Enrolment in Accredited Courses

Procedure

Enquiry in person, or phone	• Reception to answer basic questions about: course fees, charges, start dates, class day and times from Semester/term course guide. • Enquiries will be transferred to Enrolment Officer (Business Development Coordinator) who will manage the enquiry. • Depending on the outcome of the conversation, Enrolling officer will book a pre-training review appointment and inform the student of the need to provide Identification, Concession Cards, Medicare Card and any relevant qualifications to the interview. • Prospective students must also be informed that creating or verifying their Unique Student Identifier as required by the Federal Government will form a part of the interview process.
Web Page Enquiry	• Students can access course and other information available in Cire Training website and they can register an expression of interest through a form available in Cire Training website. When this form is submitted by a student it will automatically forward to the reception, who then assigns the detail to the relevant RTO staff to follow up with the student and organise a phone call to discuss suitability and arrange a pre-training interview, where applicable.
Pre-Training Review[PTR]	***Pre-Training Review [PTR]*** is the process undertaken between Cire Training and the prospective student to determine the most suitable and appropriate training for the Eligible Individual. PTR must include: • Review of current competencies including literacy and numeracy skills prior to enrolment in training; • Recognise any competencies previously acquired (Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer); • Determine the most suitable qualification for that student to enrol in, based on the individual's existing educational attainment, capabilities, aspirations and interests and with due consideration of the likely job outcomes from the development of new competencies and skills; and • Ascertain that the proposed learning strategies and materials are appropriate for that individual. **Supporting forms:** All the enrolment and pre-training review documents are located within the Enrolment Folder in the drive. **Eligibility for government funding explained** • Make student aware that undertaking a Skills First funded program will impact on their access to further government funded training. If the student is unsure suggest a taster course before signing up for a funded place. • Students currently enrolled in secondary school are not eligible for funding, unless they are employed as a School Based New Apprentice or Trainee. • Check for eligibility under particular initiatives. • Proof of Identity – sight passport, visa, birth certificate, driver's licence/learner's permit, Medicare card, proof of age card or verified copy. • Check residence in Victoria. • Check currency. **RPL/Credit transfer** • Discuss previous education and sight certificates or statement of attainment. • Discuss RPL process and provide RPL kit if the student wishes to apply.

	USI • Does the student have a USI? • Does the student authorise Cire to verify the USI? • Would the student like Cire to apply for a USI on their behalf? **Provide a student handbook – soft or hard copy.** **Discuss training and assessment strategies used in the course being considered.** **Discuss regulatory requirements such as Police checks, WWC, compulsory work placement.** **Discuss support services –** suggest the student undertake a pre-accredited study support course and or a plan your career course. **Discuss Cire policies and procedures** • Excursions. • Code of behaviour. • Complaints and appeals. • Feedback, including compulsory surveys from NCVER and the Department. • ICT Code of Practice. • Access to student records. **Fees and charges and payment options** – provision of costs for the selection program Enrolment form provided and student asked to go away and consider if they want to enrol. Enrolling officer should emphasise that the student make an informed choice, in line with the potential impact that this enrolment will have on future funding. Sign Pre-enrolment Interview checklist and provide a copy to the student.
Eligibility Exemption	As a learn-local, Cire Training is eligible to grant an Eligibility Exemption to the 'upskilling' and/or 'two at level in a lifetime' and/or 'two "courses in…" in a lifetime' eligibility requirements for up to 15% of their Victorian Training Guarantee course commencements. [*CN 2016-12 Eligibility Exemptions at Learn Local RTOs*]. **STEPS TO ACTIVATE THIS EXEMPTION:** 1. Enrolment Officer to be aware of this exemption. If anyone enquires about an exemption, this should be discussed with the student. 2. Exemptions can be granted by the enrolling officer after discussion with the student and either a Team Leader or the RTO Manager. Reasons for granting the exemption will be recorded on ***Pre-training Review Outcome.*** 3. The normal Pre-Training Review process continues. If anyone being granted this exemption this will be ticked in the form: ***"C.1_VTG_Eligibility_Exclusions"***. 4. ***Reporting:*** Where an individual has been granted an Eligibility Exemption, the associated training activity should be reported with the Eligibility Exemption Indicator in the NAT00120 file set to "Y", meaning that an Eligibility Exemption has been granted.
RTO Data Coordinator	**Victorian Student Number [VSN]** In Victoria, all students below the age of 25 undertaking Vocational Education and Training are required to have a VSN. The enrolment form collects the VSN if students already have a VSN. If not, a consent is sought to apply for one on their behalf.

