Enrolment Policy

1 Purpose

This policy provides the framework for the enrolment of students at SuniTAFE and ensures timely and accurate enrolment process in accordance with requirements of the Standards for Registered Training Organisations (RTOs), the VET Funding Contract and any other regulatory or legislative requirements.

2 Scope

This policy applies to all staff involved in student enrolments and applies to all enrolments at SuniTAFE.

3 Definitions

Acronym/Term	Definition
ASQA	The **Australian Skills Quality Authority** (**ASQA**) is the national regulator for Australia's vocational education and training (VET) sector.
AQF	Australian Qualifications Framework The Australian Qualifications Framework is the policy for regulated qualifications in the Australian education and training system.
Early School Leaver	A young person under 17 years who is exiting from the school system. For the purpose of this policy, this does not include: • VETDSS students • Short course enrolments • Registered trainees or apprentices
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.
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.
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	Has the meaning given in the Student Identifiers Act 2014, means the Student Identifiers Registrar appointed by the Commonwealth Minister.

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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.
Skills First Program	A Victorian Government scheme which helps eligible individuals access vocational education and training
The Department	Department of Education and Training (Victoria)
Training Plans	A detailed program outlining how a course of study for an Apprentice/Trainee is to be progressed. It identifies the units of competency being studied and the timeframe within which each unit is to be completed.
Training Services	Training and assessment associated with currently endorsed courses and qualifications or parts thereof, appearing on the SuniTAFE's Scope of Registration.
USI	Unique Student Identifier 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.
VET	Vocational Education and Training
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.

4 Policy

4.1 SuniTAFE will comply with requirements of national and state regulators ASQA and VRQA, the VET Funding Contract and all applicable standards and legislation where enrolling students.

4.2 Training and Assessment services including strategies and practices will be developed in accordance with the *Training and Assessment Services Policy* prior to enrolment.

   a) Marketing information, materials and practices in relation to training services for enrolment will be developed prior to enrolment in accordance with the *Marketing Information and Practices Policy*.

   b) Prospective students will be provided with clear, current and accurate information about the training services to be provided, enabling students to make an informed decision about the training services they will undertake. This information will be available on SuniTAFE's website.

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4.3 All potential student enquiries will be managed using SuniTAFE's Client Relation Management Service, Salesforce.

4.4 Enrolment of early school leavers aged under 17 years will be managed in accordance with the *Early School Leavers Enrolment Procedure*.

   a) SuniTAFE will not enrol students under the age of 16 years, excluding VETDSS students and Apprentices or Trainees, unless under exceptional circumstances.

   b) The enrolment of any student under the age of 16 years must be approved by the Executive Leadership Team.

4.5 SuniTAFE has unreserved commitment to the principles of access and equity in VET as outlined in the *Access and Equity Policy*.

4.6 Students will not attend classes or commence training in any program until their enrolment is finalised within the Student Management System.

4.7 Students that are not Australian Citizens must provide evidence of a current passport and Visa prior to enrolment.

   a) SuniTAFE will verify the passport and visa of potential students within the Australian Government Visa Entitlement Verification Online (VEVO) system.

   b) Potential students that hold a Student Visa will be referred to the International Department and the enrolment admission will be in accordance with the *International Student Enrolment and Re-enrolment Procedure*. These students will be enrolled as International Students.

   c) Potential students on all other types of visas must have study rights for the duration of the proposed course enabling the student to successfully complete the program to progress with the enrolment application process as a domestic student.

4.8 Pre-Training Review
All domestic prospective students will undertake a Pre-Training Review prior to enrolment to determine the appropriateness and suitability of the proposed course to the student's needs in accordance with the *Pre-Training Review Procedure*.

   a) The selection criteria and entry requirements of courses will be set out in the Training and Assessment Strategy.

   b) Credit for prior learning and recognition of prior learning will be determined through the completion of the Pre-Training Review in accordance with the *Credit and RPL Procedure*.

   c) Pre-Training Reviews will be assessed based on their merit reflecting decisions that are fair, equitable and transparent.

   d) Students will not be enrolled in a course that is at an inappropriate level, including but not limited to the Foundation Skills List that would not provide additional relevant competencies.

   e) Potential students who do not meet selection criteria will be counselled as to pathway alternatives.

