Name of the Policy	PP03 Student Enrolment Policy and Procedure
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	2024-25 Skills First Program Schedule 1 Clauses 2, 3, 4, 5 2024 Skills First Program Guidelines about Determining Student Eligibility and Supporting Evidence Skills First Program Guidelines about Apprenticeship/Traineeship Training Delivery 2024 Skills First Program Guidelines about Fees Victorian VET Student Statistical Collection Guidelines Skills First Quality Charter Principle 3 and 4
Related Documents	• PP41 Pre-Training Review & LLN Policy and Procedure • PP02 Student Fees and Charges Policy and Procedure • PP05 RPL & Credit Transfer Policy and Procedure • PP07 Students Complaints, Grievance & Appeals Policy and Procedure • Form 03 Information Session Attendance Record • Statement of Fees • Pre-Training Review & LLN Form • Enrolment Form
Statutory References	• National Vocational Education and Training Regulator Act 2011 • Standards for RTO's 2015 Clause 5.1, 5.2, 5.3 and 7.3
Legislative Context	• Disability Discrimination Act 1992 • Age Discrimination Act 2004 • Student Identifier Act 2014 • Student Identifiers Bill 2014 • *Privacy Act 1988* • National VET Data Policy • Equal Opportunity Act 2010 • Age Discrimination Act 2004. • Racial Discrimination Act 1975. • Sex Discrimination Act 1984. • Australian Human Rights Commission Act 1986 • Disability Act 2006 (Vic) • Charter of Human Rights and Responsibilities Act 2006

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1. Policy

Stirling Institute of Australia (Stirling Institute) ensures it maintains open, fair, and transparent procedure for making decisions about the selection of students. These published procedures are founded on clearly defined entry requirements where students are selected based on successful completion of requirements. Each student is assessed on an individual case by case basis.

2. Purpose

Prior to enrolment, Stirling Institute 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 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 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 provides details to the student outlining their obligations when enrolling in a training program.

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

Where there are any changes to the agreed services, Stirling Institute 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 Asylum Seekers, permanent humanitarian visa holders including protection or refugee visa holders) about admission to VET courses of study offered by Stirling Institute. 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 is an approved/accredited training program of study.

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

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

Full fee for service student is 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.

Non-Tuition fee is the cost of all fees not directly related to tuition fees, such as, services and amenities fees, enrolment fee, administration fee, equipment and resources fee.

Prepaid fee is the fee collected in advance before the relevant services have been provided.

> **Statement of fees** a document provided to prospective students prior to enrolment with a quote for the total cost to them, for their proposed course of study/enrolment, taking into account their current circumstances (including any eligibility for concession).

Subsidised student (funded fee student) is 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.

Tuition fee is the total fee that a student is required to pay**.**

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:

Eligibility for Government Subsidised Training (Qualifications or Skill Sets)

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

Meet residency requirements:

- an Australian citizen;
- a holder of a permanent visa; or
- a New Zealand citizen ('citizenship/permanent residence' eligibility criterion)

Meet the '2 in a year requirements'. In a calendar year, a student may only commence a maximum of two:

- Skills First subsidised Skill Sets (the '2 Skill Sets in a year' limit); and
- Skills First subsidised programs that are AQF qualifications (the '2 AQF qualifications in a year' limit).

Note, the following scenarios are not counted when determining if a student meets these limits:

- *transitioning from a superseded program to the current version of the same program;*
- *recommencing training in the same program (at either the same or a different provider);*
- *enrolling in an Apprenticeship (not Traineeship) after having participated in one of the*
- *programs identified as a 'Pre-Apprenticeship and Pathway Program' on the Funded*
- *Programs Report;*
- *participation in '22510VIC – Course in Identifying and Responding to Family Violence Risk';*
- *participation in Literacy and Numeracy Support Units.*

Meet the '2 at a time limit'. A student may only commence a maximum of two Skills First subsidised programs at any one time.

Note, participation in the following is not counted when determining if a student meets this limit:

- *'22510VIC – Course in Identifying and Responding to Family Violence Risk';*
- *Literacy and Numeracy Support Unit 3.*

A student is not eligible for a Foundation Skills Program if they:

- hold an AQF qualification issued by an Australian VET or higher education provider that is
- at AQF level 5 (Diploma) or higher.
- are enrolled in the Commonwealth Government's 'Skills for Education and Employment' program.

In addition, the student mut have a Physical Presence in Victoria or a border region with a postcode that is listed in Clause 1.3(b) of the Guidelines About Eligibility.

