

POLICY	Enrolment Process
NVR Ref:	Standard 5
IBI Ref:	IBI-2-E1
Purpose	<p>IBI will ensure that all enrolments for courses are completed correctly and in accordance with:</p> <ul style="list-style-type: none"> • ASQA and National Vocational Regulator Standards for Registered Training Organisations (RTOs) 2015.
Scope	<p>This policy provides information for Students (including Skills Victoria Students) about enrolment policy and procedures to VET courses of study offered by the IBI. Procedures are open, fair and transparent for making decisions about the selection of students, which are based on the published clearly-defined requirements.</p> <p>The enrolment of students into a Full course (full qualification) or short course (statement of attainment) will be the responsibility of the IBI authorised delegates in accordance with this policy and procedure.</p> <p>All IBI authorised delegates must read this Student Enrolment policy and procedures and attachments and attend an information session, outlining their responsibilities when enrolling students.</p> <p>All IBI authorised delegates must sign IBI Authorised Delegates Compliance Register before they enrol any student into any course.</p>
Content	<p>IBI shall ensure that all applicants seeking admission will be treated fairly 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. Students are selected on merit, based on the published criteria, and on an individual case by case basis. Throughout the process of selection and admission, all applicants are treated courteously and expeditiously.</p> <p>All applicants who are eligible for funding under the Skills Victoria funding program are advised of the additional criteria during the Pre-Admission Process. Applicants are neither advantaged nor disadvantaged by their eligibility for the Skills Victoria funding program.</p> <p>Entry criteria and application procedures are published in the Institute’s brochures and on the Institute’s website.</p> <p>The Institute consistently applies procedures for verifying applicants’ credentials and the granting of Course Credit. This ensures that students entering a VET course of study have an adequate basis of knowledge and skills to successfully undertake the studies proposed.</p> <p>Offers are for admission to a specific VET course of study on IBI’s scope, and may be made on a conditional basis; if the applicant does not fulfil any condition(s) imposed by IBI may not</p>

	<p>enter the VET course of study. These conditions may include, pre-requisites, English Language, Literacy and Numerous (“LLN”) ability and/or achievement of an academic requirement where evidence of attainment was not available at the time of application.</p> <p>In cases where the applicant is assessed as not being eligible to enter the VET course of choice, a review of alternative VET courses of study occurs and, where possible, the applicant is advised of any he/she is eligible to enter.</p> <p>Applicants with past study in other VET courses of study or significant work experience may apply for exemptions (Course Credit) through the Course RPL Policy and Procedure (including Recognition of Prior Learning).</p> <p>Records are retained of the admission procedure, and students may access their individual records in accordance with the IBI Privacy Procedure.</p>
--	---

PROCEDURE	STUDENT ENROLMENT
NVR Ref:	Standard 5
IBI Ref:	IBI-2-E1

Action/Method	<p><u>Pre Admission – Discussion Procedure</u></p> <p>In order to ensure that the potential student has been informed prior to making a decision to enrol at IBI, potential students are directed to IBI website and marketing information. The student then has the opportunity to discuss with an authorised delegate to discuss;</p> <ul style="list-style-type: none"> a) Course availability and mode of delivery, b) expected Course duration, days of study and study requirements outside of classroom workshops (face to face training) which are optional. c) previous formal training requesting copies of any relevant qualifications and explain the RPL process and pathways to further study or employment. d) If the student is enrolling in a course that has pre-requisites attached to the course, the student is required to provide evidence to support their entry into the course. e) Training and assessment requirements f) understanding of pre-enrolment information supplied (https://www.ibi.edu.au/student-information/pre-enrolment-information) (including Support services available to the student) g) Fees and charges including Course fees, Book fees and Administration Fees i) hardship / Concessions / Job Seeker Waivers available (see below) h) Student rights and obligations (IBI SIG) and IBI Guarantee to the Student i) campus locations and a general description of facilities, equipment, and learning and supportive resources available to students; j) requirements for satisfactory academic progress, complaints and appeals policies and procedures; k) informed of the obligations of maintaining evidence to support Eligibility Exemptions and i) Government Funding criteria (eligibility)(see below) <ul style="list-style-type: none"> - Asylum Seekers and Victims of Human Trafficking Initiative - Workers in Transition Program - Single and Teenage Parents Training Initiative
----------------------	--

- Young People Transitioning From Care Initiative

(complete in hard copy or electronically, the information and declarations specified in the Evidence of Eligibility and Student Declaration form at Attachment 3).

