


REGISTERED TRAINING ORGANISATION – 6419		
<b>Enrolment Policy</b>		
Version: 4	Approved: 21 June 2023	
Administered: General Manager	Next Review: June 2026	

## Purpose

This Policy provides a framework for the enrolment of students at Wingate Avenue Community Centre Inc (Wingate Ave CC) Registered Training Organisation (RTO) (6419), to ensure accurate, timely and fair enrolment procedures.

## Scope

This Policy is applicable to all staff and potential students involved in the enrolment process.

## Principles

In order for Wingate to achieve successful, community focussed management of the RTO the following principles will be undertaken:

1. All prospective students are treated fairly and equitably in relation to enrolment matters.
2. All eligible members of the local community are able to apply for enrolment at Wingate Ave CC.
3. Priority for enrolment is given to those living in Australia for humanitarian reasons e.g. refugees and asylum seekers, and Australian residents, and who can actively engage in a class
4. Every endeavour is made to enable people with disabilities to participate in WACC classes and programs. If a person with a disability meets the essential entry requirements, then Wingate Ave CC will make reasonable adjustments to ensure that individual is able to participate.
5. Wingate Ave CC does not enrol students under the age of 18 years old.

## Legislative Context

Charter of Human Rights and Responsibilities Act 2006 (Vic)

Disability Act 2006 (Vic)

Education and Training Reform Act 2006 (Vic)

Education and Training Reform Regulations 2007 (Vic)

Equal Opportunity Act 2010 (Vic)

Privacy Act 1988 (Cth)

Competition & Consumer Act 2010

## Responsibilities

What	When	Who
<ul style="list-style-type: none"> <li>Organise availability of information for course applicants.</li> <li>Provide effective information to potential students on the education program including checking client eligibility, available study hours, booking an Initial Assessment appointment, completion of enrolment paperwork, class information, and assist families with childcare placements.</li> <li>Make appointments for Pre-Training (Initial) Assessment.</li> <li>Maintain student management system/s, which includes ARMS, VETonLine and Wisenet with student records.</li> </ul>	Ongoing	Education Coordinator
<ul style="list-style-type: none"> <li>Provide all information on training programs and support services for staff to give potential students.</li> </ul>	Ongoing	Lead Teacher

## Enrolment Policy

What	When	Who
<ul style="list-style-type: none"> <li>• Make enquires (and ask questions) about courses.</li> <li>• Gather and understand course requirements.</li> <li>• Comply with the requirements of the course.</li> <li>• Inform the RTO if they require individual support needs.</li> </ul>	At enquiry	Student

## Related Documents

Internal	Eligibility and Enrolment Procedure
	Student Complaints and Appeals Resolution Policy
	Fees and Refunds Procedure
	Record Management Procedure
External	Guidelines about Determining Student Eligibility and Supporting Evidence
	Quality Charter
	Victorian VET Student Statistical Collection Guidelines
	Guidelines on Fees

## Definitions and Abbreviations

Term/Abbreviation	Definition
Australian Quality Training Framework (AQTF) Essential Conditions and Standards for Continuing Registration (AQTF Conditions and Standards)	The Australian Quality Training Framework (AQTF) is a set of nationally agreed quality assurance Standards for training and assessment services delivered by training organisations.
Australian Qualifications Framework (AQF)	AQF qualifications are nationally recognised qualifications in Australia.
Guidelines for VET Providers (VRQA Guidelines)	Guidelines to be followed for compliance in the delivery of training and assessment.
VET Funding Contract Skills First	Victorian Government's program for funding individuals' Skills First Entitlement for subsidised training.

## Superseded Versions

Enrolment Policy	Version 4	21 June 2023
Enrolment Policy	Version 3	11 June 2019
Enrolment Policy	Version 2	March 2017
Enrolment Policy	Version 1	February 2014

Approved by:  .....

General Manager  
by Delegation of Authority