



## Student Enrolment

### Organisational Area

ORGANISATION

### Authorisation

This policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 2<sup>nd</sup> of March 2022.

### Review date

This policy will be reviewed every three years or sooner if required.

### Scope

This policy is for all staff who are authorised to enrol a student in a course.

This policy also applies to course applicants and students at POCH&LCI.

### Objective

This policy outlines the principles for managing applications from students wishing to enrol in a course at POCH&LCI and to ensure POCH&LCI has a fair, equitable, ethical, accurate enrolment policy and procedure and that students are provided with adequate information to make informed decisions prior to and during enrolment.

### Policy

POCH&LCI ensures that all applicants seeking admission will be treated fairly, ethically and equitably. It has open, fair and transparent admission procedures that are based on clearly defined entry criteria used for making decisions about the selection of students.

POCH&LCI does not offer any incentives such as laptops to encourage students to enrol in courses.

Students are selected based on the published entry requirements, and on an individual case by case basis. Throughout the process of selection and admission, all applicants are treated courteously and expeditiously.

All applicants who are eligible for funding are advised of this during the Pre-enrolment Process. Applicants are neither advantaged nor disadvantaged by their eligibility for any funding programme.

Applicants with past study in other courses of study or significant work experience may apply for Recognition of Prior Learning.

Records of the Enrolment Procedure are retained, and students may access their individual records in accordance with the Centre's policies.

POCH&LCI is committed to an enrolment process that is transparent, efficient, timely and responsive and ensures the integrity of enrolment decisions and is equitable to all students as well as according with the requirements of relevant regulation and legislation.

POCH&LCI's enrolment processes ensure that students have access to clear and consistent enrolment requirements. Prospective students are provided with resources that allow them to understand the level of training



they are seeking to undertake in line with the Australian Quality Framework. Training that is nationally recognised as meeting AQF certification is distinguished from other training issued by POCH&LCI.

Prior to enrolling students POCH&LCI provides accurate and current information that allows prospective students to make informed decisions in relation to the course of study they are seeking to engage in.

Prospective students are given access to the following information prior to enrolment;

- The Code, title and currency of the training product that the student is seeking to enrol in
- The training and assessment and related educational support services that will be provided.
- The requirement for a Unique Student Identifier (USI) if the student is engaging in a course that has AQF certification.
- Access and eligibility to specific government funding schemes available
- The details of location, duration, modes of delivery, practical placement requirements if part of the particular course of study and the name and details of any third party delivering the training on POCH&LCI behalf if that is the case.
- Fee information as well as details of any possible funding available to undertake the course of study as well as entry requirements for entry into a particular course.

### Definitions

#### Recognition of prior Learning

### Related Documents

Student Enrolment Procedure	Student Enrolment Form
Student Enrolment Checklist	Student Fees & Charges Policy
Student Fees & Charges Agreement	Prospective Student Information
Student Handbook	Assessment Policy
Literacy and Numeracy Assessment	Marketing Policy
Recognition of Prior Learning Policy	Student Feedback Policy
Language, Literacy & Numeracy Policy	Privacy Policy
Access, Equity & Cultural Diversity Policy	
Student Welfare Policy	
Recognition of Australian Quality Framework Qualifications Application Policy & Form	
Victorian Training Guarantee (Eligibility and Student Declaration) Form	
Pre-Training Review Policy	
Pre-Training Review Procedure	
Pre-Training Review form	

### Document Locations

Website  
Policies and Procedures Manual

### Related Legislation

### Area of Compliance

Higher Education and Skills Group (HESG) Current year Service Agreement  
ASQA Australian skills Quality Authority Standards for RTOs 2015



Date reviewed	Version	Details of changes (if any)	Date of next review
	1.0	Initial version	
Feb 2008	2.0		
May 2015	3.0	Updated to new format Updated House to Park Orchards Community House & Learning Centre and POCHI & POLCI to POCH&LC	May 2018
August 2015	4.0	New Template General review	August 2018
April 2015	5.0	Add that POCH&LCI does not offer incentives	April 2018
28/06/2017	6.0	Add Pre-Training Review documents	28/06/2020

Date reviewed	Version	Details of changes (if any)	Updated by	Approved by	Date of next review
08/07/2020	7	review	L Denman	C Harris	08/07/2023
02/03/2022	8	review	L Denman	C Harris	02/03/2025

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