This procedure can be carried out individually or in an information session with multiple potential students with questions time at the end of the information session. The student then can proceed by completing an enrolment eligibility form to formalise their wish to move on in the enrolment process.

Enrolment Procedure (Students)

1. Verifying student eligibility for course enrolment and funding availability

a. IBI authorised delegates (through interview, telephone and/or email contact) are to confirm course/s availability, cost, study options, delivery mode (distance and/or optional classroom workshop) the student is applying to enroll in.

b. IBI authorised delegates are to confirm if student is able to enrol at level requested by checking if pre-requisites are required to enter the course including

- *General Eligibility criteria*

- *Eligibility criteria for individuals referred under specific initiatives (eg Single Mum)*

- *Eligibility for accredited courses with the title 'Course in...'*

- *Determining prior qualification in eligibility*

- *Determining the number of courses in which an individual is eligible to enrol in in 2013*

-

c. Student is to fill in all areas and sign the student declaration on the "enrolment eligibility form"

d. IBI authorised delegates are then to confirm all student areas are complete correctly on the "enrolment eligibility form" and the SV Declaration has been signed as well as any evidence pertaining to **Hardship / Concessions / Job Seeker Waivers being applied for.**

e. IBI authorised delegates are then to collect and copy appropriate identification from the student to confirm funding eligibility and sign that the original document has been sighted.

If the original documentation has not been sighted by the IBI authorised delegate it must be a certified copy by an authorised person (see **Attachment 3** below) Students using certified photocopies of their original documents will be required to present or mail them to the RTO. For the purpose of the *Evidence of Eligibility and Student Declaration*, certified photocopies that are scanned or faxed are not sufficient to meet this requirement and will not be accepted at audit (SV Students only).

f. IBI authorised delegates deliver course Training Plan to Student for completion (signature).

g. IBI authorised delegates deliver to Student "pre training review" (LLN Test) to complete (sign).

h) IBI authorised delegates are to discuss Government funding eligibility with the student and any student cost involved confirming the cost of the course with the student as per IBI Yearly Course Fee Schedule list. If a discount is applicable it must be authorised by senior management team.

i. IBI authorised delegates are then to fill in the "IBI authorised delegates representative only" area and signed "enrolment eligibility form" where marked.

2. (Welcome Letter) – confirmation of enrolment

a.) Once the student has completed, signed and delivered to the IBI authorised delegates a “enrolment eligibility form”,

1. Training Plan,
2. LLN Test (satisfactorily completed),
3. Original identification & residency documentation requirements,
4. any necessary declarations and
5. other required evidence

it is then to be handed to the IBI administration staff for processing.

b) IBI Staff examine documents submitted based on the steps in the “IBI Enrolment Sheet” Guidelines (see below) and save documents into Student File.

c) Completed Student Enrolment applications for each qualification are confirmed, processed within the student database in the order in which they are received by Administration staff.

d) IBI admin staff generate and deliver a “Confirmation-Welcome Letter” that formalises acceptance of the student’s offer to enroll in the course (“the Agreement), and shortly thereafter arrange delivery of

1. Course Materials
2. other Learning Resources,
3. Online access to learner resources (if applicable)
4. Mentorships calls
5. and tax invoice.

e.) IBI Administration instructs Compliance Officer that Student Files that are complete.

f) If any documentation is not completed Compliance Officer will instruct administration staff to rectify.

