Wyndham Community and Education Centre Inc
Policy and Procedure

Policy name	**Student Selection, Enrolment & Induction (VET) - Policy & Procedure**
Responsible person	RTO Manager
Staff involved	Education Manager, Senior Secondary Education Manager, Training Services Unit Coordinators, Trainers and Assessors, Compliance and Reporting Team (C&R team), Admin Team
Review dates	2024

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

- (22523VIC) Certificate I in Employment Pathways

- (BSB20120) Certificate II in Workplace Skills

- (CHC22015) Certificate II in Community Services

- (BSB30120) Certificate III in Business

- (CHC30121) Certificate III in Early Childhood Education and Care

- (CHC50121) Diploma of Early Childhood Education and Care

Wyndham CEC may also offer a training program of a selection of units of competency, for example in First Aid: see *Short Programs* below.

The minimum age for enrolment in the above programs is 17 years. In exceptional circumstances a student under 17 may be enrolled, subject to their nominated secondary school completing a *Transition from School* form.

Student selection procedure

- Prospective students can enter a VET program at the beginning of a new program or, if suitable, at selected points such as the beginning of a new unit of competency

- At the point of enquiry, prospective students will be provided preliminary information about the program including the start date. The enquiry is referred to the VET Coordinator for follow-up.

- The prospective student is contacted by the VET Coordinator to discuss details and start dates.

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- If the student wishes to proceed to enrolment, the VET Coordinator will book a pre-training assessment appointment.

- A pre-training assessment/review, prior to commencement, is mandatory for all prospective students enrolling in a VET 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);
  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;
  g) document why it was determined that the program is suitable, and the most suitable program for the student to be enrolled in.

- At the pre-training interview, the Pre-Training Assessor will, with reference to 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 *VET Pre Training Assessment Kit -* including the ACER Core Skills Profile for Adults (CSPA) online assessment (reading & numeracy), written assessment and oral assessment to ensure the prospective student has suitable language, literacy and numeracy skills to participate in the course. In certain circumstances the assessor may use other forms of assessment to determine relevant ACSF levels. Each time a learner completes an assessment a range of reports are available to be accessed. The CSPA reports can be accessed by administrators via the CSPA Online Assessment and Reporting (OARS) platform.

  - Identify and document support needs: these may include adjustments to training delivery, additional resources, LLN support, etc.

  - Provide prospective student with *Privacy & Your Rights* trifold.

- Provide students with a Statement of Fees before enrolment.

- In the event that there are too many applicants for a program, selection will be based on the order in which applications were received, as well as suitability to undertake the program.

- Students who are not selected will be placed on a waiting list for the next program or assisted to find an alternative program.

Enrolment procedure

- After determining suitability, the enrolment will be undertaken.

- The Pre-Training Assessor will:

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- 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*

- support 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 Evidence of Student Eligibility & Student Declaration* (for subsidised training, if eligible)

- Students will receive a Statement of Fees

- Students will sign a Student Assessment Declaration

- 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.

- *Skills First 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 *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 (and a parent/guardian if the student is under 18 years of age).

- All students will receive:

  - A student enrolment package containing *General Information for Students* and three mandatory policies (*Complaints & Appeals; Concessions, Fees, Charges & Refunds; Privacy (Students/Clients)* and six other relevant policies (*Special Consideration; OHS; Harassment, Discrimination, Victimisation and Anti-Bullying; Plagiarism, Cheating and Collusion; Student Code of Conduct; Computers, Internet and Email.*)

  - 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, 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.

- The *Wyndham CEC Enrolment Form, Skills First Evidence of Student Eligibility & Student Declaration, Training Plan* and *VET Enrolment Interview Checklist*, LLN assessment results (including CSPA test) and all other relevant documents/forms are stored securely in the student's file at Wyndham CEC's Head Office.

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 specific to Wyndham CEC's facilities, OH&S, emergency procedures and class expectations.

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- This induction combined with the student enrolment package will ensure students have the information and guidance needed to successfully undertake the program.

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

Short Programs

Wyndham CEC may offer a training program of a selection of units of competency, rather than a full qualification. For example, Wyndham CEC delivers units in First Aid to staff, existing students and external (new) students.
Wyndham CEC meets the requirement to complete a pre-training assessment of the student's training needs and capability to undertake the program (including an assessment of their language, literacy and numeracy skills) in the following ways:
Staff – are evaluated as suitable by the manager authorising the training and are treated as fee for service enrolments
Existing Students – have undergone a Pre-Training Assessment as part of their enrolment in the existing qualification
New (External) Students – are interviewed by the program trainer and/or VET Coordinator and if unsuitable the enrolment will not proceed. These enrolments are fee for service.

Staff procedures

The RTO 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 relevant (all located on SharePoint):

- Current VET Funding Contract

- Skills First Guidelines about Determining Student Eligibility & Supporting Evidence

- Skills First Guidelines about Fees

- VET Training Packages

- DJSIR Contract Notifications and Announcement on SVTS

- Skills First Quality Charter

- The Australian Core Skills Framework (ACSF)

- 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

  - Trainer & assessor package

  - Pre-Training Assessment Kit

  - Induction checklists

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

  - Professional Development

  - Ongoing VET staff meetings and email memos

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Related Documents

Legislation:

Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Education and Training Reform Act 2006 (Vic), Training Reform Regulations 2017 (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 2018, Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Disability Discrimination Act 1992 (Com), 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 and Data Protection Act 2014 (Vic), Privacy Regulations 2013 (Com), The Competition & Consumer Act 2010 (Vol 3.)

Policies:

Access & Equity Policy and Procedure, Complaints and Appeals Policy & Procedure, Concessions, Fees, Charges and Refunds Policy & Procedure, SSP Pathways and Transitions Policy & Procedure, Privacy Policy &Procedure (Students/Clients), Recognition of Prior Learning 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, SSP Student Selection, Enrolment, Induction & Delivery Policy & Procedure, SSP Assessment Policy & Procedure, Skills First Program Reporting Policy & Procedure, Training Plan Procedure, Plagiarism, Cheating & Collusion Policy & Procedure, Delegation and Segregation of Duties Policy & Procedure, Determining Eligibility Procedure, Transition Policy & Procedure, Child Safety and Wellbeing Policy & Procedure (including Statement of Commitment),

Other:

Current VET Funding Contract - Skills First Program, AQTF Essential Conditions and Standards for Continuing Registration, Skills First Evidence of Student Eligibility & Student Declaration, Skills First Quality Charter, Skills First Guidelines about Determining Student Eligibility & Supporting Evidence, Pre-Training Review Checklist for Skills First, Pre-Training Assessment Kit, Wyndham CEC Enrolment Form, Enrolment Interview Checklists, Privacy & Your Rights flier, Statement of Purpose, Student Enrolment Package, Student Induction Checklist, Vision Mission and Values Statement, Statement of Fees, VET Training Packages, Student Code of Conduct, Client Enrolment Report, Disability Action Plan, ACER Core Skills Profile for Adults (CSPA), Transition from School form (DJSIR), Student Assessment Declaration

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