	Unique Student Identifier Under the Student Identifiers Act 2014, an RTO is required to have a valid and verified USI for each student before the issuing of a qualification or statement of attainment to that student. **Cire Training** • Collects a USI from each student at enrolment using the Enrolment form. If students don't have one, a consent is sought with appropriate supporting documents to apply on their behalf. • Verifies a USI supplied by a student with the use of VETtrak. • Ensures a student has a valid USI before conferring a qualification or statement of attainment on that student. • Ensures the security of USIs and related documentation. • Destroys any personal information which you collected solely for the purpose of applying for a USI on behalf of a student.

Enrolment	
Enrolment	Students must be given time to consider their options before enrolling. Student completes the relevant enrolment paperwork. If completed with the Enrolling officer, discuss: • Emergency contact form. • Statistical information and its use, including contact by an auditor or representative of the Department. • VSN and USI, if the student has not already provided this information at the Pre-training Review. • Use of photos and quotes. • Student declaration.
Fee payment	Students are required to pay their fees prior to commencing training. Where this is not possible, they are provided with a direct debit form to arrange regular payments towards their fees in line with a payment plan. All payment plans must be approved by RTO Manager. Payment plans are negotiated with the individual.
Post Enrolment Process	• If no LLN or course suitability issues are flagged during the enrolment process the enrolment pack is given directly to student records. • LLN indicator tool suggests that LLN levels may be a barrier to successful course completion. The enrolment pack is to be given to an LLN specialist for review. The LLN specialist will contact the student and discuss concerns and recommend appropriate alternatives or supports available at Cire Training. The discussion, recommendations and student decision are to be noted on the Outcome section of the LLN Assessment and also noted in Student's Training Plan. • If the enrolment discussion and completion of the Course Enrolment Questionnaire suggests that the course in which the student wishes to enrol may not be suitable. The Enrolling officer is to inform the Training Manager who will ensure that the enrolment pack is given to the appropriate trainer to review. The trainer will contact the student, discuss concerns and recommend appropriate alternatives. The discussion, recommendations and student decision are to be noted on the Pre-Enrolment and Pre-Training Interview Checklist. • In the event that the Student does not wish to accept the recommendations made by the LLN specialist or trainer and wishes to proceed with their enrolment, the enrolment will be reviewed by the Enrolment Panel. • The Enrolment Panel will consist of a minimum of three authorised enrolling officers and must include the RTO Manager, LLN Specialist and/or Tutor and Enrolling Officer. • The decision made by the enrolling panel is final and RTO Manager or delegated Enrolment officer will be responsible for formally contacting the student and informing them of the decision.

Evidence to be retained by the RTO for individuals referred under particular initiatives:	Prior to commencement in training, individuals referred to training under particular initiatives must present the relevant Referral Form to Cire Training. Cire Training must retain a copy of the relevant Referral Form for audit or review purposes in student file. When such an enrolment occurs, the RTO Data Coordinator will ensure that Cire Training enrol the individual in accordance with the relevant procedures issued by the Department from time to time.
	JobSeeker Referrals A referred Job Seeker is an individual who holds a standard Job Seeker Referral Form. The Job seeker is to be charged the concession tuition, and the Job Active provider must be invoiced for the difference between the funded tuition fee and the concession rate. Two copies of the Job Seeker Referral form are to be made: One copy is to be given to the student, one copy is to be faxed, or emailed to the referring Job Active provider. The original form must be kept in the student file for audit purposes. When inputting the enrolment into VETtrak the correct code: J or K must be recorded.

Related Documents

- Enrolment Pack
- Enrolment Policy
- Credit transfer and National Recognition Policy

Organisational Area

Cire Training and Community Hubs

Approved by

The Board

Signature: Date: November 2021

Operative Date

March 2019
Updated November 2021

Review Date

November 2023