	Student Selection, Enrolment and Induction Policy and Procedure	Approval Date: 19/08/2021
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Authorised by:	Executive Officer	
Responsible Person:	Executive Officer, Education & Business Operations Manager, VET Coordinator.	
Staff Involved:	Program Managers/Coordinators, Student Services Manager, Compliance Coordinator, administration staff	

Purpose

The Prace Student Selection, Enrolment and Induction Policy and Procedure acts as a framework for the development and promotion of good practice in the selection, enrolment and induction of students in all Prace education programs.

The procedure also provides a clear business process for the enrolment of students accessing government-subsidised places in the *Skills First* program.

Scope

This Policy and Procedure applies to the selection, enrolment and induction of students for all Prace education programs, accredited and pre-accredited. It does not apply to Prace College.

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.

Appropriate means the training and assessment is delivered to regulatory and industry standards, uses delivery modes and durations optimised for the individual's needs and includes reasonable support to facilitate the individual's participation and 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.

Prace: means the incorporated association (A0032713Z) which includes the Registered Training Organisation (4036).

Reasonable adjustment is a legislative term that, in the VET context, refers to a measure or action taken by an education provider to enable learners with disability to participate in education and training on the same basis as learners without disability. It ensures learners with disability have the same opportunity to perform and complete assessments as those without disability.

Skills First-**subsidised place**: a place in a nationally recognised or accredited training program where the cost of the training is subsidised by the Victorian Government if the student meets the eligibility criteria for *Skills First*.

Suitable means the training and assessment meets the individual's needs, links to likely job and/or participation outcomes and minimises duplication of the individual's existing

competencies.

VETtrak – Student data management software used by Prace to report student demographics, enrolment, participation and outcomes data to the Department of Education and Training.

General Principles

Prace's policies and procedures relating to selection, enrolment and induction of students in its education and training programs adheres to the Australian Quality Training Framework (AQTF), VRQA Guidelines for VET Providers, the Pre-accredited Quality Framework, and the requirements of any applicable funding contracts.

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

Selection of students for Prace education and training programs is based on sound educational practice relating to course prerequisites, and student goals and needs.

Prace undertakes to select students for its education and training programs with the reasonable expectation that a student will be able to complete the program successfully. Students must demonstrate a commitment to work to satisfactorily achieve the requirements of the program.

As per the Prace *Access and Equity Policy and Procedure,* 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 and Procedure*, 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 a Prace education or training program.

Potential students who are of compulsory school age (6 to 17 years of age) will not be enrolled unless the student has a formal exemption from school attendance signed by the School Principal or a Regional Director of the Victorian Department of Education and Training granting the student permission to attend the program at Prace. To be granted an exemption from compulsory schooling, the student must be participating on a full-time basis (as defined in Ministerial Order 705), unless otherwise authorised by the Department of Education. For students who have not completed Year 10, the exemption must be signed by the Regional Director.

Operational Principles

Selection

All Prace selection procedures are 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
- The suitability of the program for the individual given their learning goals and needs

- Supports and adjustments Prace is reasonably able to provide

The selection process for all accredited programs includes a pre-training interview and an assessment of the prospective student's language, literacy and numeracy (LLN) capabilities; and digital literacy where relevant. This is to ensure that the program will be suitable and appropriate for the student, given their goals, aspirations, interests, capabilities, and individual support needs.

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

Enrolment

Prospective students are provided with pre-enrolment information regarding:

- The training and assessment, and related educational and support services Prace will provide to the student including the:
    - estimated duration of the program;
    - expected location(s) at which it will be provided;
    - expected modes of delivery;
    - name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the student on Prace's behalf; and
    - any work placement arrangements.

- Fees, including service and amenities, materials, and tuition.

- For nationally recognised training and accredited courses, the code, title and currency of the training product in which the student is to be enrolled, as published on the National Register.

- For *Skills First*-funded programs, the approximate amount of the government contribution to the student's enrolment.

Any enrolment of a student under the age of 18 will take into account the duty of care responsibilities of Prace. A parent, guardian or informal carer must agree to the student's enrolment and sign all enrolment and associated declaration and consent forms.

Induction

At the commencement of all Prace education programs, students are provided with the following information as part of the induction process:

- Course outline for the program, including qualification and assessment requirements and timelines where applicable

- Course standards and expectations of students (including attendance requirements and absences, Student Code of Conduct, Equal Opportunity and Non-discrimination, Bullying and Harassment, digital technology and internet use, cheating and plagiarism)

- Student services available including the Prace Complaints and Appeals Policy &

Procedure, access to student records, support services and referral

- Prace's responsibilities in relation to information privacy
- Occupational Health & Safety, including first aid and other relevant emergency safety information

Procedure	**1. Pre-Training Interview**

As part of the enrolment process for nationally recognised qualifications and accredited courses, prospective students are required to participate in a pre-training interview with a trained and qualified assessor.

