

RTO 1.03.806 STUDENT ENROLMENT POLICY

This policy is applicable to: All IRT Academy employees and Third Parties acting on behalf of IRT Academy.

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DOCUMENT CONTROL

Policy Number: 1.03.806	Policy Owner: General Manager IRT Academy	Version: 1.2
Contact position: General Manager IRT Academy	Approved for circulation: Group Leadership Team	TRIM classification reference: EDOC2015/02250
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Procedure or Process reference no: IRT Academy Procedure Manual Student Enrolment	Compliance/Accreditation/ Standards reference: National Vocational Education and Training Regulator Act 2011	

REVISION RECORD

Date	Version	Revision description
Apr 12	0.1	First Draft
July 13	0.2	Grammar corrections, updated reference to associated forms, delete 2 nd dot point in 4.1.1.1.
Oct 14	1.0	Repositioned procedure to IRT Academy Procedure Manual.
Nov 14	1.1	IRT Academy major review of all policies and procedures against Standards for NVR Registered Training Organisations 2011 - Essential Standards for Continuing Registration. Previous Policy to be superseded
Jan 15	1.2	Policy moved to New Format. Updated to align to the Standards for Registered Training Organisations 2015.

1. TITLE

RTO 1.03.806 STUDENT ENROLMENT POLICY

2. POLICY STATEMENT

At IRT Academy our approach to enrolment and induction is to provide a pathway for students to make informed decisions about their training and assessment and enter a training pathway that is the right fit and free from barriers.

3. PURPOSE

To ensure that the student enrolment and selection approach of IRT Academy meets legislated and regulatory requirements.

4. SCOPE

The scope of the policy covers all IRT Academy employees, Third Parties acting on behalf of IRT Academy and potential IRT Academy students.

5. OBJECTIVE

The purpose of this policy is to:

To ensure that all prospective students have equitable opportunities to access a qualification that meets their needs.

6. POLICY DETAILS

To achieve this, we will:

- Inform prospective students about prerequisite requirements for their desired training program and pathways to obtain these before enrolment;
- Assess a student's language, literacy and numeracy skill levels to ensure they have adequate skills and abilities to meet the requirements of their desired training program using the IRT Academy Language Literacy and Numeracy Screen (full qualifications or as deemed appropriate) or via course enrolment documentation completion for short courses;
- Provide accurate and ethical marketing and pre-enrolment information that enables them to make confident and suitable decisions about selected training programs;
- Determine if the student has any need for reasonable adjustment at the point of enrolment to allow training programs to be suitably adjusted;
- Promote access and equity for all learners and provide support within the resources of IRT Academy to meet individual needs;
- Provide comprehensive administrative support that allows the student to complete enrolment efficiently and commence training at an agreed time and place; and
- Inform prospective students about alternate pathways to training such as gaining credit for current competence or recognition of prior learning pathways.

7. ROLES AND RESPONSIBILITIES

All employees are required to comply with this Policy. There are no specific roles or responsibilities other than those outlined in the table below.

Specific roles and responsibilities of employees and management are outlined in Section 6 of this policy.

Specific roles and responsibilities of areas/departments/functions are outlined in the table below.

Role	Responsibility
Policy Owner – General Manager	Development and monitoring implementation of policy.
Subject matter expert – Administration Coordinator & Operations Coordinator	Provide advice regarding opportunities to improve the policy.
Implementation – all Academy employees	Implement the policy directly with students and prospective students.

8. EDUCATION AND STAFF DEVELOPMENT

This is a Standard Policy.

Education and Staff development relevant to this policy will occur via:

- Via IRT Academy On-Boarding procedure
- Via IRT Academy quarterly meetings
- This is a standard policy – specific education is not required, employees are expected to be familiar with this policy.

9. MONITORING, EVALUATION AND REVIEW

Feedback regarding this policy can be referred to:

- General Manager
- Administration Coordinator
- Operations Coordinator

The policy will be reviewed every 3 years by the General Manager IRT Academy with advice sought from the IRT Risk Manager. Triggers for review outside of the usual cycle include:

- Changes to the business activity relating to this policy
- New business activities impacting on this policy
- Changes to internal controls relating to this policy
- Changes to legislative and/or regulatory requirements

10. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
RTO	Registered Training Organisation

11. ASSOCIATED PROCEDURES AND FORMS

Name and number of document
Form 42D: Enrolment Form
IRT Academy Procedure Manual
IRT Academy marketing material
IRT Academy Calendar
Student Handbook
Complaint form
Code of Practice
Language, literacy and numeracy screen
IRT Academy Administration Process manual
Course Outline/Schedule

12. REFERENCES – COMPLIANCE AND BEST PRACTICE

Legislative references
National Vocational Education and Training Regulator Act 2011
Best Practice references
Not applicable

Compliance Plan reference:

National Vocational Education and Training Regulator Act 2011

Standard 5. Each learner is properly informed and protected.

13. LINKS TO OTHER POLICIES

1.03.829 Complaints Incidents and Appeals
1.03.843 Fees and Refunds