

## Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	<b>Student Selection, Enrolment &amp; Induction (Foundation Skills) - Policy &amp; Procedure</b>
Responsible person	Education Manager
Staff involved	VCAL & Youth Manager, Training Services Unit Coordinators, Trainers and Assessors, Compliance and Reporting Team (C&R team), Admin Team, RTO Manager
Review dates	Oct/Nov 2020
Related documents	<p><b><u>Legislation:</u></b>            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), Multicultural Victoria Act 2011 (Vic), Occupational Health and Safety Act 2004 (Vic), Health Records Act 2001 (Vic), Public Records Act 1973 (Vic), Racial and Religious Tolerance Act 2001 (Vic), Disability Regulations 2007, Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Disability Discrimination Act 1992 (Com), Disability Services Standards (DEWR) 2007, Racial Discrimination Act 1975 (Com), Human Rights and Equal Opportunity Commission Act 1986 (Com), Privacy Act 1988, Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Com), Privacy Regulations 2013, Schedule 2 – The Australian Consumer Law, The Competition &amp; Consumer Act 2010 (Vol 3.)</p> <p><b><u>Policies:</u></b>            Access &amp; Equity Policy &amp; Procedure, Complaints and Appeals Policy &amp; Procedure, Concessions, Fees, Charges and Refunds Policy &amp; Procedure, VCAL Pathways and Transitions Policy &amp; Procedure, Privacy Policy &amp; Procedure (Students/Clients), Recognition of Prior Learning Policy &amp; Procedure, Recognition of Qualifications issued by other RTOs Policy &amp; Procedure, Special Consideration Policy &amp; Procedure/Application Form, Delivery &amp; Assessment (Foundation Skills) Policy &amp; Procedure, VCAL Assessment Policy &amp; Procedure, VCAL Student Selection, Enrolment, Induction and Delivery Policy &amp; Procedure, Student Selection, Enrolment &amp; Induction (VET) Policy &amp; Procedure, Delivery &amp; Assessment (VET) Policy &amp; Procedure, Skills First Program Reporting Policy &amp; Procedure, Training Plan Procedure, Plagiarism, Cheating &amp; Collusion Policy &amp; Procedure, Pre and Post-testing of Foundation Skills Procedure, Delegation and Segregation of Duties Policy &amp; Procedure, Determining Eligibility Procedure, Transitions Policy &amp; Procedure, Child Safe Policy &amp; Procedure (including Statement of Commitment)</p> <p><b><u>Other:</u></b>            Current VET Funding Contract - Skills First (note Clause 5, Schedule 1), AQTF Essential Conditions and Standards for Continuing Registration, Skills First <del>2019</del> Evidence of Student Eligibility &amp; Student Declaration, Skills First Quality Charter, Skills First <del>2019</del> Guidelines about Determining Eligibility &amp; Supporting Evidence, Pre-Training Review Checklist for Skills First, Pre-training Assessment Recommendation Checklist, LLN Re-enrolment Interview Checklist, Pre-Training Assessment Kit, Wyndham CEC Enrolment Form, Privacy &amp; Your Rights flier, Statement of Purpose, Student Enrolment Package, Student Induction Checklist,</p>

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 30/01/20 and supersedes all previous versions.

Version: 2020v1

Document number: 342

Page 1 of 6

G:\2020\2020 Compliance\_P&P\_AQTF\Policies\Delivery\Student Selection Enrolment Induction (FS) 2020v1.docx

# Wyndham Community and Education Centre Inc

## Policy and Procedure

---

	Vision Mission and Values Statement, Statement of Fees, EAL & CGEA accredited curriculum documents, Student Code of Conduct, Client Enrolment Report, Disability Action Plan,
--	---

### Policy

Wyndham Community and Education Centre Inc (Wyndham CEC) undertakes to select, enrol and induct students for foundation skills programs with the reasonable expectation that student will be able to complete the qualification successfully.

Wyndham CEC will not enrol a student in a foundation skills program that is at an inappropriate level for that student, including but not limited to enrolling student in programs on the Foundation Skills List that would not provide additional relevant competencies.

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 program.

This policy covers the following Foundation Skills programs delivered at Wyndham CEC

- English as an Additional Language Framework (EAL): Course in Initial EAL to Certificate IV in EAL (Access, Employment & Further Study)
- Certificates in General Education for Adults (CGEA): Course in Initial CGEA to Certificate III in CGEA

For Foundation VCAL selection, enrolment and induction policy and procedures – see *VCAL Student Selection, Enrolment, Induction & Delivery Policy & Procedure*.

Wyndham CEC uses interpreters if required, and as requested, throughout student selection, enrolment and induction procedures.

