

1 Purpose

The objectives of this policy are to:

- a) provide the framework for the admission and enrolment of students to ensure the process is timely and accurate whilst being carried out in accordance with requirements of the Standards for Registered Training Organisations (RTOs), the VET Funding Contract and any other regulatory or legislative requirements;
- b) ensure that selection and admission processes are transparent and decisions are consistent and fair; and
- c) set clear responsibilities and accountabilities for the admission and enrolment process.

2 Scope

This policy applies to:

- a) the selection, admission and enrolment of applicants into accredited and non-accredited training; and
- b) all staff involved in the selection, admission and enrolment of student enrolments.

3 Definitions

Acronym/Term	Definition
Access and Equity	The principle that all individuals should have equal access to education and training opportunities regardless of their background, experience or personal circumstances.
Admission	The process of selecting and accepting learners into training products based on their qualifications, experience and suitability.
AQF	The Australian Qualifications Framework (AQF) is the policy for regulated qualifications in the Australian education and training system.
ASQA	The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector.
Credit for prior learning	Advanced Standing or credit for prior studies is a process that provides students with agreed and consistent credit outcomes for units of competencies based on identified equivalence in content and learning outcomes between matched competencies.
Early School Leaver	A young person under 17 years who is exiting from the school system to enrol at TAFE. This does not include students enrolling as a school-based apprentice-trainee with a registered training contract or under

Warning – Uncontrolled when printed.

OFFICIAL

	a VETDSS contract.
Eligible Individuals	An individual who is eligible for training subsidised through the Skills First Program in accordance with the eligibility requirements specified in the VET Funding Contract.
Institute	Sunraysia Institute of TAFE (SuniTAFE)
International Student	A person holding an Australian Student Visa and defined as an 'overseas student' in the <i>ESOS Act 2000</i> .
NCVER	The National Centre for Vocational Education Research (NCVER) is the national professional body responsible for collecting, managing, analysing and communicating research and statistics on the Australian vocational education and training (VET) sector.
Registrar	Student Identifiers Registrar appointed by the Commonwealth Minister as defined with the <i>Student Identifiers Act 2014</i> .
RPL	Recognition of Prior Learning (RPL) is a form of assessment of a student's competence. It uses evidence from formal, non-formal and informal learning rather than from specific assessment activities.
Self-Funded	Where an individual is a full fee-paying student and does not access the Skills First Program to fund their course tuition fees.
Skills First Program	The Victorian Government's program for funding Individuals' Skills First Entitlement.
The Department	Department of Education and Training (Victoria)
The website	www.sunitafe.edu.au
Training Plans	A plan for training and assessment to be delivered to the student during their enrolment.
Training Services	Training and assessment associated with currently endorsed courses and qualifications or parts thereof, appearing on SuniTAFE's Scope of Registration.
USI	Unique Student Identifier (USI) is a lifelong education number. It creates a secure online record of nationally recognised training and qualifications gained in Australia by a student since 1 January 2015.
VCAA	The Victorian Curriculum and Assessment Authority is responsible for developing and implementing curriculum and assessment programs for schools.
VET	Vocational Education and Training
VET Student Loans	The Australian Government loan program established by the <i>VET Student Loans Act 2016</i> that assists eligible students enrolled in approved higher level vocational education and training courses at approved course providers pay their tuition fees.
VETDSS	Vocation Education and Training Delivered to Secondary Students
VEVO	The Australian Government Visa Entitlement Verification Online (VEVO) system that allows visa holders, employers, education providers and other organisations to check visa conditions.
VRQA	The Victorian Registration and Qualifications Authority (VRQA) is Victoria's education and training regulator.

Warning – Uncontrolled when printed.

Approved by: Executive Leadership Team

Endorsed by: the Leadership Team

Next review date: 10/06/2026

Maintained by: General Manager, Student Experience

Status: Current

Original issue: 25/07/2011

Last review date: 10/06/2025

Page 2 of 12

OFFICIAL

4 Policy

4.1 Compliance with Regulators

- 4.1.1 The Institute will comply with requirements of national and state regulators ASQA and VRQA, the VET Funding Contract and all applicable standards and legislation during selection, offers, admission and enrolment of students.