1.1. Book the interview

Administration staff book the prospective student into a pre-training interview for the course they have expressed interest in undertaking.

Should a prospective student be unclear about their course of interest, they are to be referred to a Prace Coordinator or Manager.

1.2. Conduct the interview

The staff member conducting the interview is required to:

- Determine eligibility for government-subsidised training (including *Skills First,* AMEP and SEE).
- Ensure any individual eligible to access a *Skills First*-subsidised place is made aware of the implications of accessing their *Skills First* entitlement, and how this may impact their access to further government-subsidised training.
- Determine eligibility for fee waivers (*Skills First* students only)
- Determine the prospective student's language, literacy and numeracy levels by:

  For vocational qualifications, Skill Sets, or units of competency:

  1. If the student has completed VCE or equivalent in Australia, or above, documenting this on the Pre-Training Review form, or

  2. Completing the relevant *LLN Pre-training Assessment* for that program.

  For foundation skills programs, completing the relevant *LLN Pre-training Assessment* for the program type (e.g. EAL or FSK), and/or funding program, as set out below under "Students enrolling in accredited EAL programs."

  This information is used to help determine where the course will be appropriate for the student.

- Complete (as applicable) the *Skills First* Pre-training Review Form */* AMEP Registration and Individual Pathway Guide (IPG) recommending an appropriate and suitable course based on the prospective student's:

  - Language, Literacy and Numeracy level
  - Digital capabilities and access to technology (where relevant)
  - employment and learning goals and previous education history

This includes documenting whether:

- − The individual requires additional support or reasonable adjustments.
- − Any competencies previously acquired by the individual need to be recognised (via an application for RPL or National Recognition / Credit Transfer)
- − The proposed learning strategies and materials are appropriate for that individual.

- Provide the prospective student with the relevant information including:

    - Course information booklet / flyer
    - Course timetable
    - Venue information
    - Student support services available
    - Statement of Fees
    - Student Information Handbook

Additional resources or support required to successfully complete a program will be provided where reasonably practicable. Eligibility for reasonable adjustment will be determined by Prace and does not include circumstances of the student's own determination. It may include such provision as additional support for language, literacy and numeracy or additional time to complete the course.

Reasonable adjustment may mean:

- Adapting physical facilities, environment and/or equipment
- Making changes to the assessment arrangements or method of assessment (for example, a written assessment task could be conducted verbally).

To be 'reasonable', adjustments must:

- Balance the interests of all parties affected, including:
    - o Being appropriate for the student
    - o Not creating undue hardship for the registered training organisation
- Be allowable within the rules defined by the Training Package
- Be consistent with adjustments that could be made in the relevant workplace to accommodate the needs of an employee.

2. Determining eligibility (or eligibility exemption) for *Skills First*

- This process can be initiated when booking the pre-training interview, to assist prospective students with understanding the fee structure.

- The prospective student should be informed that eligibility cannot be confirmed until the required evidence is sighted and the student has completed and signed the *Evidence of Eligibility and Student Declaration* form.

- Eligibility for a *Skills First*-subsidised training place is determined in accordance with current *Skills First* requirements. All staff members discussing *Skills First* eligibility with prospective students are responsible for checking the Prace information sheet *Skills First Evidence to be Retained for Eligibility* at O:\Courses\STUDENT ENROLMENT (TEMPLATES AND INFORMATION)\Skills Vic for current eligibility,

- evidence and reporting requirements.

- Eligibility Exemptions are available where students fall into certain categories - Refer to the *Skills First Evidence to be Retained for Eligibility* information sheet for detailed information regarding the types of exemptions and the evidence required, as well as the use of certified copies.

- As per the *Delegation of Authority Policy and Procedure*, the relevant Coordinator/Manager – or delegated representative - will sign the *Evidence of Eligibility and Student Declaration* form to indicate that the eligibility check has been completed.

- As per the *Fraud Prevention, Reporting and Investigation Policy and Procedure,* the enrolling officer or staff member who determines the student is eligible for a government-subsidised place or an eligibility exemption will not accept course tuition or any other fees. This segregation of tasks aims to minimise fraudulent processing of eligibility and eligibility exemptions for a government-subsidised place.

- The relevant Coordinator/Manager may delegate the process for determining eligibility to an appropriately qualified and trained Pre-training Assessor.

3.	Determining eligibility for Learn Local pre-accredited programs

- Eligibility for a government-subsidised place in a Learn Local pre-accredited program is determined in accordance with the current *Pre-accredited Training Delivery Guidelines*

- The Vocational & Community Programs Manager is responsible for ensuring relevant staff, including Enrolment Officers, are aware of the current eligibility rules and requirements for pre-accredited programs.

