

### Objective

This policy outlines the principles for managing applications from students wishing to undertake accredited and non-accredited courses delivered by CEAV Institute.

### Scope

This policy applies to the following ACCE and CEAV Institute staff:

- Students applying for positions in accredited and non-accredited courses with CEAV Institute
- CEAV Institute Training and Assessment staff
- CEAV Career Counsellors and Administration staff

### Policy

CEAV Institute supports the principle that all members of the community have the right to access accredited and non-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 aims to manage enrolments from individual students in the most efficient and effective manner.

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

Information about CEAV Institute courses and enrolment requirements will be available on the CEAV Institute website and in the CEAV Institute Student Handbook.

### Related Documents

- Accredited Course Enrolment Form
- Pre-Enrolment Career Conversation Course Enquiry
- Key Phases in the Student Journey-v001Nov2020
- Recognition of Prior Learning Procedure-v001Feb2021
- RPL Kits – Part A, Part B, Part C
- Language Literacy and Numeracy Policy-v001Feb2021

**Related Legislation**

Commonwealth

- National Vocational Education and Training Regulator Act 2011, including the July 2020 amendments
- Commonwealth Privacy Act 1988 and Amendments
- National Privacy Principles
- Public Records Act 1973

Victorian

- Education and Training Reform Act 2006
- Victorian Privacy Act 2008
- Privacy and Data Protection Act 2014 (Vic)

**Approved by**

*The Committee of Management*

<b>Signed:</b>		<b>Date:</b>	02/02/2021
----------------	---	--------------	------------

**Review date**

**Effective from:** February 2021

**Review date:** February 2024