4.2 Access and Equity

- 4.2.1 The Institute is committed to providing access and equity in selection, admission and enrolment processes by ensuring unreserved commitment to the principles of access and equity in VET.
- 4.2.2 The Institute's selection and admissions are transparent, equitable and without bias and are aimed at supporting students to achieve their desired outcomes.

4.3 Informing VET Students

- 4.3.1 The Institute will:
- a) develop training and assessment strategies prior to commencing the application process with potential students.
 - b) publish information about training services provided that is easily accessible by potential students on the website.
- 4.3.2 The Institute will provide applicants with clear, current and accurate information about training services to support an informed decision during the application process including:
- a) training product code, title and currency of the training product as published on the National Register, if accredited training
 - b) estimated duration of the training product, mode/s of delivery, location/s of delivery, training commencement dates and scheduling
 - c) any requirements to commence or complete the training product including assessment requirements
 - d) any particular entry requirements including whether any licencing or occupational licence requirements apply
 - e) any costs and processes associated with obtaining a Student Identifier
 - f) requirements to undertake work placement and the arrangements applicable
 - g) how to seek recognition of prior learning and credit transfers and associated requirements
 - h) all fees, costs and charges associated with the provision of the training product which may be incurred, including payment terms and conditions and payment plan options
 - i) VET Student Loans Program
 - j) fee refund policies, including deferral or withdrawal from training and the implication on fees, and if applicable the impact on relevant government training entitlements and subsidies.

Warning – Uncontrolled when printed.

Approved by: Executive Leadership Team

Endorsed by: the Leadership Team

Next review date: 10/06/2026

Maintained by: General Manager, Student Experience

Status: Current

Original issue: 25/07/2011

Last review date: 10/06/2025

Page 3 of 12

OFFICIAL

- k) training support services and wellbeing support services available and how to access those services
- l) how to provide feedback and rights and avenues for complaints
- m) third party name and contact details that will be providing training and/or assessment, if applicable

4.4 Enrolment Applications

4.4.1 The Institute will accept enrolment applications:

- a) directly to the Institute; or
- b) via the Australian Apprenticeship Support Network interface where a registered training contract exists.

4.2.2 Applicants must complete a formal enrolment application to enable collection of information required under legislation and to support the determination of program suitability and identify support that may be required.

4.5 Data Collection, Confidentiality and Privacy

4.5.1 The Institute will only collect personal information from applicants for the purpose of determining enrolment suitability and meeting legislative reporting requirements.

4.5.2 The Institute will collect personal information using lawful and fair means and not in an unreasonably intrusive way.

4.5.3 The Institute will ensure information provided by individuals as part of the application process is treated as confidential and all reasonable steps are taken to ensure personal and health information held is protected from misuse, loss, unauthorised access, modification or disclosure.

4.5.4 The Institute will inform applicants:

- a) how their personal information will be collected and handled;
- b) that their personal information may be supplied to and used by the Department and Commonwealth VET Student Loan agencies;
- c) that they may be contacted to participate in a Department survey or endorsed project or for audit or review purposes; and
- d) of the contact details of the Institute's Privacy Officer.

4.5.5 The Institute will enter and maintain collected personal information of applicants in the Student Management System complying with the Victorian VET Student Statistical Collection Guidelines.

4.5.6 The Institute will enter and maintain collected personal information of applicants as a requirement for enrolment in the Senior School Certificate within the Victorian Assessment Software System (VASS) in accordance with the VCAA's administrative requirements and critical dates.

4.6 Student Identifiers Scheme

Warning – Uncontrolled when printed.