IBI Authorised Delegates (Authorised Representatives) Guidelines:		
1	Pre enrolment discussion with student carried out as per procedure	
2	Confirm with student what course they would like to enroll in (subject to 2 minimum subsidised courses)	
3	Confirm if there are any previous formal training (RPL process) and pre-requisites for this course as per "IBI course entrance requirements policy and procedure".	
4	Confirm student has completed the "enrolment eligibility form" & identification correctly	
5	Have student sign the "student declaration" and date it.	
6	Have student complete Extreme Hardship Declaration form (if required)	
7	Collect and copy all identification requirements sighted as original and signed the document as original sighted. If documents have been mailed in by students they must be signed by an authorised person in attachment 3	
8	Complete the " cost of course " section for student after discussion with student, discount must be authorised by senior management of the SOA	
9	Complete "IBI authorised delegates area" of the "enrolment eligibility form"	
10	Sign "enrolment eligibility form" as IBI authorised delegate	
11	Give completed "enrolment eligibility form" and identification to administration staff for processing in Paradigm to have "letter of offer and written agreement", training plan and invoice printed.	
12	Have student to complete the pre-training review	
13	Have student complete Direct debit form (if required)	
14	Receive the "letter of offer and written agreement", training plan and invoice from the administration team	
15	Explain the written agreement with the student and complete all documentation with them (check	
16	Confirm student signs written agreement / Student Declaration (Attachment 2)	
17	Sign written agreement as IBI authorised delegate	
18	Confirm student signs training plan and sign as IBI authorised delegate	
19	Process payment of invoice with the administration team. – upfront payment or have completed direct debit form completed (this is the only forms of payment)	
20	Complete this IBI authorised delegates Check list.	
21	Hand over all paperwork to administration team for student file to be made up – student is now enrolled	

* An authorised delegate means an employee/s of the RTO who has been formally delegated this function from the CEO or equivalent. For an authority to be formally delegated, written evidence of such a delegation must be available at audit.

Attachment 1
2018 Guidelines about Determining Student Eligibility and Supporting Evidence

1.4 To be eligible, an individual must meet the general citizenship/ residency requirements and *Victorian Training Guarantee* requirements as follows:

- a) To meet general citizenship/ residency eligibility requirements, an individual must be:
- i) an Australian citizen; or
 - ii) a holder of a permanent visa; or
 - iii) a holder of a Special Category Visa (sub-class 444); or
 - iv) an East Timorese asylum seeker; or
 - v) A holder of a Temporary Protection Visa.

Attachment
Evidence of Eligibility and student declaration

Relevant evidence to be retained by the RTO for each Eligible Individual must include:

a) a signed confirmation by an authorised delegate of the RTO* that one (1) piece of original documentary evidence, or a certified photocopy of original documentary evidence, from the following list, has been sighted:

- i) an Australian Birth Certificate; or
- ii) a current Australian Passport; or
- iii) a current New Zealand Passport; or
- iv) a naturalisation certificate; or
- v) a Temporary Protection Visa; or
- vi) a green Medicare Card; or
- vii) formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence; or
- viii) A signed declaration by a relevant referee.

And if the individual is deemed an Eligible Individual, and the original document produced from the list above does not include a date of birth:

- ix) a current drivers licence; or
- x) a current learner permit; or
- xi) a Proof of Age card; or
- xii) a 'Keypass' card;

b) And for individuals deemed Eligible Individuals a signed declaration by the Eligible Individual, stating the highest qualification that they hold.

c) For individuals deemed Eligible Individuals a signed declaration by the Eligible Individual stating the number of government subsidised courses they have commenced or are scheduled to commence in 2018; and the number of government subsidised courses they are currently undertaking.

* An authorised delegate means an employee/s of the RTO who has been formally delegated this function from the CEO or equivalent. For an authority to be formally delegated, written evidence of such a delegation must be available at audit.

Attachment

Certifying Documents

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document "I have sighted the original document and certify this to be a true copy of the original", sign each statement and provide their designation, for example "Pharmacist".