4.9 Data Collection
SuniTAFE will capture student information in accordance with the Victorian VET Student

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Statistical Collection Guidelines and directions of the Department via the *Enrolment Application Form*.

a) Student information will be entered and maintained in the electronic Student Management System that complies with the Victorian VET Student Statistical Collection Guidelines.

b) All mandatory standard enrolment questions will be included on enrolment application forms for accredited courses.

c) Prospective students must respond to all questions on the *Enrolment Application Form* prior to enrolment, including:

- providing their legal name and supporting evidence that matches to confirm their identity.

- providing the physical address where they usually reside rather than any temporary address at which they reside for training, work or other purposes.

- providing their Unique Student Identifier (USI).

- the Victorian Student Number (VSN) question where aged up to 24 years.

d) Prospective students will be advised via a standard privacy notice on all enrolment application forms of the following:

- how their personal information will be collected and handled by SuniTAFE.

- that their personal information may be supplied to and used by the Department and Commonwealth VET Student Loan agencies.

- the possibility of receiving an NCVER survey and/or an invitation to participate in a Department endorsed project and/or being contacted by the Department (or persons authorised by the Department) for audit or review purposes.

- contact details of SuniTAFE's Privacy Officer.

e) Prospective students must acknowledge via their signature on the *Enrolment Application Form* that they have read SuniTAFE's and the Victorian Government's VET Student Enrolment Privacy Notice.

f) SuniTAFE will obtain written approval by a parent or guardian of a prospective student under the age of 18 years at enrolment. Where a student is not living with a parent/guardian, but is living in an informal care arrangement with a carer, SuniTAFE requires completion of a *Statutory Declaration for Informal Relative Carers – Victoria*.

g) Staff will comply with the guidelines outlined in the *Information Privacy Policy* regarding the collection, use, storage, disclosure of and access of information collected during the enrolment of students.

4.10 Student Identifiers Scheme
SuniTAFE will meet the requirements of the Student Identifiers scheme and will:

a) verify a Student Identifier with the Registrar via the USI website where a student has completed and signed an *Enrolment Application form*, before using it for any purpose.

b) not issue AQF certification documentation to a student without being in receipt of a verified Student Identifier for that individual, unless an exemption has been applied

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under the Student Identifiers Act 2014.

    c) ensure that where an exemption is applied, the student is informed prior to finalising the enrolment that the results of the training will not be accessible through the commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

    d) ensure that the security of Student Identifiers and all related documentation under its control, including information, is stored in the Student Management System.

4.11 Eligibility – Skills First Program

SuniTAFE will determine an individual's eligibility to receive a funded place under the Skills First Program prior to enrolment and will record the assessment of eligible individuals on the *Eligibility Assessment and Declaration Form,* sighting and retaining evidence of eligibility as outlined in the *Eligibility Assessment Procedure*.

    a) When determining eligibility of an individual under the Skills First Program, SuniTAFE will adhere the Standard VET Contract including the following:

- Guidelines about Eligibility
- Guidelines about Fees
- Guidelines about Apprenticeship/Traineeship Training Delivery

    b) SuniTAFE will inform all eligible individuals that their enrolment under the Skills First Program may impact their access to further government subsidised training prior to finalising the enrolment.