Approved by: Executive Leadership Team

Endorsed by: the Leadership Team

Next review date: 10/06/2026

Maintained by: General Manager, Student Experience

Status: Current

Original issue: 25/07/2011

Last review date: 10/06/2025

Page 4 of 12

OFFICIAL

OFFICIAL

- 4.6.1 The Institute will comply with the *Student Identifiers Act 2014* and will collect, verify and report all student identifiers for accredited training.
- 4.6.2 The Institute will not enrol applicants in accredited training:
- without verifying the Student Identifier collected as part of the application, unless the applicant holds an exemption, or the applicant is an international student enrolling into an offshore program; or
 - where the applicant holds one or more Student Identifiers.
- 4.6.3 Applicants with a Student Identifier exemption:
- will be informed prior to admission that results of training will not be accessible through the commonwealth and will not appear on any authenticated VET transcript; and
 - will not be eligible to access a VET Student Loan, if applicable.

4.7 Age Requirement

- 4.7.1 The Institute will comply with the *Education and Training Reform Act 2006* and will not enrol children under 17 years in training services unless the child:
- can provide evidence they have completed Year 12 at a secondary school or hold an equivalent qualification;
 - is exiting school and can provide an approved exemption from school attendance identifying the Institute as the training provider and the program/s to be undertaken;
 - has a registered training contract with an employer as a fulltime apprentice or trainee and can provide an approved exemption from school attendance identifying the Institute as the training provider, the relevant employer and the programs to be undertaken.
 - is enrolling in a program supported by a VETDSS purchasing contract;
 - is still attending school and has a registered training contract with an employer; or
 - is enrolling into a short course designed specifically for a youth cohort.
- 4.7.3 In addition to the above, the Institute will not enrol:
- children aged 15 years, excluding students under a VETDSS Contract where the course is designed specifically for a youth cohort or apprentices/trainees with a registered training contract, unless under exceptional circumstances as approved by the CEO.
 - children aged 14 years or younger unless under exceptional circumstances as approved by the CEO.
- 4.7.2 The Institute will assess children under 17 years of age for suitability to attend an adult learning environment following the application to enrol as part of the Institute's internal Early School Leaver process, except in the instance;
- the application is supported by a VETDSS contract or registered training contract; or

Warning – Uncontrolled when printed.

Approved by: Executive Leadership Team

Endorsed by: the Leadership Team

Next review date: 10/06/2026

Maintained by: General Manager, Student Experience

Status: Current

Original issue: 25/07/2011

Last review date: 10/06/2025

Page 5 of 12

OFFICIAL

OFFICIAL

- b) where the child is enrolling into a short course designed specifically for a youth cohort.
- 4.8.5 The Institute will obtain parental consent within the enrolment application of a child under the age of 18 except where:
- a) the individual can provide evidence they are independent as defined under the *Social Security Act 1991*; or
 - b) the child is living in an informal care arrangement with a carer and can provide a *Statutory Declaration for Informal Relative Carers – Victoria*.
- 4.8.6 The Institute will comply with the age requirement of individuals on Student Visas in accordance with the *ESOS Act 2000*.

4.8 Citizenship

- 4.8.1 The Institute will confirm citizenship status of applicants as part of the enrolment application for accredited training.
- 4.8.2 The Institute will request to sight the birth certificate or name change certificate of applicants enrolling into the VCE VM or VPC to confirm the applicant's legally registered name.
- 4.8.2 The Institute will verify non-Australian citizens evidence to confirm visa status, study rights and identity.
- a) Non-Australian citizens must have study rights for the duration of the proposed course enabling successfully complete the program.
- 4.8.3 The Institute will manage applicants holding a Student Visa in accordance with the *International Enrolment Policy*, unless the course is exempt under the *Education Services for Overseas Students (Exempt Courses) Instrument 2021*.

4.9 Course Suitability

- 4.9.1 The Institute will meet requirements under the VET Funding Contract, the Standards for RTOs, *VET Student Loans Act 2016*, *Education Training Reform Act 2006* and *ESOS Act 2000* by ensuring all applicants applying for accredited programs are assessed for appropriateness and suitability of the proposed program.
- 4.9.2 The Institute carries out pre-training reviews with applicants applying for accredited training services, taking into account the requirements of the training product to determine suitability, with the exception of students enrolling as international students.
- 4.9.3 The Institute will ensure pre-training reviews:
- a) are completed and assessed prior to admission;
 - b) include assessment of the selection criteria and entry requirements of courses, pre-requisite skills and competencies and compliance with relevant legislative and professional registration requirements;
 - c) assess and determine credit for prior learning and recognition of prior learning;

Warning – Uncontrolled when printed.