The other exception to this 'physical presence' requirement is where a Skills First Student is temporarily located interstate or overseas for a defined period for a Practical Placement associated with their training. During the period the Skills First Student is interstate or overseas, they may receive Online Training and Assessment, provided that such Online Training and Assessment only accounts for up to 50% of the total scheduled hours.

2. Applicants will be required to complete Skills First Program Eligibility Checker in order to assess their eligibility for government subsidised training.
3. Students who do not meet the eligibility requirements for a government subsidised place will be charged the Fee-for-Service rates.
4. 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.
5. Stirling institute shall, prior to confirming an enrolment, 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.
6. If 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 above 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;
7. Additional eligibility requirements apply for individuals under 17 years of age. If an individual will be under 17 years of age at the time their training commences, unless they are undertaking training as part of a School Based Apprenticeship or Traineeship, to be eligible for Skills First subsidised training, they must have received an exemption from school attendance.

   To receive an exemption from school attendance, an individual must participate in training on a full-time basis, or participate in a combination of training and employment. The exemption from school attendance must:
   - clearly identify:
     - the Training Provider and the training to be undertaken; or
     - the employer, if the individual is to undertake an Apprenticeship or Traineeship;

   and
   - be signed by:
     - a Department Regional Director if the individual has not yet completed Year 10
     - the school principal or a Department Regional Director if the individual has completed Year 10
   - a Department Regional Director if the individual is not currently, or has not ever been, enrolled in a Victorian school, for example, an individual registered for home schooling or who has previously only undertaken schooling interstate or overseas.
8. The Training Provider must sight and retain evidence of the exemption from school attendance in accordance with the Guidelines About Eligibility.

Eligibility exemptions initiative

Stirling Institute will exempt an individual from the citizenship/permanent residence eligibility criterion if the individual:

- is referred to training via the Asylum Seeker Resource Centre or the Australian Red Cross Victims of Human Trafficking Program and they present a ‘Referral to Government Subsidised Training – Asylum Seekers’ form; or
- holds, or is a dependant of an individual who holds, a valid humanitarian, protection or
- refugee visa; or
- holds a bridging visa and has lodged an application:
  - for a humanitarian, protection or refugee visa; or
- under s.417 or s.48b of the Migration Act 1958 (Cth) which is yet to be determined; and
- has study and if relevant, work rights.

Stirling Institute of Australia will sight and retain evidence of the student's entitlement to receive an exemption in accordance with the Guidelines About Eligibility.

Stirling Institute of Australia grant a Fee Concession to a Skills First Student enrolled under the Asylum Seeker VET Program.

Admission Process

1. Initial Inquiry stage
2. Student enquires about the course through website, walk in and through authorised delegates.
3. Course information is provided to prospective students via brochures, statement of fees, website and explicitly at the Pre-Enrolment Information Session
4. Pre-Training Review
5. All prospective students are required to attend a Pre-Enrolment Information Session whereby they will undergo a Pre-Training Review (PTR). Prospective students will complete an information session attendance record as evidence of attendance.
6. Students will be required bring along with them the identification documents, previous certificate, statement of attainment, health/pension cards (if any) to the Pre – Enrolment Information session.
7. During the PTR session, course information is provided. Stirling Institute 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:
    i. Course overview including
    ii. Training and Assessment information, and related educational and support services provided by Stirling Institute;
    iii. The estimated duration;
    iv. The expected locations at which it will be provided;
    v. The expected modes of delivery;
    vi. The support services available for the student;
    vii. Any work placement arrangements;
    viii. Current competency is discussed;
    ix. Fees, charges and concessions;
    x. Any entry requirements required to enrol in the qualification
8. Stirling Institute will provide prospective students with a Student Handbook, this handbook details the RTO's obligations to the student, including its 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.
9. The PTR has been designed to ensure the training product is appropriate to the prospective student needs and encourages the student to talk about their current skills and their expectation of the course. A PTR ensures the training and assessment the student is enrolling into takes into consideration their current skill levels and current competency. The pre-training review will ensure the student:
    i. Understands the objectives of the course they wish to undertake;
    ii. Explores the students' current competencies and provides them with the opportunity for these to be assessed through Recognition of Prior Learning (RPL) or Credit Transfer if they have achieved a unit/s in the past;
    iii. Identifies the support the student may require to successfully undertake the course
    iv. Student enrolling in the course can also refer to the Student Handbook and the website for details of the additional support services available.

