

Enrolment

Objective

This policy outlines the principles for managing applications from students wishing to undertake accredited courses delivered by Cire Training.

Scope

All Cire Training students applying for positions in accredited courses
All Cire Training Education and Training Staff
Cire Services Inc. Reception staff

Policy

Cire Training supports the principle that all members of the community have the right to access Cire Training accredited courses, regardless of gender, age, culture, disability or disadvantage. We aim to provide information and identify the most suitable and appropriate course for students. Cire Training aims to manage enrolments from individual students in the most efficient and effective manner.

Cire Training Education and Training staff will inform students prior to enrolments about Cire Training fees and charges, eligibility for government funding, eligibility for Credit Transfer or Recognition of Prior Learning (RPL) and course content, delivery and assessment – including any pre-requisites, manuals or special requirements.

Information about Cire Training Courses and enrolment requirements will be available on the Cire Services Inc. website and in the Cire Training course guides.

Definitions

N/A

Related Documents

Access and Equity Policy
Emergency Contact Form
Course Enrolment Form
LLN Policy and Procedure
LLN Assessment Instrument
Relevant Enrolment documents

Related Legislation

Australian Quality Training Framework (AQTF)
Victorian Registration and Qualifications Authority (VRQA) Guidelines for VET Providers
Victorian Funding Contract requirements.

Organisational Area

Cire Education and Training

Approved by:

The Board

Sign:.....

A handwritten signature in black ink, appearing to be 'AS'.

Date:

February 2019

Operative Date:

February 2019

Review date:

February 2021