

## Enrolment Policy & Procedure

### Purpose

The purpose of this policy is to:

- Outline the principles for managing applications from students wishing to undertake accredited courses delivered by CEAV Institute.
- Throughout the admissions and enrolment process, CEAV Institute will provide appropriate and accurate advice to prospective and enrolling students.

### Scope

This policy applies to the CEAV Institute (RTO 22523) including:

- Trainers and assessors
- RTO Leadership and Administration Team
- Students applying for positions in accredited courses with CEAV Institute

This policy applies to all applications for admissions and enrolment into the career development programs delivered by CEAV Institute. The policy is relevant to all staff handling enquiries from prospective students, and processing students' admissions and enrolment.

### Responsibility

The ACCE Operations Manager and the RTO Manager, Head of Teaching and Learning are responsible for implementing this Policy and Procedure and ensuring enrolment processes are conducted as outlined.

### Definitions

- **VET** - Vocational Education and Training
- **VET Quality Framework** – outlines the standards for achieving consistency in registering and monitoring Registered Training Organisations (RTOs). The VET Quality Framework includes:
  - The Standards for RTOs 2015 (The Standards)
  - The Australian Qualifications Framework (AQF)
  - The Fit and Proper Person Requirements
  - The Financial Viability Risk Assessment Requirements
  - The Data Provision Requirements
- **Standards for Registered Training Organisations 2015 (RTOs)** – set of standards endorsed by the Council of Australian Governments (COAG) Industry and Skills Council to provide:
  - National consistency in the regulation of the VET sector using a standards-based quality framework and a risk-based approach.
  - To promote quality, flexibility, and innovation in VET
  - Promote Australia's reputation for VET locally and overseas.
  - Promote a VET system that meets Australia's social and economic needs.
  - Protect students undertaking or proposing to undertake VET in Australia
  - Ensure access to accurate information regarding the quality of VET.

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- **Australian Qualifications Framework (AQF)** – The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualification framework.
- **National VET Regulator (NVR)** – The Standards: Sets out the requirements that an organisation must meet to be a Registered Training Organisation (RTO)
  - Ensure access to accurate information regarding the quality of VET.
- **Compliance with Legislation** – there is evidence of systems and processes in place to identify relevant legislation, regulations, and guidelines as well as monitoring systems to ensure compliance.
- **Relevant legislation** – Acts of Parliament
- **Regulatory Requirements** – Validation, Moderation, Reporting
- **Statutory Requirements** – approvals, licenses, permits, etc. required for the delivery of nationally recognized training.
- **ASQA** Australian Skills Quality Authority – the national VET regulatory registering body to the National Standards for Registered Training Organisations 2015.
- **Skills First Quality Charter** – the accountability requirements within the VET Funding Contract aimed at guaranteeing value for money in taxpayer-funded training. The Skills First Quality Charter must be read in conjunction with the VET Funding Contract.
- **Course** – CEAV Institute delivers training and assessment over a set period to enable a student to obtain a qualification.
- **Student** – an enrolled person being trained and assessed by CEAV Institute

### Policy

CEAV Institute aims to manage enrolments from individual students in the most efficient and effective manner.

CEAV Institute supports the principle that all members of the community have the right to access accredited courses delivered by CEAV Institute, regardless of gender, age, culture, disability, or disadvantage. We aim to provide information and identify the most suitable and appropriate course for clients.

CEAV Institute staff will inform prospective students prior to enrolment about CEAV Institute's fees and charges, eligibility for government funding, eligibility for Credit Transfer or Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) and course content, delivery, and assessment – including any pre-requisites, manuals, or special requirements.

Information about CEAV Institute courses and enrolment requirements are available on the CEAV Institute [website](#).

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### Procedure

#### Enquiry Process:

Upon initial contact with the prospective student, CEAV Institute will provide appropriate and accurate information about our courses and the process required for enrolment.