- The Pre-accredited Initial Assessment Kit (PRIAK): Language and Literacy is to be used to assess the entry level oracy, reading and writing skills of prospective students enrolling in pre-accredited adult literacy programs.

4.	Determining eligibility for AMEP or SEE

AMEP: eligibility for funded enrolment is determined via the AMEP Reporting and Management System (ARMS), and with reference to the enrolment kit provided by Melbourne Polytechnic as lead agent for AMEP. Enrolment officers are responsible for checking ARMS for the student's current eligibility status.

SEE: eligibility for funded enrolment is determined by Job Services providers and Centrelink, who refer clients to Prace via VETonline. Prace conducts an LLN assessment to determine whether the client's LLN levels are within the SEE program eligibility requirements, using the SEE LLN assessment kit provided by Melbourne Polytechnic as the lead agent.

5. Students aged under 17

For a student who will be under the age of 17 at the time of course commencement, Prace is required to sight and retain a copy of the Transition from School Form authorising an exemption from school that has been signed by the student's school principal or by a Department of Education and Training Regional Director. For students who have not completed Year 10, the exemption must be signed by the Regional Director.

This is required prior to, or at the time of, enrolment.

When offering a place in the course, the staff member confirming the offer should inform the prospective student that they will need to obtain the Transition from School form from their (former) school. The school will need to sight the Prace enrolment offer in order to complete the form.

To be granted an exemption from compulsory schooling, the student must be participating on a full-time basis (as defined in Ministerial Order 705), unless otherwise authorised by the Department of Education.

If the student has been out of school for a long time or does not have a school, the course coordinator should support the student to contact the relevant regional office of the Department of Education to request the exemption.

6. Student selection process – nationally recognised / accredited programs

Students will be offered a place in a Prace program where it has been deemed suitable and appropriate with respect to the student's existing skills and abilities, and their goals and needs. This will be based on discussions with the student during the pre-training interview in regards to the potential student's:

- Learning goals
- Employment goals,
- Individual needs/barriers to participation
- Suitability of the proposed training mode/s and learning materials
- LLN skills, determined by:
    - LLN assessment (specifically developed for the Prace program being enrolled in) OR, where appropriate,
    - previous education history, e.g. must have completed year 12 or equivalent (or above) in Australia.

7. Students enrolling in accredited EAL programs

- There are flexible entry and exit points in all Prace EAL programs. Students can enter the program at Prace at any stage during the year if a place is available.

- Students will enrol in an EAL course that matches their skills and abilities. This level will be determined at the pre-training assessment and will include discussions with the student, – Refer to the Work Instructions *EAL Pre Training LLN Assessments* and *EAL Enrolment Kits* for more information

- Students are to be placed in the appropriate EAL course following a pre-training

LLN assessment using:

- The ACSF indicators for listening speaking, reading and writing
- The ACSF indicators for numeracy
- The student's prior learning experience

Determining the student's ACSF Level

Prace assessors will use the following methods to determine ACSF levels:

- **Fee-for-Service or *Skills First*-subsidised students:** assessors will use the English Language Literacy and Numeracy Assessment (ELLNA) Kit purchased through NSW AMES.

- **AMEP students:** assessors will use the AMEP LLN assessment kit provided by Melbourne Polytechnic as the lead agent.

- **SEE students:** assessors will use the SEE LLN assessment kit provided by Melbourne Polytechnic as the lead agent.

The four macro skills – listening, speaking, reading and writing are to be assessed using the assessment tasks in the kits, as well as numeracy.

Returning Students

Prace offers foundation skills courses at multiple and sequential levels. Students in these programs may find it appropriate to enrol again in a foundation level course.

If the re-enrolment occurs more than 12 months after the student completes / exits a previous enrolment, the pre-training LLN assessment process as described above will be followed.

If the re-enrolment occurs within 12 months of the student completing / exiting a previous enrolment, the assessors will use a previously completed pre-training LLN assessment (must be within the past 12 months) where the student has completed no course work or assessment tasks during their enrolment with Prace. Where the student has undertaken course work and completed assessment tasks, these will be used to determine the student's macro skills – listening, speaking, reading, writing and numeracy.

These results will be recorded on the Pre-Training Review form by the staff member conducting the Pre-Training Review for the re-enrolment.

8.	Student selection process – pre-accredited courses

Screening questions will be developed by the course coordinator where needed for specific pre-accredited courses. Where screening questions are applied, prospective students will be asked these questions at the course enquiry stage, to ensure they are directed to the most suitable course for their interests and needs.