Approved by: Executive Leadership Team

Endorsed by: the Leadership Team

Next review date: 10/06/2026

Maintained by: General Manager, Student Experience

Status: Current

Original issue: 25/07/2011

Last review date: 10/06/2025

Page 6 of 12

OFFICIAL

OFFICIAL

- d) review and assess language, literacy and numeracy proficiency and digital literacy skills against the program requirements to successfully participate in the training product;
- e) responses to literacy and numeracy assessments are completed by applicants unassisted and within a six-month timeframe of the pre-training review being assessed;
- f) provide applicants applying for a VET Student Loan with a copy of their literacy and numeracy assessment;
- a) assess pre-training reviews based on their merit reflecting decisions that are fair, equitable and transparent;
- b) make all reasonable efforts to support the additional needs of students who experience disadvantage and identify additional need for support on an individual basis during the assessment of the pre-training review;
- c) grant admission of applicants into programs that are suitable and at an appropriate level that will provide additional relevant competencies; and
- d) will counsel applicants not meeting selection criteria with pathway alternatives.

4.9 Skills First Program

- 4.9.1 The Institute will offer applicants the opportunity to apply for a government subsidised place for courses on the Funded Programs List.
- 4.9.2 The Institute will determine an applicant's eligibility to receive a funded place under the Skills First Program prior to enrolment where an applicant indicates they would like to use a funded place.
- 4.9.2 The Institute will assess eligibility of an applicant during the course application process as determined by the Standard VET Contract and the associated Guidelines.
- 4.9.3 The Institute will advise eligible individuals their enrolment under the Skills First Program may impact their access to further government subsidised training.

4.10 Course fees

- 4.12.1 The Institute will ensure applicants receive full and accurate information about course fees and charges and their rights prior to enrolment including:
 - a) fees that must be paid to the Institute, including a statement of fees outlining the total cost for accredited training;
 - b) payment terms and conditions;
 - c) the applicant's rights as a consumer, including but not limited to any statutory cooling-off period if applicable; and
 - d) the applicant's rights to obtain a refund.
- 4.12.2 The Institute will apply fees and charges for enrolments in accordance with the *Student Fees Pricing Policy*.
- 4.12.3 The Institute will apply concessions and tuition fee waivers for eligible individuals under the Skills First Program time of enrolment. Evidence will be sighted and retained as outlined as outlined within the VET Funding Contract.

Warning – Uncontrolled when printed.

Approved by: Executive Leadership Team

Endorsed by: the Leadership Team

Next review date: 10/06/2026

Maintained by: General Manager, Student Experience

Status: Current

Original issue: 25/07/2011

Last review date: 10/06/2025

Page 7 of 12

OFFICIAL

OFFICIAL

- 4.12.4 The Institute will offer financial support for the payment of fees through access to payment plans.
- 4.12.5 The Institute will offer VET Student Loans for tuition fees to eligible students for courses on the approved course list.

4.13 Training Plans

- 4.13.1 The Institute will issue training plans complying with the requirements outlined within the VET Funding Contract.
- 4.13.2 The Institute will issue training plans for non-apprentice accredited training to students prior to the commencement of training but no later than four weeks after the commencement of training.
- 4.13.3 The Institute will ensure training plans for non-apprentice accredited training including workplace-based delivery is signed by the employer prior to the commencement of training but no later than four weeks after the commencement of training.
- 4.13.4 The Institute will ensure training plans of apprentices/trainees are jointly developed by the Trainers/Assessor, employers and apprentice/trainees and signed prior to the commencement of training but no later than four weeks after the commencement of training.
 - a) Training Plans for school-based apprentices/trainees must also include consultation and endorsement by the apprentice/trainee's school confirming the integration with the student's senior secondary program.
 - b) Training Plans for students attending school that are not endorsed by the apprentice/trainee's school will be enrolled as part time attending school and are unable to access Skills First Funding.
- 4.13.5 The Institute will update training plans according to any changes mutually agreed throughout the delivery of Training Services, including enrolment into further units of competencies within the course.

