v2	Quality & Compliance Manager	Directors

## 10. Flow Charts

### 10.1 Student Enrolment Process Flow Chart

## STUDENT ENROLMENT FLOWCHART



## 10.2 Students Transitioning from School into a Registered Training Organisation (RTO)