#### Enrolment Processes:

##### 1. Skills First Enrolment Procedure

CEAV Institute will enrol all eligible individuals as Skills First Students in accordance with:

- a) The Victorian VET Student Statistical Collection Guidelines
- b) All applicable Regulatory Standards

Note: CEAV Institute does not accept enrolments from individuals who are younger than 17 years of age.

Upon initial contact with the prospective student, CEAV Institute will provide appropriate and accurate information about enrolment that informs them that their enrolment is under the Skills First Program once Skills First eligibility requirements have been established. As part of this process, eligibility for any applicable Skills First programs or initiatives will also be assessed.

Information such as support, training and assessment, and course completion will also be provided as part of the enrolment procedure.

To assist students to make an active and informed choice about the course that they are interested in and undertaking, CEAV Institute will ensure that its enrolment processes *address Principle 3 Informed choice of course and provider of the Skills First Quality Charter* which includes Students being provided with information that their enrolment is under the Skills First Program which will impact their access to future Skills First Entitlements i.e., being aware of future funding entitlements.

As part of the enrolment process, students are advised of the fees associated with a course via the Statement of Fees on the RTO's website. **Refer to CEAV Institute's Fees, Charges and Refund Policy and Procedure.**

CEAV Institute will determine if a student is eligible for Skills First funding and if a student is eligible to receive their Skills First Entitlement before their commencement in training. **Refer To CEAV Institute's Skills First Eligibility & Declaration Form**

All students who wish to enrol in CEAV Institute's Nationally Recognised Skills First funded courses will be required to participate in a Language, Literacy and Numeracy (LLN) quiz and a Pre-Training Review to determine their suitability for the courses – **Refer to CEAV Institute's Pre-Training Review Policy and Procedure.**

Students are required to complete CEAV Institute's Enrolment form (via VETenrol) which includes all mandatory standard enrolment questions as described in the Victorian VET Student Statistical Collection Guidelines. As part of the enrolment process, CEAV Institute will require the student to upload their USI number and VSN number (if applicable). – **Refer to CEAV Institute's Unique Student Identifier Policy & Procedure.**

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The enrolment form will also include a standard privacy notice in accordance with the Victorian VET Student Statistical Collection guidelines which advises individuals how their data may be supplied to, and used by, the Department and Commonwealth VET Student Loan agencies. – Refer to CEAV Institute’s **Privacy and Confidentiality Policy and Procedure**

CEAV will also include the following information in their Enrolment Form regarding the possibility of:

- Receiving an NCVER survey
- Receiving an invitation to participate in a department-endorsed project
- Receiving an invitation to participate in the department’s annual student outcome survey and
- Being contacted by the Department for audit, review or investigation purposes.

All enrolment forms are to be checked by CEAV Institute’s Administration Team to ensure that they have been completed correctly and in entirety. Should it be identified that details are missing or have not been documented correctly, CEAV Institute’s Administration Team will contact the prospective student by email requesting the submission/correction of data.

Data from Enrolment forms that have been checked and have been signed off as completed correctly will be entered into the student’s record in CEAV Institute’s student Management System – VETtrak. Electronic enrolment forms are filed and stored in the student’s file in accordance with the **CEAV Institute’s Record Management Policy and Procedure**.

### 2. Enrolment in Nationally Recognised Fee for Service courses and Scholarship Courses

Upon initial contact with the prospective student, CEAV Institute will provide appropriate and accurate information about enrolment that informs them that their enrolment is under a Fee for Service arrangement. Note: CEAV Institute does not accept enrolments from individuals who are younger than 17 years of age.

Information such as support, training and assessment, and course completion will also be provided as part of the enrolment procedure.

