

# 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	Senior Secondary Education Manager, Training Services Unit Coordinators, Trainers and Assessors, Compliance and Reporting Team (C&R team), Admin Team, RTO Manager
Review dates	2024

### 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 successfully undertake the program.

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 a 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.

Students enrolling in foundation skills programs may be subject to different processes depending on the funding source of their enrolment, which may include Skills First, AMEP or SEE programs.

This policy covers the following Foundation Skills programs

- English as an Additional Language Framework (EAL Framework): 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 Senior Secondary students selection, enrolment and induction policy and procedures – see *SSP Student Selection, Enrolment, Induction & Delivery Policy & Procedure*.

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

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. The AMEP and SEE program regulations provide some exceptions, however Wyndham CEC intends to enroll students 18 years and above in these programs.

### 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. Ideally they will enter within a few weeks of the beginning of a term or program.

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This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 8/12/2023 and supersedes all previous versions.

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- At the point of enquiry, prospective students will be advised by administration staff of eligibility for particular programs and entry requirements.
- Prospective students for foundation skills programs will book an appointment with administration staff to attend a pre-training interview with an authorised staff member.
- A pre-training assessment/review, prior to commencement, is mandatory for all prospective students enrolling in a nationally accredited program. It enables Wyndham CEC and the student to determine that a 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 (AMEP does not require an evaluation of numeracy);
  - d) identify any competencies previously acquired (RPL, recognition of current competency (RCC) or credit transfer), please note Wyndham CEC's *Recognition of Prior Learning (RPL) Policy and Procedure* in relation to foundation skills;
  - 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 a pre-training interview, the Pre-Training Assessor will, with reference to the above:
  - For Skills First subsidised enrolments, 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
    - this process is not relevant to AMEP & SEE; these programs use a PTA (Initial Assessment) kit provided by the Learning for Employment (Lfe) lead agency
  - 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 (not for AMEP & SEE).
- In the event that there are too many applicants for a program, the relevant 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.
- After the appropriate program has been determined, enrolment will be undertaken

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### Enrolment procedure for new students

#### *Skills First*

- 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 Evidence of Student Eligibility & Student Declaration* (for subsidised training, if eligible)
- Students will receive a Statement of Fees
- Students will sign the 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. It is good practice for this form to be followed for all enrolments.
- *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 *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 (and a parent/guardian if the student is under-18).
- All students will receive
  - A student enrolment package containing *General Information for Students* 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.

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### *AMEP*

- The client is registered and completes an Initial Assessment (IA) using the LfE kit
- The pre training assessor prepares a summary report which is given to the AMEP administration team
- Information is entered into ARMS
- The client is booked to meet the Pathways Counsellor; this may include referral for child care
- if a place is available in the appropriate class the student is issued a timetable
- AMEP administration enroll the student in the appropriate qualification in aXcelerate

### *SEE*

- The client is registered and completes a PTA using the LfE kit
- The pre training assessor prepares a summary report which is given to the SEE Coordinator or administration team
- Information is entered into Workforce Australia Online for Providers (WAOP)
- The student attends an induction meeting at which the program is explained and a timetable issued
- The student must commence the program within 4 weeks or they will be recorded as “Did not start” on WAOP and the referring agency will be notified
- Once a student commences SEE administration enroll the student in the appropriate qualification in aXcelerate

### **Induction procedure**

- All students who enrol in a foundation skills program will undertake an induction which 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. This process may vary for AMEP and SEE.

### **Existing Wyndham CEC students enrolling in a subsequent program**

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.

#### *Skills First*

Students will undergo the normal enrolment process, including PTA, as described above.

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

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### AMEP

Students may request to have their enrolment into a particular qualification reviewed at their regular IPG meetings with the Pathways Counsellor. Students may move to a higher or lower qualification or enrol in the SLPET program.

### SEE

Students have up to 2 years to complete a qualification. After two years a student may be re-enrolled in the same or a different qualification, however only after 3 months has elapsed and a new referral is obtained.

### 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 relevant (all located on SharePoint):
  - Current funding
  - Skills First Guidelines about Determining Student Eligibility & Supporting Evidence
  - Skills First Guidelines about Fees
  - EAL Framework accredited curriculum
  - CGEA accredited curriculum
  - 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 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
  - Teacher's package
  - Pre-Training Assessment Kit
  - Induction checklists (Skills First)
  - Policies and Procedures (available on SharePoint & in teacher package)
  - Professional Development
  - Ongoing LLN 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 & 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 (Foundation Skills) Policy & Procedure, SSP Assessment Policy & Procedure, SSP Student Selection, Enrolment, Induction and Delivery Policy & Procedure, Student Selection, Enrolment & Induction (VET) Policy & Procedure , Delivery & Assessment (VET) 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, Transitions 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 Eligibility & Supporting Evidence, Pre-Training Review Checklist for Skills First, Pre-training Assessment Recommendation Checklist, Pre-Training Assessment Kit, Wyndham CEC Enrolment Form, Privacy & Your Rights flier, Statement of Purpose, Student Enrolment Package, Student Induction Checklist, Vision Mission and Values Statement, Statement of Fees, EAL & CGEA accredited curriculum documents, Student Code of Conduct, Client Enrolment Report, Disability Action Plan, Adult Migrant English Program (AMEP) Service Provider Instructions, Skills for Education and Employment (SEE) Service Provider Instructions, Student Assessment Declaration