Wyndham Community and Education Centre Inc
Policy and Procedure

Policy name	**Student Selection, Enrolment & Induction (VET) - Policy & Procedure**
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
Review dates	2018
Related documents	**Legislation**: 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 2004 (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 **Policies:** Access & Equity Policy and Procedure, Complaints and Appeals Policy and Procedure, Concessions, Fees, Charges and Refunds Policy, Pathways and Transitions Policy & Procedure, Privacy Policy and Procedure, Recognition of Prior Learning and Recognition of Current Competencies Policy & Procedure, Recognition of Qualifications issued by other RTOs Policy & Procedure, Special Consideration Policy & Procedure/Application Form, Delivery & Assessment (VET) Policy & Procedure, Student Selection, Enrolment & Induction (FS) Policy & Procedure , Delivery & Assessment (FS) Policy & Procedure , VCAL Student Selection, Enrolment, Induction & Delivery Policy & Procedure , VCAL Assessment Policy & Procedure, VTG Program Reporting Policy & Procedure, Training Plan Procedure, Student Eligibility Procedure, Plagiarism, Cheating & Collusion Policy & Procedure **Other**: 2017 VET Funding Contract Skills First, AQTF Essential Conditions and Standards for Continuing Registration, Client Enrolment Report, Disability Action Plan, Enrolment Interview Checklists, DEECD Statement of Expectations, Pre-Training Assessment Kit, Privacy & Your Rights flier, Statement of Purpose, Student Enrolment Package, Student Induction Checklist, Vision Mission and Values Statement, Skills First-2017 Evidence of Student Eligibility & Student Declaration, Wyndham CEC Enrolment Form, Skills First 2017 Guidelines about determining eligibility & supporting evidence, Statement of Fees, VET Training Packages, Skills First Quality Charter, Student Code of Conduct

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Policy

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

Wyndham CEC will not enrol a student in a VET program that is at an inappropriate level for that student.

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 VET programs delivered at Wyndham CEC

- (22280VIC) Certificate I in Employment Pathways
- (BSB20115) Certificate II in Business
- (BSB30415) Certificate III in Business Administration
- (CHC20112) Certificate II in Community Services
- (CHC30113) Certificate III in Early Childhood Education and Care
- (CHC50113) Diploma of Early Childhood Education and Care

Student selection procedure

- Prospective students can enter a VET program at the beginning of a new course or at selected points such as the beginning of a new unit of competency or unit cluster.

- At the point of enquiry, prospective students will be advised by administration staff of the details of the course including the start date. If there is no planned class, then the prospective student is offered placement on the waiting list.

- Once a class is scheduled, the prospective student is mailed/emailed an information letter and application form.

- Upon return of the application form to the VET Coordinator, prospective students for the VET program will book an appointment with administration staff to attend a pre-training interview with a Pre-Training Assessor.

- At the pre-training interview, the Pre-Training Assessor will complete the following:

  - 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)

  - *VET Pre Training Assessment Kit* - including the Core Skill Profile for Adults (CSPA) online assessment (reading & numeracy), written assessment and oral assessment to ensure the prospective student is suitable for enrolment in the qualification

  - *Determine if the student requires any additional support* - additional resources or support to successfully complete a program will be provided if possible

  - Provide prospective student with *Privacy & Your Rights* flier

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- Information from the pre-training interview including the results of the online test is used to assess the skill level of the prospective student.

- Students will sign a Statement of Fees, before enrolment.

- In the event that there are too many applicants for a program, applicants will be selected according to the order in which an application was received and suitability to undertake the course.

- 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

- After determining suitability, the enrolment will be undertaken.

- The Pre-Training Assessor will:

  - follow and complete a VET 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 Qualification issued by other RTOs Policy and Procedure*

  - Get the enrolling student to complete a Wyndham CEC Enrolment Form

- Enrolling students must provide all requirements and documents listed on the *VET Enrolment Interview Checklist* and complete the *Skills First 2017 Evidence of Student Eligibility & Student Declaration* (for subsidised training, if eligible).

- The *VET 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 years of age).

- All students will receive:

  - A student enrolment package containing *General Information for Participants,* and relevant policies and procedures including *Complaints & Appeals, Concessions, Fees, Charges & Refunds, Plagiarism, Cheating & Collusion, Privacy and the Student Code of Conduct*

  - An *individual Training Plan (TP),* including RTO contact details and class timetable, signed by the Pre-Training Assessor and the student. In signing the TP, the student agrees to the program outlined (Wyndham CEC has a written Procedure for developing and updating Training Plans).

- At the completion of the enrolment process, the student is given a letter of offer and their details on the *Wyndham CEC Enrolment Form* are entered onto aXcelerate - Wyndham CEC's student management system by the C&R team.

- The *Wyndham CEC Enrolment Form, Language, Assessment Results, Skills First 2017 Evidence of Student Eligibility & Student Declaration, Training Plan* and, *VET Enrolment Interview Checklist* are stored securely at Wyndham CEC Head Office.

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Induction procedure

- All students who enrol in a VET program will undertake an induction, by their trainer, as part of their first class. The induction includes revisiting information provided at enrolment but also information provided at enrolment but also information specific to Wyndham CEC's 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 the course.

- A student Induction Checklist will be completed. This document will be signed by the trainer and student and stored in the student file.

Staff procedures

The Education Manager will ensure that Wyndham CEC staff who select, enrol and induct students into VET programs are aware of all related policies, procedures and documentation including, as required:

- 2017 Skills First Program Funding Contract (available on SharePoint / schedule 1 in teacher packages)

- Skills First –2017 Guidelines about Determining Student Eligibility & Supporting Evidence (available on SharePoint)

- DEECD Statement of Expectations (available on SharePoint & in teacher package)

- Skills First 2017 Guidelines about Fees (available on SharePoint)

- VET Training Packages

- DE&T 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 selection, enrolment and induction of students into the VET program according to qualification requirements.

- The Wyndham CEC Management team ensures that all staff who select, enrol and induct students into VET programs understand their legislative responsibilities and duty of care for students. This occurs through:

  - Staff induction

  - VET trainer & assessor package

  - Pre-Training Assessment Kit

  - Policies and Procedures (available on SharePoint & in trainer/assessor package)

  - Professional Development

  - Ongoing VET staff meetings and email memos

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