

# Student Selection, Enrolment and Induction Procedure

## Student Selection and Enrolment Procedures

Our RTO is inclusive of all students regardless of sex, race, impairment, or any other factor. Enrolment at Our RTO is processed through the College office.

## VET Student Induction Procedures

Each subject area is responsible for student induction. The RTO will provide student information and induction to each student before enrolment in a desired training course.

All students are interviewed and counselled before enrolling to ensure they are well informed of the chosen course content, knowledge and employability skills to be gained, capacity to benefit from the course, their availability and commitment to attend, what is expected of them as a student, along with the cost of the course and the payment plan.

**The Capacity to Benefit** – interview and review form is used to capture all of the information discussed at the pre-enrolment meeting. The payment plan form is also completed with the relevant bank details.

If the student decides to enroll, they will first be given the LLN assessment to complete. Based on the results of the LLN assessment, the student officer will discuss the results, advise them on how to improve their LLN or explain how the RTO can support them to achieve their desired course outcome.

The LLN assessment results and the interview sheet are stored in the student's record.

For students who need additional support, the student's trainer is informed.

Students will receive the VET Student Handbook which outlines the following information:

- Relevant RTO policy statement and responsibilities
- The refund policy and exemptions (where applicable)
- Provision for language, literacy and numeracy assistance
- Student support, welfare and guidance services
- Flexible learning and assessment procedures
- RTO complaints and appeals procedures
- Disciplinary procedures
- Staff responsibilities for access and equity
- Recognition of prior learning (RPL)
- Credit transfer – recognition of AQF qualifications and statements issued by other RTOs
- Significant Legislation
- Access to records
- All students have access to reassessment on appeal.

## RPL Procedure

Students with an application for RPL have access to the following procedures:

- Our RTO RPL application form must be used.
- All applications for RPL go to the trainer of the qualification in the first instance. Students will need to provide sufficient documented evidence to support their claim for recognition to their teacher e.g. resume, certificates, photos, references from supervisors, performance reviews or job descriptions.
- The RPL and its outcome will be recorded in writing in the RPL register. Trainers and assessors dealing with the RPL application will provide feedback throughout the process to the student.
- The trainer responsible for the delivery of the qualification will review the evidence provided by the student and give a written and verbal response (within 10 days of receipt of the evidence) to the student regarding whether the evidence is suitable for RPL.

- The trainer handling the RPL application will develop and assess any alternative methods of assessment required as a result of an RPL application. The student may be asked to complete practical demonstrations of their skills to support their application for RPL.
- Assessment methods should be fair and flexible and reflective of assessment tasks delivered as part of the training and assessment strategy.
- The trainer will update the student records if RPL is granted, following consultation with the RTO Manager.
- The student will be made aware of any gaps in training as a result of the review of their application evidence.
- The student will be also made aware of the appeals procedure if they are not satisfied with the decision on their RPL application.

## RPL Appeal Procedure

A student dissatisfied with the response to the RPL application may initiate an appeal.

1. Our RTO RPL appeal form must be used.
2. All RPL appeal applications are go to the RTO Manager.
3. The RTO Manager will request from the VET teacher the original RPL application, including the documented evidence that supported the student's initial claim.
4. The RPL appeal and its outcome will be recorded in writing in the RPL register. The RTO Manager will provide feedback throughout the appeal process to the student.
5. The RTO Manager will make arrangements for the student's application to be re-assessed for RPL by another subject matter expert (VET Trainer and Assessor) NOT involved in the original assessment.
6. The appeal review will be conducted within 10 days of receipt of the RPL appeal form.
7. The RTO Manager will forward the original RPL application and the findings of the re- assessment to the Principal to make the final decision.
8. The outcome of the RPL appeal will be made available to the student.

Our RTO recognises AQF qualifications and statements of attainment issued by any other RTO and has a separate policy and procedure regarding the credit transfer process for this, as outlined in the Recognition of Qualifications Issued by Other RTOs Policy.

## Transition to Training Packages/Expiry of Accredited Courses Procedure

### TRANSITION OF TRAINING PRODUCTS

*Subject to Clause 1.27 of the Standards for Registered Training Organisations (RTO's) 2015 and unless otherwise approved by the VET Regulator, our RTO ensures that*

- a. Where a training product on our scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its replacement, within a period of one year from the date of the replacement training product was released on the National Register.
- b. Where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date of AQF qualification was removed or deleted from the National Register.
- c. Where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date of the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register; and
- d. A new learner does not commence training and assessment in a training product that has been removed or deleted from the National Register.