4.14 Offers, Admission and Confirmation of Enrolment

- 4.14.1. The Institute will:
 - a) issue offers of admission to applicants where the course is determined through the application process as suitable and at an appropriate level that will provide additional relevant competencies;
 - b) record and maintain applications and enrolments within the Student Management System;
 - c) enrol students into units expected to be commenced in the current academic year, except in the instance of students enrolling into VCE VM and VPC who will only be enrolled in units expected to complete in the current academic year.
 - d) confirm enrolments where arrangements for payment of course fees are finalised.
- 4.14.2. Students will not attend classes or commence training in any program until their enrolment is confirmed.

4.7 Superseded, Deleted or Expired Training Products

Warning – Uncontrolled when printed.

Approved by: Executive Leadership Team

Endorsed by: the Leadership Team

Next review date: 10/06/2026

Maintained by: General Manager, Student Experience

Status: Current

Original issue: 25/07/2011

Last review date: 10/06/2025

Page 8 of 12

OFFICIAL

OFFICIAL

- 4.14.3. The Institute will not enrol unaware students in superseded, deleted or expired training products when they will not have sufficient time to complete their training and assessment.
- 4.14.1. The Institute will communicate promptly with affected cohorts when a product becomes superseded, deleted or expired.
- 4.14.2. The Institute will advise students enrolled in a training product within a transition period of the requirement to either complete the training and assessment in the superseded training product or transfer to the new training product before the end of the transition period.
- 4.14.3. Students funded under the Skills First Program transferring to the new course will not require re-testing for eligibility where their enrolment is reported as continuing.

4.15. Refusal of Enrolment

- 4.15.1 The Institute reserves the right to refuse an application for enrolment on the grounds the applicant:
- is deemed unsuitable through the Pre-Training Review.
 - has an outstanding debt applied as defined within the *Debt Management Policy*.
 - has a sanction due to breaching the *Student Code of Conduct Policy* or other reason.
 - is under 15 years of age.
 - where the enrolment could subject the Institute to a breach of legal or ethical obligations.
 - where deemed the student does not to hold a valid visa.

4.16. Records Management

- 4.16.1 The Institute will manage student records in accordance with the *Records Management Policy*.

4.17 Delegation of Responsibilities

- 4.17.1 The Senior Manager, Administration is responsible for the management, coordination and compliance of enrolments and associated processes.
- 4.17.1 Education Delivery are responsible for the development of training and assessment strategies, determining course entry requirements and timing of course availabilities for enrolment.
- 4.17.2 Enrolment Advisors are responsible for assisting prospective students to complete the prescribed enrolment documentation, ensuring compliance and maintaining applications within the Student Management System.

5 Legislative Context

- Charter of Human Rights and Responsibilities Act 2006
- Education and Training Reform Act 2006

Warning – Uncontrolled when printed.

Approved by: Executive Leadership Team
Endorsed by: the Leadership Team
Next review date: 10/06/2026

Maintained by: General Manager, Student Experience
Status: Current

Original issue: 25/07/2011
Last review date: 10/06/2025
Page 9 of 12

OFFICIAL

OFFICIAL

- Education and Training Reform Regulations 2017
- Education Services for Overseas Students (Exempt Courses) Instrument 2021
- Education Services for Overseas Students Act 2000
- Education Services for Overseas Students Regulations 2001
- Health Records Act 2001
- Higher Education Support Act 2003
- Migration Act 1958
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020
- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988
- Privacy and Data Protection Act 2014
- Standards for Registered Training Organisations (RTOs) 2015
- Student Identifiers Act 2014
- VET Student Loans Act 2016

