

ENROLMENT POLICY

Organisational Area

Registered Training Organisation

Authorisation

This policy was reviewed and adopted by the Manager at North Ringwood Community House Inc Incorporated on 15th April 2019

Review Date

This Policy will be reviewed every three years or sooner if required.

Scope

This policy is for individuals who are eligible and have met Victorian Training Guarantee requirements

Objective

Initial enquiry

At the initial enquiry the applicant will be asked to attend an information session or an interview where they will be given a student enrolment pack. The information session or interview will be conducted by the Accredited Training Coordinator.

Student Enrolment Pack:

- Student Handbook detailing information about the course
- Accredited Pre-Training Review
- Literacy and Numeracy Questions
- Accredited Course Application Form
- Skills First Program Evidence of Student Eligibility and Student declaration
(**Note: Prior to enrolment students will need to provide eligibility documentation**).
- Recognition of Prior Learning Application Form
- Course Timetable

Course Information - NRCHI will provide further information about the Course including:

- Homework expectations
- Placement requirements
- Police Check required & cost
- Optional First Aid Course & cost
- Pathways to further education
- Complaints Policy
- Refund Policy

Policy

- Students are advised of the possibility of receiving an NCVER survey and/or invitation to participate in a Department endorsed project and/or being contacted the Department (or authorised persons) for audit purposes
- Answering any questions, the applicant may have

If the applicant wishes to proceed, they will be asked to complete the forms in the Enrolment Pack.

- **Accredited Pre-Training Review** - provides background information & reasons for doing the Course.
- **Literacy & numeracy** - Assess the Literacy & Numeracy Test to ensure the applicant does not have additional language and literacy needs and ascertain if the applicant has special needs. If this is the case:
 - I. a plan of modifications and alternative assessment strategies will be discussed.
 - II. Every effort, within reason, will be made to assist the applicant to achieve the required learning outcomes.
- **RPL, CT & RCC** - Ascertain if the applicant is interested in pursuing RPL, RCC or Credit Transfer and detailing what is involved in this process.

The applicant will be:

- I. Informed as to what evidence needs to be gathered and presented to make an application for RPL, CT & RCC
- II. Given the Recognition of Prior Learning Kit
- III. Given the timelines for the application
- IV. Told the costs involved & payment timelines

1. Eligibility of the applicant for Victorian Government subsidised training

- If the student wishes to enrol, NRCHI will assess the eligibility of the applicant for Victorian Government subsidised training using the Victorian Training Guarantee Evidence of Student Eligibility and Student Declaration
- An authorised representative (see attachment 6) from NRCHI and any student eligible for a subsidised training place must complete the “Evidence of Student Eligibility and Student Declaration Form” as prescribed by the Victorian Skills Commission. This declaration ensures that students are aware that enrolling in the qualification/s may affect their future training options and eligibility for further government subsidised training under the Victorian Training Guarantee. This signed declaration must be held in the student file for audit purposes.

To be eligible, an individual must meet Victorian Training Guarantee requirements as follows:

An individual must be:

- an Australian citizen; or
- a holder of a permanent visa; or
- a New Zealand citizen;

and

- under 20 years of age (as at 1 January in the year of commencement) and seeking to enrol in nationally recognised training; **or**
- over 20 years of age (as at 1 January in the year of commencement) and seeking to enrol in nationally recognised training in an Approved Foundation Skills List course; **or**
- over 20 years of age (as at 1 January in the year of commencement) and seeking to enrol in nationally recognised training as an Apprentice (not Trainee); **or**

Policy

- over 20 years of age (as at 1 January in the year of commencement) and seeking to enrol in training in the Victorian Certificate of Education or the Victorian Certificate of Applied Learning (Intermediate or Senior); **or**
- over 20 years of age (as at 1 January in the year of commencement) and seeking to enrol in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

An individual is eligible to commence a maximum of two government subsidised courses in each calendar year. Where an individual is enrolled in a course(s) that is scheduled to commence at a later date in the same year, this course(s) must be counted for the purpose of this clause when assessing eligibility.

