

Selection, Admission and Enrolment Policy and Procedure For Domestic Students

The Learning Professionals

DATE OF ISSUE:	28 Oct 2022
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VERSION NO:	2.2



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Selection, Admission and Enrolment Policy and Procedure For Domestic Students

1. POLICY STATEMENT

The purpose of this policy is to ensure that the selection, admission, and enrolment of potential domestic students is fair, systematic, and meet requirements as defined in Standards for RTOs 2015.

This policy is made available to all stakeholders on The Learning Professionals website.

2. SCOPE

The Selection, Admission and Enrolment – Domestic students policy applies to all domestic students enrolled in and studying VET courses at The Learning Professionals.

3. DEPARTMENTS AFFECTED

This Policy applies to Admissions, Finance and Student Support Departments.

4. RESPONSIBILITY, ADHERENCE AND ENFORCEMENT

The CEO is responsible for this policy ensuring staff, authorised education agents and students are aware of domestic student selection, admission, and enrolment into The Learning Professionals Courses.

The RTO Manager is responsible for the implementation of this policy.

The Recruitment and Admission Staff are responsible for the application of this policy.

5. DEFINITIONS

Course	A vocational qualification offered by The Learning Professionals
(Authorised) Education Agents	A person or Agency having a valid Agent Agreement in place with The Learning Professionals to recruit students on behalf of The Learning Professionals. An education agent may guide a student with an application to enrol in a course.
ASQAnet	The Australian Skills Quality Authority's (ASQA's) online web portal for managing registration, applications, and fee payment for registered training organisations (RTOs) and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) providers

6. PROCEDURES

6.1 Marketing

The Prospective students applying for a course must be provided with adequate pre-enrolment information prior to making their application, so they may make an informed decision of their study requirements by The Learning Professionals program:

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- Course Flyer/s
- Course Information brochure (Course Guide)

6.2 Education Agents

6.2.1 Authorised Education Agents evaluate on behalf of The Learning Professionals, if a prospective student is eligible for enrolment, clarifying and verifying the applicants:

- Intention to study
- Intended study plan
- Education and employment history
- Current circumstances
- Supporting documentation

6.2.2 The Learning Professionals must enter into a written agreement with each education agent it engages to formally represent The Learning Professionals. Each education agent details are entered into and maintained in ASQAnet. Refer to Agent Management policy and procedure for details.

6.3 Applicant needs

The Learning Professionals encourages all applicants to submit an application, including those with disabilities and/ or any special needs, however The Learning Professionals does not enrol domestic students under the age of 18 years or students with needs that impeded the student from completing the course for the purpose of engaging in the workplace in the future.

6.4 Application

6.4.1 An applicant must complete The Learning Professionals online application, which must be supported with sufficient certified documental evidence, including but not limited to:

- passport or national ID card
- academic transcripts/records

6.4.2 All applicants will be required to undergo a Pre-Training Review (PTR) process so that The Learning Professionals can confirm the training option that the applicant has selected is most appropriate.

6.4.3 The PTR consists of a Pre-training questionnaire, an LLN test and an interview with The Learning Professionals staff if required.

6.5 LLN Assessment

6.5.1 During Orientation students will complete a Language, Literacy and Numeracy (LLN) assessment to determine their current LLN skills. As a result of the assessment, if any skills are lacking, for the course they are entering, the student will be interviewed by an approved trainer and an individual LLN plan will be developed to assist their trainers to support them during their training.

6.5.2 Students are exempted from LLN test if one of the following applies:

- a. Having completed a same AQF level qualification before enrolling
- b. Having completed at least 5 units at Certificate IV or higher before enrolling

6.6 Credit Transfer (CT) and Recognition of Prior Learning (RPL)

All units of competency recorded on a statement of attainment or record of results issued by previous registered RTO will be recognised by The Learning Professionals and granted credit

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transfers on presentation of a certified copy of the original evidence. Students that wish to apply for RPL against units of competency must complete a skills assessment to determine what units they may be eligible to gain via an RPL process. Refer to Credit Transfer and RPL policy and procedure for details.

6.7 Skills Assessment for Credit Transfer

All students will undergo a skills assessment to confirm currency and sufficiency of skills against each unit recorded as credit transfer. If there is a requirement for the student to complete gap training for skills development to upgrade to current industry standards, this opportunity will be provided to them during their course and timetabled as required.

6.8 Conditional Offer of Enrolment

If an applicant does not meet the entry requirements, they may be issued with a conditional offer letter, that will outline all the conditions that the applicant must meet prior to the enrolment and written agreement. Prior to or on the orientation day, the applicant will be required to provide evidence that they have satisfactorily met the conditional entry requirements.

