

## ENROLMENT POLICY

### Policy Summary

The enrolment process at Glenroy Neighbourhood Learning Centre (GNLC) will provide a positive experience for Learners and Centre Users. The enrolment process will be consistent with GNLC Vision and Mission policies and meet the standards required by funding bodies and legislation.

GNLC will:

- Ensure all Students receive accurate advice about our courses, programs and services before they enrol;
- Ensure Students undertake an LLN assessment and Pre-Training Review to determine which course is most suitable for their needs;
- Ensure all Students are informed of the Credit-Skills Recognition Procedure
- Ensure all Students are provided with information about their rights and responsibilities as a GNLC Student;
- Ensure all Students are provided with information about the responsibilities of GNLC;
- Ensure all Students are informed of the costs, payment terms, conditions and refund policies;
- Ensure all Students are informed of support services;
- Collect accurate information from Students at enrolment
- Ensure all Students undertake an Orientation and have an accurate Individual Training Plan at the beginning of their course.
- GNLC is committed to the safety and welfare of Children and Young People and all Parents / Guardians of Students Under the age of 18 must sign all GNLC enrolment documentation as required.

GNLC will comply with the Standards for Registered Training Organisations (RTOs) 2015, the Disability Discrimination Act 1992 (DDA) and the Disability Standards for Education 2005, when providing services for students who may have a disability.

### Scope

This policy applies to all applicants and students enrolled in Accredited and Pre-Accredited courses. It does not apply to the Neighbourhood house programs.

The Policy applies to new and existing students. Existing students wishing to enrol into a course at the conclusion of their current course, will go through the referral process as per the Enrolment Procedure.

### Definitions

Nil

## Policy Statement

- **GNLC will be a welcoming environment**
- **Information provided to all Inquiries will be sufficient, clear and accurate so they can make informed choices**

Inquiries from potential students is an important part of GNLC's relationship with people in the local community and initial contact will be welcoming and professional. General inquiries will be answered by the Administration officer.

To ensure potential students are provided with sufficient, clear and accurate information, specific course inquiries will be directed to the appropriate Coordinators or the Manager.

- **All applicants will complete the first 6 stages of enrolment before they can commence a course.**

The enrolment process is made up of a number of stages:

1. LLN Assessment and Pre-training Review (PTR);
2. Placement or referral into most suitable course;
3. Course information
4. Explanation of fees
5. Documentation
6. Induction
7. Orientation
8. Individual Training Plan (ITP)

- **Applicants will undertake an LLN Assessment and Pre-training Review so their needs can be determined prior to enrolment.**

All applicants will be required to attend an assessment and PTR interview. Appointments are scheduled through the Administration officer as per the Enrolment Procedure.

All applicants undertake an LLN and their ACSF level for Reading, Writing, Numeracy and Digital literacy skills , and will be written on the LLN assessment, their student file and the Individual Training Plan (ITP). The ACSF level is also recorded on VETtrack.

The LLN initial placement assessment tool will be valid and reliable.

The LLN assessment alone is only one component of the Pre-training review (PTE) and cannot be used alone to determine the most suitable course.

All applicants undertake a PTR to determine their learning needs. The PTR includes questions about previous study, learning styles, goals and aspirations, interest in the course, support they may require to complete the course and any barriers they may have to learning. If an applicant identifies they have a disability or require

additional support, this must be documented on the PTR and noted in the student file. Once enrolled, students with a disability should be provided with reasonable adjustments throughout the course.

- **Applicants will be placed into the most suitable course to meet their needs.**
- **Placement decisions will be made openly and reasons explained to the applicant.**

The teacher conducting the LLN assessment and PTR will take into account all of the information gathered to ensure the applicant is placed into the most appropriate course to meet their needs. The reason for placement will be documented on the PTR.

Where it is determined that accepting an applicant may be inappropriate based on the PTR, the decision and reasons will be explained clearly to the applicant. If possible the applicant will be referred to other RTOs offering more suitable courses and programs.

- **Applicants must be provided with sufficient Course information to ensure the course they enrol into will meet their needs.**

Applicants must be provided with sufficient, accurate and transparent information about the course before they enrol. This includes information regarding the: duration, study requirements, assessment methods, any required work placement, Credit-Skills recognition, course outcomes and pathways, support services and the Timetable. This information will be provided verbally and in written format in the Fee Flyer.

- **Applicants will be informed of the Credit-Skills recognition procedure**

Information about RPL and Credit transfers is provided according to the Credit-Skills recognition procedure. Student. All AQF qualifications and statements of attainment issued by other registered training organisations will be fully recognised by GNLC. All qualifications presented for Credit-Skills recognition will need to be originals or certified copies of the originals and will be checked for currency before recognition occurs.

Information on qualifications held by students is also gathered by AVETMISS data requirements on the enrolment form and can assist with National recognition. Students will not incur a cost for any National Recognition.

- **Applicants will be provided with accurate information about Course Fees**

Information on Fee Flyers will be transparent and easily understood. Fee Flyers will be explained at the time of enrolment and include information as per the Student Fee Policy.

Fee Flyers will also contain Course information, support services, payment arrangements and the complaints procedure. At the point of enrolment, applicants will sign the acknowledgement section of the Fee Flyer and a copy of the acknowledgement will be retained in the student file.

- **GNLC will ensure all required information is collected at the time of enrolment.**

Applicants should be supported to complete all documentation contained in the Enrolment Pack, as per the Enrolment Procedure. All forms must be completed accurately and staff can assist the student to complete.

All students must have a USI number and it must be recorded on the enrolment form.

Originals of proof of identity, concession cards and other documents must be sighted and copies retained in student files.

The information provided in these documents is kept with due respect for privacy and is required for data reporting. Applicants should be informed of the reasons why information is collected and to whom it will be disclosed.