Authorised persons include:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or
- the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the Local Government Act 1989
- a registered medical practitioner within the meaning of the Medical Practice Act 1994
- a registered dentist within the meaning of the Dental Practice Act 1999
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the
- National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

Source: Victorian Department of Justice

**Enrolment Policy and Procedure
IBI Authorised Delegate Compliance Register**

As an IBI authorised delegate I have read and understand the enrolment policy and procedures and attend a meeting outlining the requirements of enrolling students to receive government funding.

I declare that I will carry out my duty as an IBI authorised delegate as per IBI enrolment policy and procedures.

<u>IBI Representative name</u>	<u>IBI Representative signature</u>	<u>Date</u>

*An authorised delegate means an employee/s of the RTO who has been formally delegated this function from the CEO or equivalent. For an authority to be formally delegated, written evidence of such a delegation must be available at audit.

I, Alan D'Andrea, CEO of IBI have chaired a meeting in regards to Skills Victoria funding requirements held on _____ hereby confirm the above personal attended the meeting and have received the necessary information and documentation to be authorised delegates for IBI on my behalf.

CEO signature _____ Date _____

Witnesses' signature _____ Date _____

Witnesses' name _____

Witnesses' position held at IBI

Indigenous students

Under an Indigenous Completions Initiative, Indigenous students pay only the minimum or concession tuition fee for all courses, including courses in the Skills Deepening category.

If fees are being paid by the Australian Government

If the Australian Government is funding your enrolment, the concession fee is not available. If you are referred to a provider by an agency of the Australian Government, for example a Job Network agency, you should pay the standard tuition fee and then seek reimbursement from the agency.

Fee Exemptions

This information applies to students undertaking training courses. For government funded training places fee exemptions may be granted for the following reasons. Exemptions apply to courses at all levels, including Skills Deepening (Diploma courses and above).

If the applicant chooses to delay the commencement date, the student enrolment advisor contacts the applicant to ascertain why. A follow-up process is instigated using this information.

Eligibility Exemptions

If a student who does not meet the general SV eligibility requirements detailed in Clause 1 of Schedule 2 can apply for an Eligibility Exemptions. Students are to write a confirmation letter to IBI stating the condition as to why they are applying for the Eligibility Exemption.

IBI CEO will assess his/her eligibility based on the evidence submitted and requirement imposed by Skills Victoria before any eligible exemption is apply. IBI staff is informed of the obligations of maintaining evidence to support Eligibility Exemptions.

Judy Lazarus and Young offender

IBI will not charge a tuition fee to an Eligible Individual who is a prisoner from the Judy Lazarus Transition Centre or a young person required to undertake a course of study pursuant to a community based order, as defined in Attachment 3 to Schedule 2.

Enrolment in a VET course of study that is not Skills Victoria Funding enabled:

Once the signed enrolment form has been received by the Institute, the enrolment is confirmed within the student database, fees are processed and a receipt issued.

If the applicant chooses to delay the commencement date, the student enrolment advisor contacts the applicant to ascertain why. A follow-up process is instigated using this information.

Commencement

	<p>During Orientation, the following items are addressed:</p> <p>Student Services Officer confirms that a signed enrolment form has been received by the institute and confirms that the student has brought any other required documentation, such as proof of citizenship if required;</p> <p>If the student is enrolled in a VET course of study that is not Skills Victoria funding enabled, the institute student services officer checks to ensure that relevant fees have been paid; if the appropriate fees have not been paid the student will be advised of the payment options, and alternative arrangements made with the Institute Student Services Officer;</p> <p>Each full time student has an identification photograph taken and is issued with the appropriate identification card; Distance learning students will only be issued a student identification number.</p> <p>The course scheduler issues students with their Timetables; and</p> <p>Students are provided with a training plan, the Student Information Handbook, and guided through key policies and procedures, including academic progress, attendance, assessment, and complaints and appeals.</p>
<p>Attached Documentation</p>	<p><i>(if applicable)</i></p>
<p>Related Legislation</p>	
<p>Related Documentation</p>	

VERSION CONTROL

Review/ amendment history

Policy Approved by: Chief Executive Officer

Responsible Officer: Chief Executive Officer

Next Policy Review Date: July 2018

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes
5.0	April 2017	No material changes