6 Associated documents

6.16 Associated Policies

- Access and Equity Policy
- Debt Management Policy
- Information Privacy Policy
- International Enrolment Policy
- Marketing Information and Practices Policy
- Records Management Policy
- Refund of Course Fees Policy
- Student Code of Conduct Policy
- Student Fees Pricing Policy
- Training and Assessment Services Policy

6.17 Associated Procedures

- Apprenticeships and Traineeships Procedure
- Credit and RPL Procedure
- Early School Leavers Enrolment Procedure
- Eligibility Assessment Procedure
- Enrolment Procedure

Warning – Uncontrolled when printed.

Approved by: Executive Leadership Team

Endorsed by: the Leadership Team

Next review date: 10/06/2026

Maintained by: General Manager, Student Experience

Status: Current

Original issue: 25/07/2011

Last review date: 10/06/2025

Page 10 of 12

OFFICIAL

OFFICIAL

- Fees, Charges and Payments Procedure
- International Student Enrolment and Re-enrolment Procedure
- Management of Personal Student Information Procedure
- Pre-Training Review Procedure
- Records Management Procedure
- Student Withdrawal and Refund of Course Fees Procedure
- Unique Student Identifier Procedure
- VASS Administrative Procedure
- VET Student Loans Entry Procedure

6.18 Associated Forms

- Application to Vary Fees – Domestic Student
- Centrepay Deduction Authority Educational Expenses
- Change of Student Personal Details
- Concession Confirmation Declaration – Skills First Program
- Concession Confirmation Form
- Direct Credit Transfer Request
- Direct Credit Transfer Request – SMED Approval over 30 percent
- Early School Leaver (ESL) Exemption Request
- Early School Leavers Intake and Enrolment Authorisation
- Enrolment Application – HSR Short Course
- Enrolment Application – Non-Accredited Training
- Enrolment Application – Skills First
- Enrolment Application – Skills First, ACER
- Enrolment Application – VETDSS
- Enrolment Documentation Audit Check
- Enrolment Transition Request
- Enrolment Variation
- Fee Sponsorship Agreement
- HSR Training Consent
- NSW Apprenticeship Details
- Payment by Instalment Plan Service Agreement
- Pre-Training Review – Disability Specific
- Pre-Training Review – Language Specific
- Re-enrolment Application

Warning – Uncontrolled when printed.

Approved by: Executive Leadership Team

Endorsed by: the Leadership Team

Next review date: 10/06/2026

Maintained by: General Manager, Student Experience

Status: Current

Original issue: 25/07/2011

Last review date: 10/06/2025

Page 11 of 12

OFFICIAL

OFFICIAL

- Skills First Program Training Provider Declaration
- Statutory Declaration for Informal Relative Care – Victoria
- Superseded Training Product Notification
- Unique Student Identifier Consent
- VCAA Student Personal Details and Declarations
- VET Student Loans Parental Consent
- VET Student Loans Request

6.19 Other associated documents

- 2024-5 Guidelines About Apprenticeship/Traineeship Training Delivery – *Skills First Program*
- 2024-5 Guidelines About Eligibility – *Skills First Program*
- 2024-5 Guidelines About Fees – *Skills First Program*
- 2024-5 Standard VET Funding Contract – *Skills First Program*
- 2024-5 Victorian VET Student Statistical Collection Guidelines
- Australian Qualifications Framework
- VCE Administrative Handbook 2025 (VCAA)
- VPC Administrative Handbook 2025 (VCAA)

7 Responsibility

The General Manager, Student Experience is responsible for ensuring compliance with this policy, and its associated procedures and systems.

8 Review Frequency

This policy and any associated procedures will be reviewed annually and remains in force as amended from time to time, until rescinded.

Warning – Uncontrolled when printed.

Approved by: Executive Leadership Team

Endorsed by: the Leadership Team

Next review date: 10/06/2026

Maintained by: General Manager, Student Experience

Status: Current

Original issue: 25/07/2011

Last review date: 10/06/2025

Page 12 of 12

OFFICIAL