



## Enrolment process

### Purpose

The following process outlines the enrolment procedure and should be followed by all students.

### Procedure

#### Pre enrolment

1. A prospective student calls the office with questions regarding their training and is encouraged to visit the RTO to have further discussions. Due to our personalised nature a private student interview is required, and gives the student an opportunity to discuss all queries about the RTO. Students will be given a tour and an opportunity to meet staff and see our facility.
2. In the interview the following items are discussed further should the student be interested in enrolment:
  - Enrolment checklist outlining policies and procedures
  - Feedback for the student and recommendations on course suitability etc
  - they will be assessed to ensure they meet any RTO requirements and given the LLN test to complete
  - If the prospective student cannot meet the relevant entry requirements they will be advised accordingly and provided guidance as to what further steps to take.

#### Enrolment

1. A prospective student applies for enrolment. This will usually be done via the website, by calling the RTO or in person. The prospective student submits their Enrolment Form.
2. The following documents are required to be returned to the RTO and form part of their student folder:
  - a. Completed and signed Application to Enrol Form including their USI.
  - b. Signed acknowledgement agreeing to the RTO's student handbook (Policies and Procedures)
  - c. Refund Policy
  - d. Course fees overview
  - e. Student Media consent form
  - f. Student pre enrolment checklist
  - g. LLN test
  - h. Course Administration fee + Payment plan or payment method
  - i. If applying for RPL they follow our procedure (if applicable)
  - j. ID card photo x 1 (if applicable)
3. Once a prospective student submits an Enrolment Form and associated documents, they will be assessed to ensure they meet any RTO requirements.
4. If the prospective student meets the entry requirements, and supplies all of the above items, they will be accepted and their enrolment will be finalised.
5. The student's details are then entered into the Student management System and allocated an ID number
6. The student is posted /emailed an acceptance letter along with a post enrolment evaluation form
7. The Student then commences training on the scheduled date