### Student selection procedure for new students

- Prospective students can enter a foundation skills program at any stage during the year if a program is scheduled and /or a place is available.
- At the point of enquiry, prospective students will be advised by administration staff of foundations skills entry requirements including eligibility requirements for subsidised training.
- Prospective students for foundation skills programs will book an appointment with administration staff to attend a pre-training interview with a Pre-Training Assessor.
- A pre-training assessment/review, prior to commencement, is essential for all prospective students enrolling in a nationally accredited program. It enables Wyndham CEC and the student to determine that course is suitable, and the most suitable, training option for the student and to document why.
- The Pre-Training Review must:
  - a) ascertain the individual's aspirations and interests with due consideration of the likely job outcomes from the development of new competencies and skills;
  - b) consider the individual's existing educational attainment and capabilities;
  - c) include consideration of literacy and numeracy skills;
  - d) identify any competencies previously acquired (RPL, recognition of current competency (RCC) or credit transfer);

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 30/01/20 and supersedes all previous versions.

Version: 2020v1

Document number: 342

Page 2 of 6

G:\2020\2020 Compliance\_P&P\_AQTF\Policies\Delivery\Student Selection Enrolment Induction (FS) 2020v1.docx

## Wyndham Community and Education Centre Inc Policy and Procedure

---

- e) ascertain that the proposed learning strategies and materials are appropriate for that individual;
- f) where the proposed learning includes portions delivered online, identify the individual learner's digital capability, including access to necessary technology, and where necessary identify steps to overcome any barriers in this regard.
- At a pre-training interview, the Pre-Training Assessor will, with reference to the above:
  - Ensure a member of the Compliance and Reporting team (C&R team) determines student eligibility for subsidised training (Wyndham CEC has a written Procedure for determining eligibility)
  - Introduce the *Foundation Skills Pre-Training Assessment Kit* including
    - the language, literacy and numeracy assessment that maps to the ACSF to ensure the prospective student has suitable language, literacy and numeracy skills to participate in the course.
    - the *Summary Pathway Plan* to assess student needs and future goals
  - Identify and document any other learning and support needs: these may include adjustments to training delivery, additional resources, etc.
  - Provide prospective student with *Privacy & Your Rights* flier
  - Provide students with a Statement of Fees before enrolment.
- In the event that there are too many applicants for a program, the Language, Literacy & Numeracy (LLN) Coordinator in consultation with the Education Manager will select the applicants according to the order in which an application was received.
- Students who are not selected will be placed on a waiting list for the next class or assisted to find an alternative program.

### **Enrolment procedure for new students**

After the appropriate program has been determined, enrolment will be undertaken.

- The Pre-Training Assessor must
  - follow and complete a *Language Literacy & Numeracy (LLN) Enrolment Interview Checklist*
  - identify any qualifications / competencies previously acquired by the student. See Wyndham CEC's *Recognition of Prior Learning Policy & Procedure* and Wyndham CEC's *Recognition of Qualifications issued by other RTOs Policy & Procedure*
  - assist the enrolling student to complete a Wyndham CEC Enrolment Form
- Enrolling students must provide all requirements and documents listed on the *LLN Enrolment Interview Checklist* and complete the *Skills First 2019 Evidence of Student Eligibility & Student Declaration* (for subsidised training, if eligible)
- Students will sign a Statement of Fees
- If the student is eligible for subsidised training under the Skills First program the *Pre-Training Review - Skills First Checklist* must be signed by the Pre-Training Assessor during the pre-training interview. It is good practice for this form to be followed for all enrolments.

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 30/01/20 and supersedes all previous versions.

Version: 2020v1

Document number: 342

Page 3 of 6

G:\2020\2020 Compliance\_P&P\_AQTF\Policies\Delivery\Student Selection Enrolment Induction (FS) 2020v1.docx

# Wyndham Community and Education Centre Inc

## Policy and Procedure

---

- *Skills First 2019 Evidence of Student Eligibility & Student Declaration* must be completed by a Compliance & Reporting Administrator as an authorised delegate of Wyndham CEC, as per the Delegation and Segregation of Duties Policy & Procedure and Determining Eligibility Procedure
- The *LLN Enrolment Interview Checklist* must be signed by the Pre-Training Assessor during the pre-training interview.
- The *Wyndham CEC Enrolment Form* must be signed by the student (or a parent/guardian if the student is under-18).
- All students will receive
  - A student enrolment package containing *General Information for Participants* and relevant policies and procedures including *Complaints & Appeals, Concessions, Fees, Charges and Refunds* and *Privacy (Students/Clients)*. Students will also receive the *Student Code of Conduct* and the *Privacy & Your Rights* trifold.
  - The student will receive a Training Plan, signed by the RTO representative, which includes information about the units of competency, dates and assessments being delivered. (See Wyndham CECs *Training Plan Procedure* for further detail of requirements.)
- At the completion of the enrolment process, student details on the *Wyndham CEC Enrolment Form* are entered onto aXcelerate - Wyndham CEC's student management system.
- The *Wyndham CEC Enrolment Form, Foundation Skills Pre-Training Assessment Results & Recommendations, Skills First Evidence of Student Eligibility & Student Declaration, Training Plan* and *LLN Enrolment Interview Checklist* and all other relevant documents/forms are stored securely in the student file at Wyndham CEC's Head Office.