NRCHI will ensure the applicant is eligible under these conditions by sighting hard copy originals or certified copies of supporting documents.

If ineligible for subsidised training the applicant will be charged fee for service.

2. **Certified copies** (Attachment 4)

Are to be signed by an authorised person - see Victorian Training Guarantee Evidence of Student Eligibility Form (Attachment 4). An authorised person is a member of staff who has been nominated and authorised by the Organisational Secretary to. An original or certified copy of birth certificate, passport, concession card, Medicare care or Citizenship papers, Permanent Resident documentation, Temporary Protection Visa etc must be sighted, copied and certified and placed in student file - if the Citizenship detail is correct then:

- I. If aged under 20 years - eligible for subsidised Government funded training - proof of age required (an original or certified copy - of birth certificate, passport, drivers licence, Key pass, proof of age card etc must be sighted, copied and certified and placed in student file)
- II. Over age 20 years then the Level of course applied for is taken into consideration
Eligible if:
 - the applicant is seeking entry into a Foundation skills course - eligible
 - the applicant is an apprentice
 - the applicant will be training at a higher qualification level than previously obtained (signed Self Declaration)

3. **Applicant Self Declaration Form**

Student must complete the Applicant Self Declaration Form (Attachment 5) stating that they have been informed of the eligibility requirements for government subsidised training under the Victorian Training Guarantee, and that they are aware of the consequences from a false, misleading or incomplete declaration, including withdrawal of any government subsidised training offer and/or cancellation of enrolment.

An authorised representative (see attachment 6) from NRCHI must also complete the declaration confirming they have provided all the information to the applicant regarding the eligibility requirements.

4. **Enrolment**

Student will then complete & sign an Accredited Course Application Form including **the Privacy Statement** (Attachments 7 & 8)

- A deposit will be taken to process the enrolment & receipt issued
 - a. The Tuition Fee (as directed by Skills Victoria) will be paid prior to course commencement

- b. The student's details are recorded onto Vettrak (see below) and they are enrolled in the appropriate course.
 - I. Course set up in the Vettrak System
 - II. Set up individual files
 - III. Individual learning plan details recorded including expected completion dates, CT's or RPL's are noted.
 - IV. Calculate fees and charges with/without concession (Fee for Service fees are paid in instalments over the term of the course).
 - V. An individual Statement of Fees is provided

5. Privacy Notice - USI

All students will need a Unique Student Identifier (USI) to obtain their certificate or qualification when studying nationally recognised training in Australia. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection. Students can obtain their own USI or can authorise NRCHI to obtain one for them. Programs Coordinator is responsible for this process.

6. Victorian Student Number (VSN)

If a student is under the age of 25 years they will have or will be assigned a Victorian Student Number (VSN).

- Once per month a VSN transfer is uploaded to the Department of Education & Early Childhood Development (DEECD) via Vettrak to capture the details of students under 25 years.
- Transfer must be done between 4th & 9th of each month
- DEECD will then upload VSN's which must be downloaded into Vettrak to allow VSN's to be included into the data.
- Should a student request a copy of their VSN a Vettrak report is available to print
- The Programs Coordinator is responsible for this process.

7. Commencement & Orientation

Students are reminded of the course commencement date (timetable issued) & orientation to the course. On the first day of the course all students will be orientated to the House, meet and get to know other students and staff and ensure they have the following:

- A Student Handbook
- Individual Learning Plan which will be signed by the RTO and the student. A copy will be held in the student files.
- A student contract which is discussed and signed by the student
- A timetable
- Assessment requirements
- Copies of assessment cover sheets
- Extension request forms
- Explanation of attendance requirements
- Explanation of NRCHI grievance procedure
- Overview of the course
- Placement information
- Statement of Fees
- Copies of appropriate NRCHI policies
- Code of Conduct

8. Student's statistical data included on Vettrak:

- Name
- Address
- Date of Birth
- Country of Birth (if not born in Australia, proof of residency required)
- Aboriginal or Torres Strait Islander
- Disability
- Employment Category
- High school level completed
- If aged under 24, a Victorian Student Number is required
- Any further education undertaken
- Reason for Study
- Concession card holder
- Unique Student Identifier (USI)