6.9 Offer of Enrolment

If an applicant does meet the entry requirements, they will be issued with an offer letter outlining:

- course enrolled and any conditions of the enrolment
- agreed starting date of the course
- locations of training on commencement of the course
- study periods within the course and the length of each study period
- offered modes of study for the course, including compulsory online and/or work-based training, placements, and/or other community-based learning and/or collaborative research training arrangements
- work-based training placements a student is required to complete as part of the course outcomes associated with the course
- association with any other persons or organisations the registered provider has arrangements with for the delivery of the course in which the student intends to enrol or may apply to enrol
- attendance and course progress policies and procedures
- tuition fees and itemised list of additional costs
- refund policy and procedure, including the process of making a refund application
- information on the circumstances in which a student's personal information may be shared between The Learning Professionals and the Australian Government.
- the student obligation to notify The Learning Professionals of a change of address, mobile and email within seven days while enrolled in the course
- provide the student with an explanation, in plain English, of what happens in the event of a course not being delivered
- the complaints and appeals policy and process which does not remove their right to uptake the Australia's consumer protection laws

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6.10 Payment of Acceptance fees

An applicant will not be accepted, and The Learning Professionals will not accept any course tuition fee from the student at the same time or until a letter of offer is provided.

6.11 Orientation

All students must attend a compulsory orientation session 1 (one) week prior to commencement of their course at The Learning Professionals. The induction will include:

- Introduction to student support staff, student services and student obligations to policies and procedures including:
 - Complaint/Appeals policy and procedure
 - Fees and Refund policy and procedure
 - Course progress policy and procedure
 - Attendance policy and procedure
 - Cancellation/withdrawal policy and procedure
 - Tuition Protection Scheme (TPS) Protecting your tuition fees
- support services available including
 - Study assistance such as mentoring and referral to English language programs
 - Legal services
 - Emergency and health services
 - Counselling service
 - Employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman.
- Confirmation and or updated of contact details
- The contact person in emergency situations is The General Manager via admin@thelearningprofessionals.com.au
- Meeting with a finance officer to verify minimum payment required, discuss payment options and, if applicable, agree to a payment schedule arrangement (PSA)
- course training plan and scheduled class timetable
- Collection of any applicable material and equipment
- Issuance of a student ID card
- Log in to student portal and e-mail
- Verifying/Creating USI
- LLN Assessment, if required
- Tour of training site as required

6.12 Internal Admissions process

On receipt of an application a student file will be created in VetEnrol Admissions Data base. All correspondence will be recorded on this file. In addition, records will be created on the Student Management System and will be updated as appropriate. An admission officer will assess the application using the following checklist within VetEnrol.

Note: To verify the authenticity of documents relating to evidence of academic qualifications, Admission Officers are to review documents for characteristics of forgery and to facilitate identification of non-authentic documents. Academic Records must be certified as true copies by government bodies or MARA or approved education agent.

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6.13 Student Management Transfer

Minimum Requirements	Documents provided to support Application
Application received	<input type="checkbox"/> Electronic Application received in VetEnrol <input type="checkbox"/> Verified approved education agent application
Academic Achievements	(One of the following criteria only): <input type="checkbox"/> Completion of at least year 11 or equivalent <input type="checkbox"/> Completed any qualification from the Australian Qualifications Framework at level 3 or higher.
Pre-Training Review	Pre-training questionnaire completed to determine if <input type="checkbox"/> the course chosen by the applicants is suitable and appropriate and informed by the following evidence <input type="checkbox"/> interview to identifying their aspirations and interests <input type="checkbox"/> evidence of existing educational attainment, capabilities, and competencies previously acquired <input type="checkbox"/> demonstrated understanding of their chosen course outcomes <input type="checkbox"/> LLN Assessment of core skills level (learning, reading, writing, oral communication, and numeracy skills) digital capability
Offer Letter	<input type="checkbox"/> Conditional offer letter subject to conditions and written agreement issued <input type="checkbox"/> Letter of Offer issued
Acceptance of offer	<input type="checkbox"/> Offer letter accepted <input type="checkbox"/> Initial fee payment received
Fail to accept offer	<input type="checkbox"/> 2 months since offer sent and offer not accepted – Cancel offer
Welcome pack	<input type="checkbox"/> Welcome pack issued prior to course commencement
Orientation	<input type="checkbox"/> Orientation completed <input type="checkbox"/> Course material issued
Failure to commence	<input type="checkbox"/> 14 days post course commencement - Cancel as non-commencement <input type="checkbox"/> Notify student and education agent of cancelation
Transfer to SMS	<input type="checkbox"/> Students commence first scheduled class <input type="checkbox"/> Student AVETmiss files transferred to VETtrak

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