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 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 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

- Standards for Registered Training Organisations 2015
- Victorian Funding Contract requirements

Organisational Area

Cire Training and Community Hubs

Approved by

The Board

Signature: Date: October 2021

Operative Date

February 2019
Reviewed October 2021

Review Date

October 2023