### Induction procedure

- All students who enrol in a foundation skills program will undertake an induction, by their teacher, as part of their first class. This induction includes revisiting information provided at enrolment but also information specific to Wyndham CEC facilities, OH&S, emergency procedures and class expectations.
- This induction combined with the student enrolment package will ensure students have the information and guidance needed to successfully undertake their chosen course.
- A Student Induction Checklist will be completed. This document will be signed by the teacher / and student and stored in the student file.

### Existing Wyndham CEC students enrolling in a subsequent course

Wyndham CEC 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 3 months after the student completes / exits a previous enrolment, the full enrolment process as described above will be followed.

If the re-enrolment occurs within 3 months of the student completing / exiting a previous enrolment the most recent Foundation Skills gain data will be used, as per the *Pre and Post-*

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 30/01/20 and supersedes all previous versions.

Version: 2020v1

Document number: 342

Page 4 of 6

G:\2020\2020 Compliance\_P&P\_AQTF\Policies\Delivery\Student Selection Enrolment Induction (FS) 2020v1.docx

# Wyndham Community and Education Centre Inc

## Policy and Procedure

---

*testing of Foundation Skills Procedure:* the result of the previous post-test will be the pre-test result for the subsequent program. These results will be recorded on the *Pre Training Assessment Recommendation Checklist* by the LLN Coordinator.

Students may only re-enrol if they have no fees outstanding.

### Re-enrolment procedure (within 3 months)

The following enrolment process is to be followed:

- Teacher gives students LLN test in class, approx. 4 weeks before the end of the program or course
- Teachers mark assessment and submit to LLN Coordinator
- LLN Coordinator attaches assessment to Pre-Training Assessment Recommendation Checklist
- LLN Coordinator starts to fill in the checklist (student name, test level results)
- LLN Coordinator brings checklist to re-enrolment meeting with student and student preferences for the next enrolment. LLN Coordinator seeks a recommendation from the teacher which is noted on the Pre-Training Assessment Recommendation Checklist.
- The appropriate enrolment for the student is determined and this is indicated on the form and is signed-off by the LLN Coordinator.
- The Coordinator checks that the student has no outstanding fees.
- All other relevant enrolment documents are completed
- Student is then enrolled in the appropriate course by the Compliance & Reporting team
- Paperwork is filed in the student file.

### Staff procedures

- The Education Manager will ensure that Wyndham CEC staff who select, enrol and induct students into Foundation Skills programs are aware of all Foundation Skills related policies, procedures and documentation including as required
  - Current Funding Contract (available on SharePoint / Schedule 1 in teacher packages)
  - Skills First Guidelines about Determining Student Eligibility & Supporting Evidence (available on SharePoint)
  - Skills First ~~2019~~ Guidelines about Fees (available on SharePoint)
  - EAL Framework accredited curriculum (available on SharePoint & in teacher package)
  - CGEA accredited curriculum (available on SharePoint & in teacher package)
  - DET Contract Notifications and Announcement on SVTS (available on SharePoint)
  - Skills First Quality Charter (available on SharePoint & in teacher package)
- This will ensure staff have the information available to perform the duties required of them for the selection, enrolment and induction of students into a Foundation Skills program according to qualification requirements.
- The Wyndham CEC Management team ensures that all staff who select, enrol and induct students into Foundation Skills programs understand their legislative responsibilities and duty of care for students. This occurs through:
  - Staff induction

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 30/01/20 and supersedes all previous versions.

Version: 2020v1

Document number: 342

Page 5 of 6

G:\2020\2020 Compliance\_P&P\_AQTF\Policies\Delivery\Student Selection Enrolment Induction (FS) 2020v1.docx

## **Wyndham Community and Education Centre Inc Policy and Procedure**

---

- Teacher's package
- Pre-Training Assessment Kit
- Policies and Procedures (available on SharePoint & in teacher package)
- Professional Development
- Ongoing LLN staff meetings and email memos