Prospective and current students are advised of the fees associated with a course via the Statement of Fees on the CEAV Institute’s website and during the enrolment process. **Refer to CEAV’s Fees, Charges and Refund Policy and Procedure.**

All students who wish to enrol in CEAV Institute’s Nationally Recognised Fee for Service courses will be required to participate in a Language, Literacy and Numeracy (LLN) quiz and Pre-Training Review to determine their suitability for the courses – **Refer to CEAV Institute’s Pre-Training Review Policy and Procedure.**

Students will be required to complete CEAV Institute’s Enrolment form which includes all mandatory standard enrolment questions as described in the Victorian VET Student Statistical Collection Guidelines. As part of the enrolment process, CEAV Institute will require the student to upload their USI number and VSN number (if applicable). – **Refer to CEAV Institute’s Unique Student Identifier Policy & Procedure.**

The enrolment form will also include a standard privacy notice in accordance with the Victorian VET Student Statistical Collection guidelines which advises individuals how their data may be supplied to, and used by, the Department and Commonwealth VET Student Loan agencies.

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CEAV Institute will also include the following information in their Enrolment Form the possibility of:

- Receiving an NCVER survey
- Receiving an invitation to participate in a department-endorsed project,
- Receiving an invitation to participate in the department's annual student outcome survey and
- Being contacted by the Department for audit, review or investigation purposes.

All enrolment forms are to be checked by CEAV Institute's Administration Team to ensure that they have been completed correctly and in entirety. Should it be identified that details are missing or have not been documented correctly, CEAV Institute's Administration Team will contact the prospective student by email requesting the submission/correction of data.

Data from Enrolment forms that have been checked and have been signed off as completed correctly will be entered into the student's record in CEAV Institute's student Management System – VETtrak. Electronic copy enrolment forms are filed in the student's file. **Refer to CEAV Institute's Record Management Policy and Procedure.**

## Meeting the requirements of the VET Framework

- Standards for Registered Training Organisations:  
Standard 1 Clause 1.1

## Related Documents

- Enrolment Form
- Student Support Policy and Procedure
- Pre-Training Review Career Conversation Form
- Key Phases in the Student Journey
- Credit Transfer Policy and Procedure
- Credit Transfer Application Form
- Recognition of Prior Learning Policy & Procedure
- RPL/ RCC Skills Assessment Evidence Kit
- LLN Quiz
- Staff Induction Manual
- Student Handbook
- Course promotional material for courses on CEAV Institute Scope of Registration
- Marketing Policy and Procedure
- Privacy and Confidentiality Policy and Procedure
- Access and Equity Policy and Procedure
- Skills First Contract
- Fees, Charges and Refund Policy and Procedure
- Statement of Fees
- Records Management Policy and Procedure
- Skills First Quality Charter

## Enrolment Policy & Procedure

Document Version Details	
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Legislation	Relevant Websites
<b>Commonwealth:</b>	
National Vocational Education and Training Regulator Act 2011, including the July 2020 amendments	<a href="https://www.legislation.gov.au/Details/C2020C00250">https://www.legislation.gov.au/Details/C2020C00250</a>
Australian Privacy Principles	<a href="https://www.oaic.gov.au/privacy/australian-privacy-principles">https://www.oaic.gov.au/privacy/australian-privacy-principles</a>
Commonwealth Privacy Act 1988 and Amendments	<a href="https://www.legislation.gov.au/Details/C2014C00076">https://www.legislation.gov.au/Details/C2014C00076</a>
Public Records	<a href="https://www.legislation.vic.gov.au/in-force/acts/public-records-act-1973/041">https://www.legislation.vic.gov.au/in-force/acts/public-records-act-1973/041</a>
<b>Victorian:</b>	
Education and Training Reform Act 2006	<a href="https://www.legislation.vic.gov.au/in-force/acts/education-and-training-reform-act-2006/091">https://www.legislation.vic.gov.au/in-force/acts/education-and-training-reform-act-2006/091</a>
Victorian Privacy Act 2008	<a href="https://www.vic.gov.au/privacy-vicgovau">https://www.vic.gov.au/privacy-vicgovau</a>
Privacy and Data Protection Act 2014	<a href="https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/027">https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/027</a>