

Enrolment policy and procedures (SRTO 2015: Standard 4 and 5)

(Clause, 1.7, 5.1-5.2)

Policy

Prior to enrolment or the commencement of training and assessment, whichever comes first, Job Training Institute Pty Ltd provides advice to the prospective learner about the training product appropriate to meeting their learner's needs, taking into account the individual's existing skills and competencies. This is done through:

- Conducting a pre-enrolment session with one of JTI staff and
- Going through a pre training review process.

An action plan must be put in place to support any individual needs identified prior to enrolment or during commencement to enable learners successfully complete their training.

Before enrolment JTI staff member must ensure that the following information has been provided to the prospective learner:

- the code, title and currency of the training product to which the learner is to be enrolled, as published on the National Register
- the training and assessment, and related educational and support services that JTI will provide to the learner including the:
 - estimated duration
 - expected locations at which the course will run- JTI may use a number of different training venues, including training rooms, hotels and client training rooms. Venues will be selected for consistency with the standards required by JTI for quality training delivery, and regularly monitored to ensure that adequate standards are being maintained.
 - expected modes of delivery
 - Any educational and support services the learner will receive from JTI, and
 - Any work placement arrangements.
- JTI's obligations to the learner, including the fact that JTI is responsible for the quality of the training and assessment in compliance with the VET Standards, and for the issuance of the AQF certification documentation.
- the learner's rights, including:
 - Details of JTI's complaints and appeals process.
- the learner's obligations:
 - in relation to the repayment of any debt to be incurred under the VET FEE-HELP scheme arising from the provision of services
 - any eligibility criteria and enrolment requirements listed under each course
 - any materials and equipment that the learner must provide

- Information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of the services
- Information on Unique student identifier (USI)
- Student code of conduct

This information will be found at:

- JTI website: www.jti.edu.au/courses or /and
- From a JTI factsheet and from
- Pre-enrolment information provided.

Every learner must acknowledge receipt of this information before enrolling with JTI.

Procedures of Enrolment:

1. A student gets information about JTI from a friend or from an advertisement or online or from any other source
2. A student calls or emails JTI enquiring more about the course.
3. A student is given information by Career Consultants concerning the course, and is directed to the website for more information or given a factsheet.
4. Walk in inquiries will be directed to the career consultant for course information which includes; course duration, course delivery references, study modes, clinical/Work placement, pathways , pricing, government funding eligibility, self-funded, job / career opportunities, ongoing assessments, units codes and name.
5. Phone call inquiries will be directed to the career consultant for course information which includes; course duration, course delivery references, study modes, clinical/Work placement, pathways , pricing, government funding eligibility, self-funded, job / career opportunities, ongoing assessments, units codes and name.
6. Career consultant will direct the prospective students to JTI website for more information about the course.
7. If the student decides to proceed with application for the course they complete an online/manual application form and a literacy and numeracy test provided by JTI.
8. The application form comes to JTI career consultants and they get in contact with the potential student.
9. Career consultant invites the potential student for a face to face pre-enrolment session or uses the pre-enrolment power point to explain to the student the requirements of the course on the phone.
10. If the potential student wants to continue with the enrolment, they are given a pre training review form to complete.

Pre-Training Review Procedure

1. Every potential JTI student has to fill the pre enrolment form completely and accurately.
2. In the form, the student has to identify the course they would like to study and explain the reasons they have chosen this course.

3. The student needs to show an understanding of what the chosen course entails and its career path.
4. The career consultant needs to speak to the potential student and explain the requirements and expectations of the course.
5. The potential student needs to understand the requirements of their chosen course, opportunities and career path that the course may open for them so as to manage their expectations.
6. All courses with a work placement require a police check so the career counsellor needs to explain this to the student.
7. The career counsellor needs to explain the requirements of the short courses and book students in the programs applicable to the students chosen course and expected career path.
8. The career counsellor discusses the career path of the student and makes recommendations accordingly.
9. The career consultant needs to consider any disability and additional needs of the potential student and discuss with the candidate the potential implications, for example someone wanting to undertake a course in aged care and maybe having a back problem, this course will not be the right fit for them since aged care has lots of physical work involved.
10. The career consultant must ensure that all the questions in the form are answered adequately and that the candidate understands all the course's requirements and pathway completely.

NOTE: As part of the pre-training review for students enrolling in a VET Fee Help/ VET Student Loan eligible course student are required by Commonwealth legislation to provide a copy of their Year 12 secondary school certificate issued by a State or Commonwealth education authority; OR satisfactorily attain Level 3 in both reading and numeracy of the Australian Core Skills Framework.

11. Career consultant reviews the pre-training review form with the potential student and if satisfied that the candidate is right for this course, they get the candidate to sign the following forms:
 - a. Checklist of information to learners before enrolment
 - b. VTG declaration form for Victoria students
 - c. Skillsforall agreement forms for South Australia students
 - d. USI application and permission to apply on behalf of the student

The student has to provide identity documents and other documents depending on their funding model. These documents could be:

- Drivers licence
- Proof of Permanent Residency or Citizenship
- Passport
- Concession card
- Medicare card

These have to be provided either as certified true copies of the original or provide original with a copy and JTI staff member will sight the documents.

Once the enrolment is done, then the student can pay the tuition fees required or the registration fees, which cannot be more than \$1500 as prepaid fees from individual learners. The student has to be advised the mode of payments acceptable and if not all the tuition fees has been paid, then they must sign a direct debit form, unless their fees is paid by someone else such as an employer or government.

Responsibility

Career consultants and campus managers are responsible of ensuring that correct information has been given to student before enrolment.

Accompanying documents

- Pre-enrolment power points
- Online/manual application forms
- Pre training interview policy
- Pre training interview form
- Student enrolment flow chart
- VTG declaration form
- Skillsforall agreement form
- Sales Employment Checklist

Pre-Enrolment checklist

	Pre-enrolment checklist to be completed and put in student file	Put a tick if information has been given
1.	I have attended Pre-enrolment session at JTI	
2.	I have been given course information	
3.	I have been advised of the course duration, modes of delivery, assessment and delivery location of this course	
5.	I have been advised of Entry requirements	
6.	I have been advised of support services and contact details to the relevant support staff.	

8.	I have been given information on funding and the reduction in opportunity to undertake government funded courses in future.	
10.	I have been given information regarding work placement	
11.	I have been advised of all fees and all charges which include Tuition/enrolment/police check/WWC/First aid/Manual Handling/Asthma and Anaphylaxis costs, T-shirt	
12	I have been advised that course dates can change at JTI discretion	
13	I have been advised of refund and complaints policy and external referral services for any complaints (consumer affairs/ ombudsman)	
14	I have been given a student handbook	
15	I have been advised that JTI does not guarantee employment	
16	I have been advised on being fit and proper for the course	
17	I have been advised that trainers can change without consulting students	
18	I have been advised that classes can be conducted off campus depending on availability of rooms	
19	I have been advised about pre-training review and LLN requirements	
20	I have been advised on RPL and credit Transfers	
21	I have been directed to JTI website for more information.	
22	I have been given information about USI directed to USI website for more information.	
23	I have given JTI permission to apply for USI on my behalf	

JTI Staff Name & signature:.....

Student Name & signature:.....



Date:.....