4.12 Payment of fees

Fees and charges will be applied at enrolment as per *Fees and Charges Policy* and *Fees, Charges and Payments Procedure*.

    a) All prospective students will be provided with a Statement of Fees prior to enrolment.

    b) Concessions and Tuition Fee Waivers for eligible individuals under the Skills First Program will be applied at the time of enrolment. Evidence will be sighted and retained as outlined in the *Eligibility Assessment Procedure* and *Fees, Charges and Payments Procedure*.

    c) VET Student Loans are available for tuition fees to eligible students for courses on the approved course list. Student eligibility for a VET Student Loan will be determined by completing the *VET Student Loan Eligibility Assessment Form* and as outlined in the *VET Student Loans Student Entry Procedure*.

    d) Students will be advised of SuniTAFE's *Refund of Course Fees Policy* at enrolment.

4.13 Training Plans – Skills First Program

SuniTAFE will document information on training and assessment in a Training Plan which will be provided to all Eligible Individuals under the Skills First Program.

    a) Where a student is enrolling as an apprentice or trainee under a training contract, the information on training and assessment must be agreed and endorsed by the teacher, student and employer via digital signature within DocuSign. Students and employers will be provided with an endorsed electronic copy following all parties

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digitally signing the training plan.

b) Where a student is enrolling as a non-apprentice an electronic copy of the training plan will be provided via email within Salesforce.

c) The Training Plan may be developed and signed prior to training commencement but no later than four (4) weeks after training commencement.

d) The Training Plan will be updated according to any changes mutually agreed throughout the Training Services.

4.14 Refusal of Enrolment

SuniTAFE may refuse a potential student's application for enrolment on the following grounds:

a) is deemed unsuitable through the Pre-Training Review.

b) has an outstanding debt applied as defined within the *Debt Management Policy*.

c) has a sanction due to breaching the *Student Code of Conduct Policy* or other reason.

d) where the enrolment could subject SuniTAFE to a breach of legal or ethical obligations.

4.15 Records Management

SuniTAFE's *Records Management Policy* and *Records Management Procedure* provide clarification around retention of records.

a) A copy of all enrolment documentation will be uploaded to the Student Management System.

5 Legislative Context

- Charter of Human Rights and Responsibilities Act 2006
- Education and Training Reform Act 2006
- ESOS Act 2000
- ESOS 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 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

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6 Associated documents

6.1 Associated Policies

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

6.2 Associated Procedures

- Apprenticeships and Traineeships Procedure
- Credit and RPL Procedure
- Early School Leavers Enrolment Procedure
- Eligibility Assessment Procedure
- Enrolment Procedure
- Fees, Charges and Payments Procedure
- International Student Enrolment and Re-enrolment Procedure
- Pre-Training Review Procedure
- Records Management Procedure
- Student Withdrawal and Refund Procedure
- Unique Student Identifier Procedure
- VET Student Loans Entry Procedure

6.3 Associated Forms

- Advanced Standing (Direct Credit Transfer) Application Form
- Change of Student Details Form
- Concession Confirmation Form
- Early School Leavers Intake and Enrolment Authorisation Form
- Eligibility Assessment and Declaration form
- Enrolment Application Form
- Enrolment Variation Form
- Job Seeker Referral Form

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- Re-enrolment Form
- Request for a VET Student Loan – Parental Consent, Student Under 18 Years Form
- Pre-Training Review
- Skills First Youth Access Initiative Referral Form
- Statutory Declaration for Informal Relative Carers – Victoria
- Training Plan
- Unique Student Identifier Consent Form
- VET Student Loans Eligibility Assessment Form

6.4 Other associated documents

- 2022 Standard VET Funding Contract – *Skills First* Program
- 2022 Guidelines About Apprenticeship/Traineeship Training Delivery – *Skills First* Program
- 2022 Guidelines About Eligibility – *Skills First* Program
- 2022 Guidelines About Fees – *Skills First* Program
- 2022 Victorian VET Student Statistical Collection Guidelines
- Australian Qualifications Framework
- VRQA Guide for non-school senior secondary education providers, Minimum standards for registration to provide an accredited senior secondary qualification

7 Responsibility

The General Manager, Operations 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.

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