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|  | Preston Reservoir Adult Community Education | Approval Date: 14/04/15 |
| | Student Selection, Enrolment and Induction Policy | Review Date: April 2018 |
| | | Accountability: EO |
| Authorised by: Executive Officer | | Version Number: 2 |

Purpose The PRACE Student Selection, Enrolment and Induction Policy will act as a framework for the development and promoting of good practice in the selection, enrolment and induction of students in all PRACE courses.

Scope This Policy applies to the selection, enrolment and induction of student for the all PRACE education courses, accredited and pre-accredited.

Relevant Legislations/ Standards Education and Training Reform Act 2006 (Vic),
 Equal Opportunity Act 2010 (Vic),
 Working with Children Act 2005 (Vic), Children Youth and Families Act 2005 (Vic)
 Occupational Health and Safety Act 2004 (Vic)
 Charter of Human Rights and Responsibilities Act 2006 (Vic),
 Disability Act 2006 (Vic)
 Disability Regulations 2007
 Information Privacy Act 2000 (Vic),
 Health Records Act 2001 (Vic)
 Racial and Religious Tolerance Act 2001 (Vic)
 Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Com)
 Privacy Regulations 2013


Definitions **Accredited Course** - A structured sequence of vocational education and training that has been accredited by a state or territory course accrediting body and leads to an Australian Qualifications Framework (AQF) qualification or statement of attainment.

Pre-accredited Course – a course developed by PRACE that provides LLN or VET skills that does not lead to an Australian Qualifications Framework (AQF) qualification or statement of attainment.

General Principles PRACE’s policies and procedures relating to selection, enrolment and induction of students in its education and training courses will adhere to the quality standards of:

- AQTF Standard 2
- VRQA Guide for non-school senior secondary education providers: Minimum standards for registration to provide an accredited senior secondary qualification
- VCAA VCE and VCAL Administrative Handbook

Staff undertaking selection, enrolment and induction duties with students will be provided with appropriate induction and ongoing training as required and up to date information.

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Selection of students for PRACE education and training courses will be based on sound educational practice relating to course prerequisites, and student goals and needs.

PRACE undertakes to select students for the education and training courses with the reasonable expectation that a student will be able to complete a qualification successfully.

Students must demonstrate a commitment to work to satisfactorily achieve the requirements of the course.

As per the PRACE Access and Equity Policy, PRACE undertakes to ensure that programs are accessible to all eligible members of the community and are responsive to individual needs.

As per the PRACE Equal Opportunity and Non-discrimination Policy, no student will be discriminated against on the basis of gender, sexual orientation, race, religion, disability or age in relation to selection or enrolment in PRACE education or training course.

Operational Principles

Selection

All PRACE selection procedures will be based on :

- Any course entry requirements and pre-requisites
- Entry and exit points within the course
- Pre-training interview and assessment findings
- Funding body eligibility requirements
- PRACE's ability to meet the individual's learning goals and needs


All accredited PRACE course will include a pre-training interview and language, literacy and numeracy (LLN) assessment to ensure the course meets student goals, special needs and that the a student has the LLN skills required to successfully complete a qualification.

Any prospective student may challenge an enrolment decision through the PRACE Complaints and Appeals Procedure.

Enrolment

Written Information provided to prospective students will include information regarding:

- The code, title and currency of the training product to which the learner is to be enrolled, as published on the National Register;
 - The training and assessment, and related educational and support services the RTO will provide to the learner including the:
 - estimated duration;
 - expected locations at which it will be provided;
 - expected modes of delivery;
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- name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the learner on the RTO's behalf; and
 - any work placement arrangements.

- The fees including S&A, materials, tuition, government contribution

Any enrolment of a student under the age of 18 will take into account the duty of care responsibilities of PRACE. A separate enrolment procedure will be developed to ensure PRACE staff have guidance in meeting these requirements.

Induction

- Course outlines for the accredited qualification including qualification and assessment requirements and timelines
- Course standards and expectations of students (including Student Code of Conduct, Equal Opportunity and Non-discrimination, Bullying and Harassment, internet use attendance, plagiarism,)
- Student services available including Complaints and Appeals Procedure, access to student records, support services and referral
- PRACE's responsibilities in relation to privacy of information
- Occupational Health & Safety
- First aid and other relevant emergency safety information
- Victorian Training Guarantee (where funded through HESG)

Glossary

AQTF – Australian Quality Training Framework
 HESG – Higher Education Skills Group
 LLN – Language Literacy and Numeracy
 VCAL – Victorian Certificate of Applied Learning
 VCE – Victorian Certificate of Education
 VET – Vocational Education and Training
 VRQA – Victorian Registration and Qualifications Authority

Related Policies and Procedures

Access and Equity Policy
 Complaints and Appeal Procedure
 Equal Opportunity and Non-discrimination Policy
 Fees and Charges Policy
 Privacy Policy
 Records Management Policy
 Records Management Procedure