9. Course data included on Vettrak (see Skills Vic Data Collection Manual for codes)

- Dates the course commences and finishes and nominal hours for each unit of delivery
- Course name and codes & unit names and codes
- Dates each unit starts and expected end date including placement assessment
- Assessment Methods by unit
- Teacher by unit
- Training Methods by unit
- Tuition fee per hour charged in the client tuition fee field

10. Tuition fee per hour charged

- For each enrolment in a course a tuition fee must be calculated for each scheduled hour of training. A concession fee of 20% of the standard hourly fee will be charged.
- Fees will be recorded in Vettrak and included in monthly uploads to Skills Victoria.
- A Statement of Tuition Fees for every course must be published on the website.

The Programs Coordinator is responsible for this process.

11. Results

Results are recorded for each student by module in Vettrak

- Competent (code 20)
- Not Yet Competent (code 30)
- Result Not Available (code 90)
- Recognition of Prior Learning (code 51)
- Credit Transfer (code 60)
- Recognition of Current Competencies (code 53)
- Continuing (code 70)

12. Uploads to Skills Victoria

- Once all information has been checked data is uploaded to Skills Victoria using Vettrak upload on a monthly basis (mid-month). The final statistical collection for the year must be uploaded by 15th of January of the next year).
- Once uploaded checks for errors are made. If errors occur, they are resolved to ensure 100% validation is received each time we upload.

13. Student Progress

Students will be issued with updated Individual Learning Plans and Vettrak generated reports which include updates of progress at regular intervals to enable them to track their progress through the course.

14. Individual Student Training Plans

Student's training plans include:

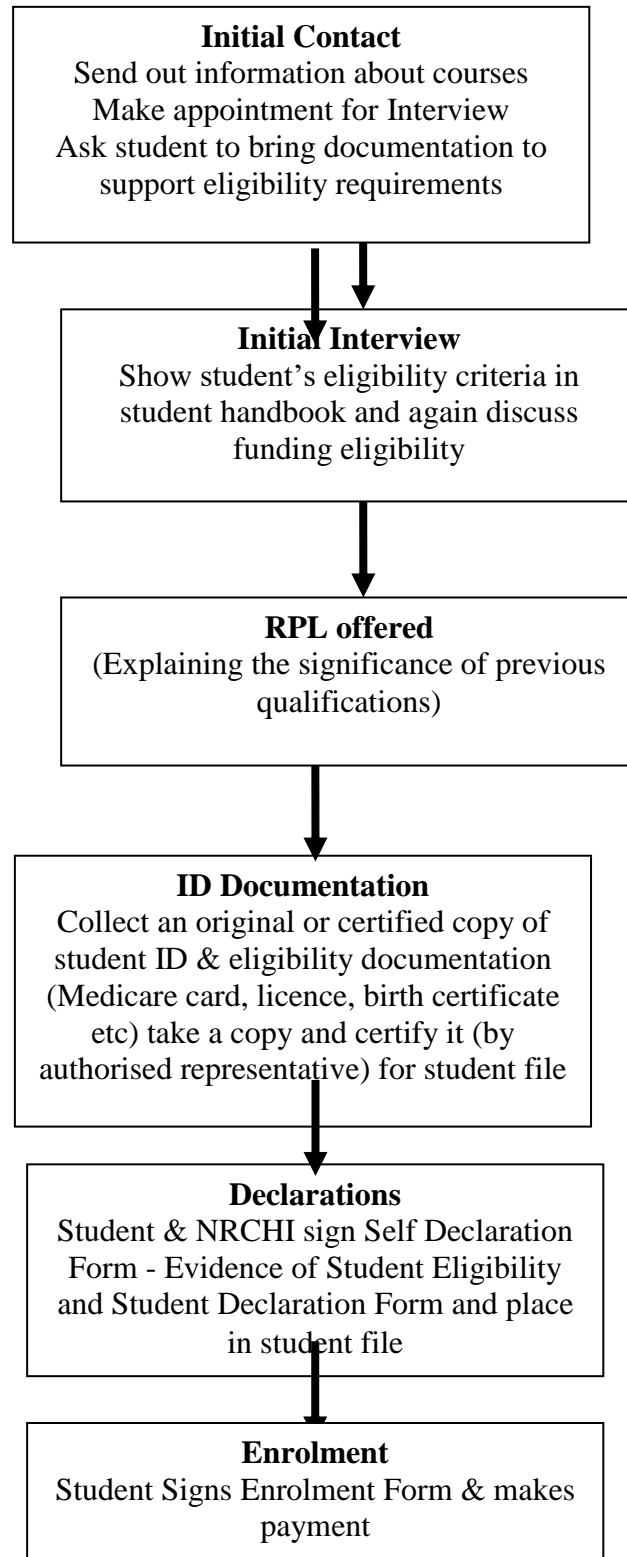
- Name and contact details of North Ringwood Community House
- Title of qualification
- Competencies/modules to be obtained
- Nominal hours for competencies to be obtained
- Timeframe for achieving competencies including the start date and expected end date of each unit
- Delivery modes to be used
- Assessment details and arrangements
- Party or parties responsible for the delivery and or assessment of each competency
- Record of RPL and Credit Transfer hours granted, as relevant.