10. During the PTR stage, if a student is identified as still attending school and is under the age of 17 years old, they are requested to submit their evidence of an exemption from school attendance. If a student does not submit this, they are not able to progress into the course.
11. During the session, all the students' required documents will be collected and the approved RTO delegate will sight the originals, copy and retain all copies of Skills First identification.
12. Student's learning strategy is identified and RPL/CT is offered. All the required documents for application are collected and student is asked to fill in a Credit Transfer form.
13. PTR & LLN forms are then assessed and the outcome is informed to the students. The student is placed into a course based on the ACSF LLN levels achieved and the outcome of the PTR.
14. For students enrolling in Foundation Skills courses, they will be assessed by EAL trainer/assessor.
15. Through the PTR process the Stirling Institute staff will identify the most appropriate course for the prospective student to undertake. Once enrolled and the prospective student has commenced the trainer may also determine if the proposed training and assessment strategies and materials are appropriate for that individual or if reasonable adjustments are required.
16. Once the LLN levels are identified, an Academic Action Plan can be created by the trainer and/or student support to address the individual needs of the student who has been identified as requiring additional support.
17. A Training Plan (Training Plan /Training Plan Trainees) will be developed and provided for each student.
18. In addition, Stirling Institute will 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.

Contractual Arrangements

1. Stirling Institute 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, Stirling Institute will deliver Training and Assessment services accordingly.
2. Prior to enrolment, Stirling Institute will:
3. supply each individual with a Statement of Fees, being an itemised list of all fees required for the course
4. notify the student intending to undertake a Government Funded Training that this may affect their ability to access future funding.
5. Proxy declarations for individuals in exceptional circumstances
6. In absolutely 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 of Learning of Stirling Institute or of a relevant government or community service provider, may be acceptable pending the approval of the Department.
7. Stirling Institute 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.
8. Stirling Institute will seek the approval of the Department for each individual 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).
9. Proxy declarations are not acceptable where an individual has simply been reluctant to incur the cost or inconvenience of obtaining relevant documents.
10. Stirling Institute may be required to demonstrate its decision-making process in this regard and to show the proxy declaration at audit.
11. Stirling Institute will advise students of the possibility of:
    a) receiving an NCVER 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

Enrolment Process

1. After the student, has completed the PTR session, the outcome of the session is informed to the student and the prospective student is requested to attend enrolment session (at least 48 hrs. after PTR).
2. In the enrolment session, the student completes the following:
   a) Enrolment Form
   b) All parties sign off on the Training Plan and copies are provided to the student.
   c) In cases where the student does not hold a USI, the student has the choice to apply for it on their own or nominate Stirling Institute 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 provide 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 a 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) which they use as their primary email contact. This is required by the Department of Education so as to contact 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.
3. Once the Enrolment form has been signed by the applicant (and their 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.
4. All documentation, including the enrolment form, supportive evidence and signed Enrolment form, will be collated and a file created for the student.
5. Where there are any changes to the agreed services, Stirling Institute will advise the student in writing as soon as practicable.
6. In the event that Stirling Institute has a change of ownership, students will be notified of these changes in writing.

Record keeping

1. 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. These records will be in sufficient detail to allow the Department to determine Stirling Institute's compliance with this VET Funding Contract and the accuracy of the reports and claims for payment submitted under this VET Funding Contract.
2. Stirling Institute will maintain effective security measures to safeguard the records from unauthorised access or use (including amendment of records) for as long as those records are required to be maintained under this VET Funding Contract.
3. Stirling Institute will retain and not dispose of any records until three years after the end of the Term of the Contract.
4. Stirling Institute will implement and administer a recordkeeping system that creates and maintains records of AQF qualifications and statements of attainment issued for a period of 30 years. This is currently maintained on the Student management System, VETtrack.

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 Students Complaints, Grievance & 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 20 days of the decision being made.

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

7. Responsibility

The Data and Finance Manager is to ensure all requirements of this Policy and Procedure are met.

All staff and clients adhere to Stirling Institute's Policies and Procedures.

The Quality & Compliance Manager, with direct access to the Director of Learning, has the responsibility to ensure that Stirling Institute 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.