Enrolment cannot proceed unless a USI number is provided all documents are fully completed and signed.

- **Students will be informed of support services, their Rights, Responsibilities, the Complaints procedure, Code of conduct, and the responsibilities of GNLC.**

All students will be given a copy of the Student Handbook. Teachers will explain the information in the Student Handbook and all students are required to sign the Student Code of Conduct.

- **All students will undertake an Orientation at Course commencement**

Orientation will be conducted in the first week of the course. Students are required to complete an Orientation checklist and a copy is retained in their student file.

An alternative orientation must be organised for students who are absent or any student who begins after the first week.

Orientation can be conducted by the Teacher or Course Coordinator.

- **Students are provided with an accurate Individual Training Plan within the first four weeks of the course.**

The Victorian Training Guarantee stipulates that each eligible student must be provided with a Training Plan no longer than 4 weeks after the commencement of their training. The ITP must be signed by the learner and include information about their enrolment, assessment and other training details as outlined in the Funding agreement.

The information on the ITP must be agreed and signed by the RTO and the student. A copy will be given to the student and a copy will be retained in the Student file.

Training plans will be updated throughout the course and the date of the Mid-course review will be listed at the bottom of the ITP.

### **Enrolment documents required for specific programs**

Participants in different programs may require some different information to be collected and require different enrolment forms:

- All Learners in HESG, ACFE funded courses, VCAL and the AMEP program will complete, or have completed for them, the GNLC enrolment form
- Learners who are in HESG funded programs must also complete the Victorian Training Guarantee Evidence of Student Eligibility and Student Declaration Form
- AMEP learners will also have the Northern AMEP enrolment form completed for them.



- AMEP students must be told about Settlement services, Translation services, Melbourne AMEP structure, Melbourne AMEP grievance procedure.
- VCAL students must confirm the accuracy of their VASS record and sign an acknowledgement of accuracy.

## Enrolment of students under 18

Victorian Training Guarantee eligibility criteria allows for enrolment of under 20 year old students into accredited programs. However, students must remain in school until the age of 17. VCAL enrolment in Foundation, Intermediate and Senior level is acceptable as a school enrolment.

Prior to enrolling a student under the age of 18, who has completed Year 10, a “Transition from School Form” authorising an exemption from school enrolment must be signed by the Principal of the student’s most recent secondary school or by a Department of Education and Training Regional Director.

If the individual has not yet completed Year 10, correspondence from the Student’s Secondary School Principal or from a Department of Education and Training Regional Director exempting the student from school attendance must be sighted.

Students under 18 years must be enrolled by a parent or legal guardian. An additional emergency contact must be listed the enrolment form. Additional forms must be completed as per the Student handbook.

Particular legislative and duty of care issues apply to under 16 year olds that mean special policies need to be applied. The following applies to 15 years olds applying to enrol in VCAL at Glenroy Neighbourhood Learning Centre.

### For 15 year olds wanting to enrol into the VCAL program:

The VCAL program is of most benefit to students who have completed Year 10 at Secondary school and who are between the ages of 16-20. However, under exceptional circumstances, a 15 year old may be considered for enrolment into the program.

The following measures will be put into place for students who are under the age of 16:

- All applicants and their parent or legal guardian must meet with the Manager. The Manager will conduct the PTR and discuss previous study, learning styles, goals and aspirations, interest in the course, support they may require to complete the course and any barriers they may have to learning.
- The Manager must receive the “Transition from School Form” and with permission from the Parent / Guardian, may contact the Coordinator of the Student’s most recent secondary school to collect more information about support the student may require.
- The Manager will then determine suitability and if GNLC can offer the appropriate level of support for the individual student.
- The Manager will conduct a risk assessment specific for each applicant that takes into account their individual needs. The risk assessment will note what support GNLC needs to put into place.
- Once enrolled, the student and Coordinator will meet fortnightly for well-being and progress meetings.
- The Coordinator will inform the Manager immediately of any issues that are raised. If required, the Manager will meet with the student and parent/guardian to discuss the issues raised.
- Meetings with the Parent / Guardian, student, Coordinator and Manager will be held each term to discuss wellbeing, course progress and additional support required.
- All meetings will be documented.

## Relevant Procedures and Policies

Enrolment Procedure  
 Student Code of Conduct  
 Student Equity and Social inclusion Policy  
 Discrimination Harassment and Bullying Prevention Policy and Procedure  
 Student Disciplinary Policy and Procedure  
 Adequate Supervision Policy  
 Student Fee Policy  
 Student Complaints and Resolution Policy and Procedure  
 Assessment for Learning Policy and Procedure  
 Credit-Skills Recognition Procedure

## Relevant Legislations

Education and Training Reform Act 2006 (Vic)  
 Equal Opportunity Act 2010 (Vic)  
 Occupational Health and Safety Act 2004 (Vic)  
 Charter of Human Rights and Responsibilities Act 2006 (Vic)  
 Crimes Amendment (Bullying) Act 2011 (Vic)  
 Disability Act 2006 (Vic),  
 Disability Regulations 2018  
 Racial and Religious Tolerance Act 2001 (Vic), Disability Discrimination Act  
 2001 (Com)  
 Disability Services Standards (DEWR) 2007 (Com)  
 Racial Discrimination Act 1975 (Com)  
 Human Rights and Equal Opportunity Commission Act 1986 (Com)  
 Ministerial Order 723 Structured Workplace Learning (Non School Providers)  
 Ministerial Order 724 Work Experience Arrangements (Non-School Providers)  
 Minimum standards for registration to provide an accredited senior secondary qualification  
 VRQA VET Guidelines

<b>Status</b>	Current
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**Enquiries**

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