All changes to individual training plans are done through Vettrak to reflect all relevant elements of the student's training plan are accurately reported in both SMS and SVTS.

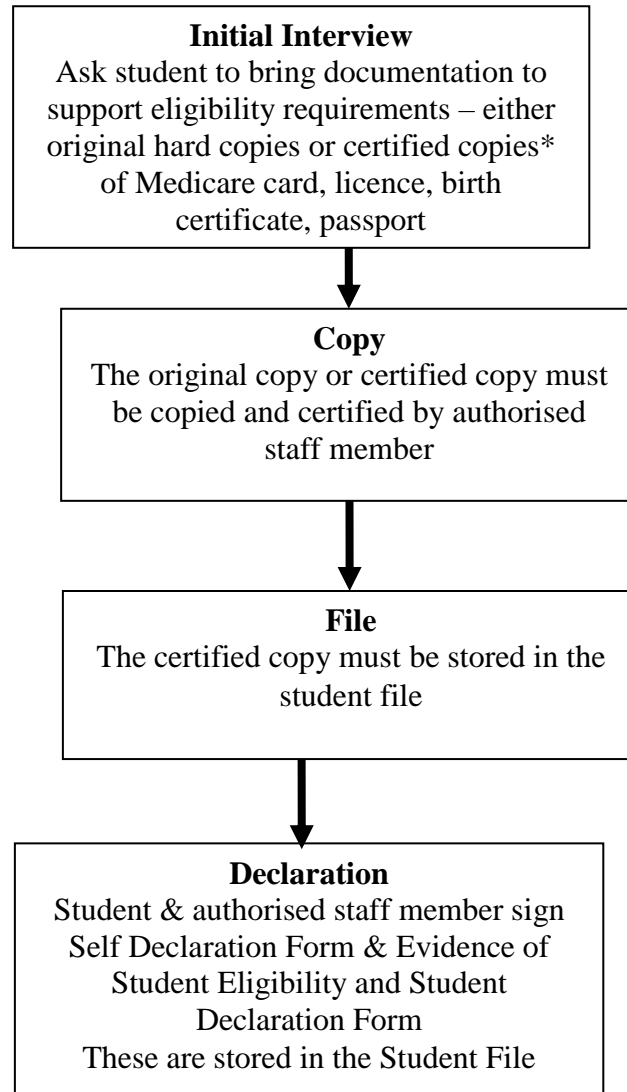
15. Checks

Appropriate checks by the Training Coordinator or the Manager will be performed on student files to establish each individual's eligibility. These files will be made available to the Commission or Department (or persons authorised by the Commission or Department) for audit or review purposes.

Checking Eligibility for Funding



Procedures for garnering certification of photocopies



*Certified copies are to be signed by an authorised person - see Victorian Training Guarantee Evidence of Student Eligibility Form Attachment 4