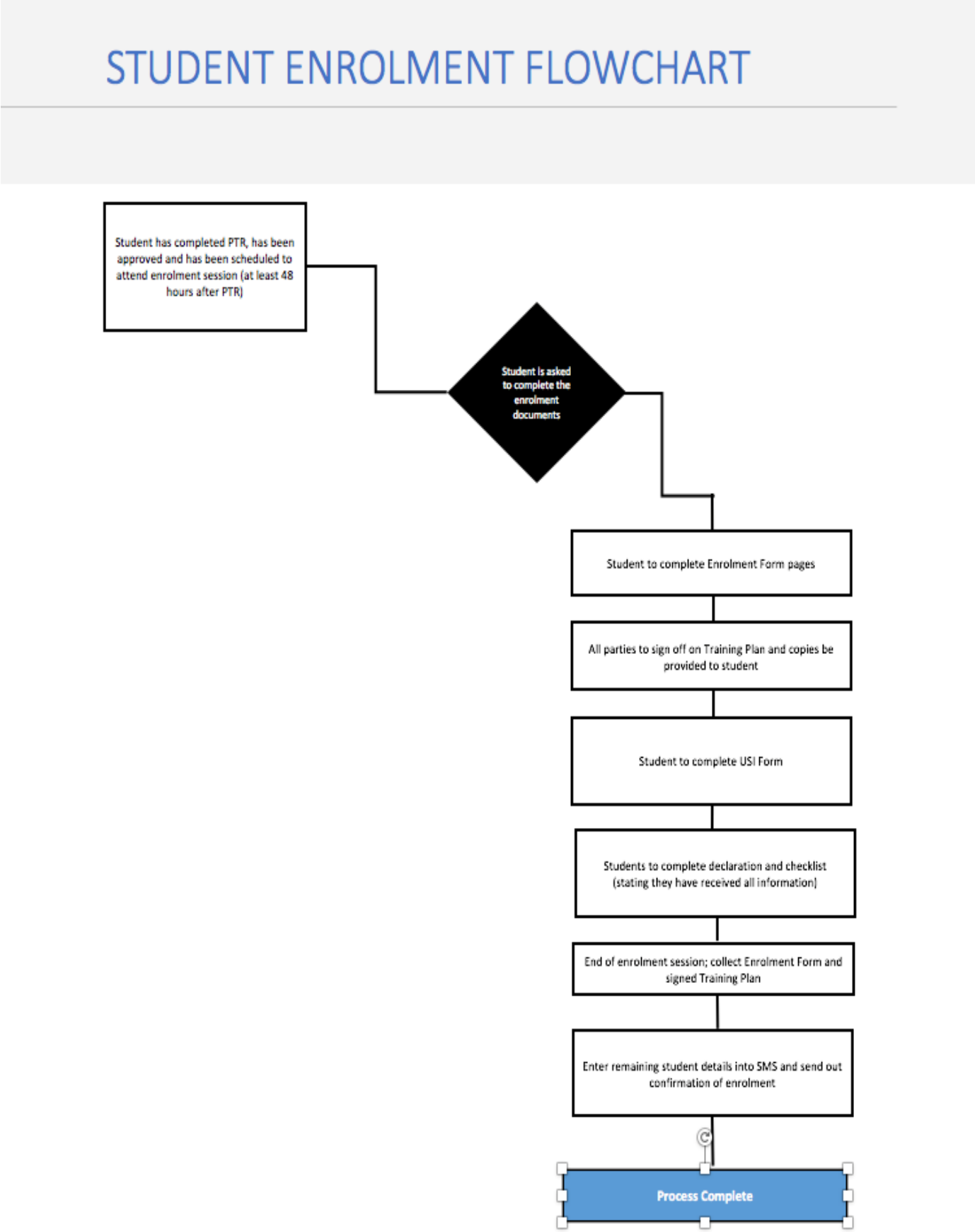
Any complaints or breaches in relation to this policy should be reported to the Director of Learning in person or by email to: info@sia.edu.au

8. Review Date

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

9. Version History

Version Number	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
2018_v2.0	July 2018	Updated contractual information and corrected typos	Quality & Compliance Manager	CEO
V3	September 2018	Updated process for providing information prior to enrolment	Quality & Compliance Manager	CEO
V4	December 2018	Updated references to skills first program	Quality & Compliance Manager	CEO
V5	February 2019	Updated Position, legislative references and Physical presence in Victoria clause	Quality & Compliance Manager	CEO
V6.0	May 2021	Included Clauses 2.8-2.12 of Schedule 1 2021 Standard VET Funding Contract	Quality & Compliance Manager (GDS)	CEO (DY)
V6.1	May 2022	Updated references to skills first program	Quality & Compliance Manager (GDS)	CEO (DY)
V6.2	December 2022	Update to match 2023 Standard VET Funding Contract Skills First Program	Quality & Compliance Manager (GDS)	Managing Director (DY)
V6.3	January 2024	Reviewed HESG reference and updated policies to reflect changes in 2024-25 Contract.	Quality & Compliance Manager (GDS)	Director of Learning (DY)

10. Flow Charts

Student Enrolment Process Flow Chart