

1.03.806 STUDENT ENROLMENT

What You Need to Know – Key Take Outs

The purpose of this policy is to ensure that all prospective students have equitable opportunities to access a qualification that meets their needs.

Always read this Policy in conjunction with the Related Procedures identified below.

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.
Purpose	To ensure that the student enrolment and selection approach of IRT Academy meets legislated and regulatory requirements.
Risk Statement	IRT has a zero risk appetite for failing to meet its legislative obligations.
Scope	The scope of this policy covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy and potential IRT Academy students.
Related Procedure	
Related Documents	<ul style="list-style-type: none"> • 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 • 1.03.829 Complaints Incidents and Appeals • 1.03.843 Fees and Refunds
Compliance Requirements	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standard 5: Each learner is properly informed and protected
Policy Owner	Group Head IRT Academy
Effective Date	June 2021
Review Date	June 2024
Content Manager Reference Number	EDOC2021/0035444

1 POLICY PRINCIPLES

To achieve our purpose, 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 (LL&N) online test (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.

In Practice Example:

A prospective student visits the IRT Academy website and registers their details as interested in enrolling in a Certificate III level qualification. The IRT Academy staff contact the individual and support them through the application process including course orientation and implementation of the LL&N assessment to ensure that the student has the necessary capabilities to meet the demands of the course.

2 ROLES AND RESPONSIBILITIES

Role	Responsibility
Policy Owner – Group Head IRT Academy	<ul style="list-style-type: none"> • Development and monitoring implementation of policy.
Subject matter expert – Learning & Development Manager	<ul style="list-style-type: none"> • Provide advice regarding opportunities to improve the policy.
Implementation – all Academy employees	<ul style="list-style-type: none"> • Implement the policy directly with students and prospective students.

3 DEFINITIONS

In this Policy, words have the following meaning:

Term	Definition
RTO	Registered Training Organisation
LLN	Language, literacy and numeracy