

Enrolment Process

Purpose

The following process outlines the enrolment procedure and should be followed by all staff within the RTO. This process applies to prospective students that have previously enquired about the course and have been provided with information as per the requirements in national code of practice 2018 in Standard 2 including information about their obligations, rights and responsibilities, availability of student services and the training and assessment services to be provided.

Procedure

1. A prospective student applies for enrolment. This will usually be done via the website or by calling the RTO.
2. The prospective student submits their Application for Enrolment Form.
3. The following documents are required to be returned to the RTO:
 - a. Completed Application for Enrolment Form
 - b. Signed acknowledgement agreeing to the enrolment terms and conditions on the form.
4. If a prospective student calls the office with questions regarding their training, they should be addressed immediately and then, if appropriate, directed to the website for further information. If they cannot access the web, they will be sent further information.
5. Once a prospective student submits an Application for Enrolment Form they will be assessed to ensure they meet any course requirements.
 - a. If the prospective student meets the entry requirements, they will be accepted and offer letter will be issued and their enrolment will be finalised.
 - b. If the prospective student cannot meet the relevant entry requirements they will be advised accordingly and provided guidance as to what further steps to take.
6. The student's details are then entered into the Student Management System.
7. Offer letter will be generated and issued to the successful application by the Student Management System.
8. Student then sign back the offer letter and makes the tuition fee payment to secure the space.
9. Student commences training on the scheduled date.