9. Enrolment

Enrolment Form

Students are required to complete the enrolment form applicable to their program. This includes:

- Standard enrolment questions (AVETMISS and Prace questions) or, for AMEP only, the Melbourne AMEP Enrolment Kit
- Student Enrolment Privacy Notice
- Consent Form - Photograph, Video, Audio, Feedback and Student Work
- Acceptable use of Digital Technologies and the Internet
- Student Local & Non-Local Excursion Consent Form
- Privacy Notice - Unique Student Identifier (USI) (accredited programs only)
- Evidence of Eligibility and Student Declaration Form (*Skills First* only)

Where a student enrolling in an accredited program does not know their USI or does not have one, the Student Services Manager uses the student's Medicare card details or driver's licence / learner permit to search and, if required, to create one through VETtrak. The USI Privacy notice is discussed and signed during the enrolment process.

Record keeping

All enrolment documents are stored securely at Prace's Merrilands Office (see *Records Management Policy and Procedure* for further details).

Pre-Training interview records, and LLN assessment results are stored securely in the Program file located in the Merrilands Administration office.

10. Induction

All students who enrol in a Prace education program will be provided with induction information at commencement, including facilities information, OH&S, emergency procedures, behaviour guidelines and class expectations.

11. Review

Each year the Compliance Coordinator will review the current enrolment form to ensure that all mandatory standard enrolment questions as described in the *Victorian VET Student Statistical Collection Guidelines* are included, along with other required information, including:

- The Victorian Student Number (VSN)
- Unique Student Identifier (USI)
- Privacy Notice as required by the Victorian Government for *Skills First*-subsidised students, and the National VET Data Policy.

Glossary	AMEP – Adult Migrant English Program
	ARMS - AMEP Reporting and Management System
	AQF – Australian Qualifications Framework
	AQTF – Australian Quality Training Framework
	EAL – English as an Additional Language
	IPG – Individual Pathway Guide
	LLN – Language Literacy and Numeracy
	OH&S – Occupational Health and Safety
	PRIAK - Pre-accredited Initial Assessment Kit
	RPL – Recognition of Prior Learning
	RTO – Registered Training Organisation
	SEE – Skills for Education and Employment
	TAS – Training and Assessment Strategy
	USI – Unique Student Identifier
	VET – Vocational Education and Training
	VRQA – Victorian Registration and Qualifications Authority
Relevant Legislations / Standards	Australian Quality Training Framework (AQTF)
	Charter of Human Rights and Responsibilities Act 2006 (Vic)
	Disability Act 2006 (Vic)
	Disability Discrimination Act 1992 (Cth)
	Disability Standards for Education 2005 (Cth)
	Education and Training Reform Act 2006 (Vic)
	Education and Training Reform Regulations 2017 (Vic)
	Electronic Transactions (Victoria) Act 2000 (Vic)
	Equal Opportunity Act 2010 (Vic)
	Health Records Act 2001 (Vic)
	Information Privacy Act 2000 (Vic)
	Ministerial Order 705 (Vic) – *student completes Year 12 equivalent, or will be engaged in at least 25 hours of approved education, training or employment*
	Pre-accredited Quality Framework
	Privacy Act 1988 (Cth)
	Privacy and Data Protection Act 2014 (Vic)
	Racial and Religious Tolerance Act 2001 (Vic)
	Skills First funding contract and associated Guidelines
	VRQA Guidelines
Related Policies and Procedures	Access and Equity Policy
	Bullying and Harassment Policy and Procedure
	Code of Conduct
	Complaints and Appeal Policy and Procedure
	Delegation of Authority Policy and Procedure
	Equal Opportunity and Non-Discrimination Policy
	Fees and Charges Policy and Procedure
	Fraud Prevention, Reporting and Investigation Policy and Procedure
	Privacy Policy

Records Management Policy and Procedure
Training Plan Procedure

Related Documents	Acceptable Use of Digital Technologies and the Internet
	AMEP and SEE Privacy Notice
	AMEP Eligibility Chart
	AMEP Enrolment Kit
	AMEP Individual Pathway Guide (IPG)
	AMEP Service Provider Administrative Advice
	AMEP Service Provider Instructions
	Code of Conduct
	Course timetable
	Consent Form (Photograph, Video, Audio, Feedback and Student Work)
	EAL Class Placement Guide
	Skills First Evidence to be Retained Guide
	Prace enrolment form
	Pre-accredited Initial Assessment Kit
	Pre-training Review form
	Pre-training Interview Checklist
	SEE Service Provider Instructions
	SEE Training Stream Placement Guide
	Student Enrolment Privacy Statement
	Statement of Fees
	Student Information Handbook
	Student Local & Non-Local Excursion Consent Form
	USI Privacy Notice
	Skills First Evidence of Student Eligibility and Student Declaration
	Work Instruction – EAL Enrolment Kits
	Work Instructions – Pre-Training LLN Assessments
	Work Instruction – Enrolments – Nationally Recognised Training