

RTO Student Enrolment Policy and Procedure

AQTF REFERENCE

Standard 2.3 Before clients enrol or enter into an agreement, the RTO informs them about the training, assessment and support services to be provided, and about their rights and obligations.

VRQA REFERENCE

Guideline 3.1 The provider must have a written student acceptance agreement that includes details of ALL fees and charges that may be applied to students and the circumstances in which they apply. In particular details of fees and circumstances for resit and re assessments must be included.

SCOPE

This policy applies to all students and to persons seeking to enrol in the Vocational Education Training (VET) programs delivered by Box Hill Senior Secondary College (BSSC). The policy also applies to teachers and administration staff within the BHSSC RTO to ensure students are correctly counselled and enrolled.

POLICY STATEMENT

BHSSC will develop and disseminate clear information to students prior to enrolment, including;

- Clear course information including content, vocational outcomes and pathways, fees and charges, refunds, recognition of prior learning,
- Information on rights and responsibilities, available welfare and support services, complaints and appeals procedures.

BHSSC will monitor and review this policy and procedure on a continual basis.

PROCEDURE

1. VET program information accessed via website, school tour, enquiry;
2. Prospective student attends college tour with parent/guardian;
3. Interview prospective student; discuss VET program, their suitability, check meet selection requirements, answer questions;
4. Contact students previous school to discuss suitability, check references and reports;
5. Student receives an offer letter;
6. Student attends Enrolment and Orientation day:
 - Distribute orientation handbook and discuss the course
 - Complete and sign VET Enrolment Form, Unique Student Identifier (USI) Permission Form and VET Enrolment Agreement
 - Literacy and Numeracy testing

RESPONSIBILITIES/ STUDENT

It is the student's responsibility to:

- Attend a college tour and Principal's presentation in order to seek further information about the college and VET programs.
- Attend Interview with appropriate supporting documentation
- Attend VET program orientation session;
 - Read the course Orientation Handbook and clarify understanding
 - Complete and sign Pre Enrolment Checklist/Enrolment Agreement)

- Complete and sign RTO Enrolment Form (incl USI permission)
- Attend Extra Support Program (ESP) sessions if required during school year.

TRAINER/COURSE COORDINATOR

It is the trainer's responsibility to:

- Distribute Student Orientation Handbook and explain the course in detail
- Answer any questions to clarify understanding
- Ensure all students complete and sign:
 - RTO Pre Enrolment Checklist/Enrolment Agreement)
 - RTO Enrolment Form (incl USI permission)
 - File signed Pre Enrolment Checklist/Enrolment Agreement on students file
- Forward signed RTO Enrolment form to VET Coordinator

VET COORDINATOR

- Assist teachers with preparation for Orientation and Enrolment of students
- Follow up missing Enrolment documentation with trainers and students
- Apply for a USI on behalf of students
- Process all RTO Enrolment Forms and enter details into student records management system (VetTrak).
- Report missing Enrolment forms or other anomalies.
- Open a Corrective Action Record (CAR) if an enrolment issue becomes ongoing

DIRECTOR OF CURRICULUM

Ensure all RTO staff follow the RTO Student Enrolment Policy and Procedure.
Follow up outstanding CAR's raised from this policy and procedure.

Related Policies

RTO Marketing Policy

BHSSC Parental Payments Voluntary Contributions Refund Policy

Forms

RTO Enrolment FORM

RTO Pre Enrolment Checklist/Enrolment Agreement/

Documents

Student Orientation and Assessment Guide