

E

Enrolment

E1 Pre-Enrolment Review (Learners)

Standards for RTOs 2015	5.1, 5.2, 5.3
Standards Referenced	1.7, 5.4, 6.1, 6.2, 8.6

Purpose

Master Plumbers RTO acknowledges that quality training outcomes are dependent upon the learner being adequately informed prior to commencement and supported in their decision to undertake training that will meet their requirements.

This policy provides direction for staff and prospective learners as to the documentation and communication to be followed prior to enrolment in government funded training.

The purpose of this Policy is to establish that:

- Details of the training product being delivered, including the expected learning, employment, and regulatory outcomes (Standard 5.1).
- Any entry requirements for the training product which are imposed by the training package, industry regulation (Standard 5.2e,ii).
- All individuals who enter government funded Nationally Recognised Training have the appropriate skills and ability to successfully complete their studies.
- Information provided to prospective learners ensures that they make informed decisions of the suitability and appropriateness of training and assessment strategies prior to enrolment.
- Any materials, equipment, textbooks, or other resources which a learner must have or acquire in order to successfully complete the training product (Standard 5.2e,iii).
- The code, title and currency of the training product as published on training.gov.au (Standard 5.2a).
- The training, assessment, and other support services to be provided to the learner, including any self-study or attendance expectations, as well as the duration of training, the location of training, and the mode of delivery (Standard 5.2b,i-iii).
- The name and contact details of any third-party which will be providing training, assessment, or other educational support services on behalf of Master Plumbers (Standard 5.2b,iv).
- Any work placement arrangements which are required to successfully complete the training product (Standard 5.2b,v).
- The learner's obligations, if any, which the learner incurs in relation to VTG funding or the VET Student Loans program by enrolling (Standard 5.2e,i).
- Master Plumbers obligation to ensure that training and assessment is compliant with the Standards, and to issue Australian Qualifications Framework (AQF) documentation to any learner who successfully meets the requirements of the training product (Standard 5.2c).
- Details of the Master Plumbers complaints and appeals process, including how to access the process and the right the learner has to complain or make an appeal at any time (Standard 5.2d,i and reference to Standards 6.1 & 6.2).
- Mechanisms in place to protect learners against the negative effects of the closure of Master Plumbers or any third-party delivering on its behalf, and what steps will be taken if such an event occurs (Standard 5.2d,ii).
- Accurate and ethical marketing is provided through the provided pre-enrolment information.

- Prospective learners are informed about pre-requisites, entry requirements, eligibility requirements, tuition fees and material fees for the training program in which they are seeking to enrol (Standard 5.3a).
- Sound advice is provided to the prospective learner about the training product appropriate to meeting the learner's needs, considering the individual's existing skills, aspirations, interests, educational capabilities, LLN and competencies.
- The learner's consumer rights, including the right to a cooling-off period and refunding fees (Standard 5.3b, Standard 5.3c,i-ii).
- The methods which will be used to inform enrolled learners of any changes in agreed services, regulation or legislation which may affect the participation of the learner in their chosen training product (Standards 5.4 & 8.6).
- Advice to the prospective learners is current and accurate and allows an informed decision in relation to fees and charges as per the Statement of Fees (Standard 5.3a,i-ii).
- Learners are informed about the requirement for a Unique Student Identifier (USI) where applicable.
- Adequate screening of prospective learners to identify eligibility requirements, special needs and opportunities for recognition.
- Competencies previously acquired are recognised (i.e., Recognition of Prior Learning (RPL, RCC) or Credit Transfer (CT) (Standard 5.1).
- Prospective learners have the appropriate Language, Literacy and Numeracy (LLN) levels and skills to meet qualification requirements and a determination of additional support needs if required.
- The need for reasonable adjustment, assistance and/or referral can be determined.
- For apprentices the workplace environment offers the appropriate support, supervision and resourcing in alignment with the qualification.

Definitions

VTG

Refers to funding where students are eligible to access funding as part of the Victorian Training Guarantee.

VRQA

Victorian Registration and Qualifications Authority.

Unique Student Identifier (USI)

The USI is a reference number made up of ten numbers and letters issued by the Student Identifiers Registrar that give students access to a complete record of their VET enrolments and achievements from a centralised source.

Statement of Fees

The Statement of Fees provides an eligible individual with a quote for the total cost to be incurred for the course of study/enrolment, considering individual circumstances (including any eligibility for concession). The Statement of Fees may be provided electronically or in hard copy prior to enrolment.

Enrolment

The process by which a person registers as a student, pays all enrolment fees, or enters into an agreement to pay such fees, or has received an exemption from paying such fees.

Language Literacy and Numeracy Assessment (LLN)

LLN Assessment is an evaluation used to measure the literacy and numeracy levels of all students commencing any government funded program in order to determine the need for any learning support.

Scope

This policy applies to all Staff and all prospective Students applying to undertake any VET qualifications on Master Plumbers funded scope of registration.

General policy

Master Plumbers RTO will conduct a pre-enrolment review (also called a pre-training review) with each applicant to determine that the selected course is suitable for the needs of their learning objectives. The review will ensure that the learner meets the requirements of the learning cohort as described by the course TAS and is fully informed of their rights and obligations.

Pre-Training Review

(reference to Standard 1.7)

The pre-training review includes a review of the learner's:

- Vocational background and work experience as it applies to the selected course;
- Previous levels of qualifications;
- Self-declared learning difficulties;
- Language literacy numeracy;
- Digital capability;
- Interest in participation.

The above information together with information provided will be used to ensure that:

- Applicants have been provided, and had recorded, evidence that fulfil any applicable licencing or training package requirements that may otherwise inhibit the intended vocational outcome; and
- Written confirmation is provided to the learner advising their acceptance or otherwise into the nominated course of study.

Learners under 18

Pre-enrolment information may be collected from learners under 18 but will be subject to formal parental or guardian approval that will be obtained as a countersignature on the Enrolment Form. See [Under 18s Safety Policy](#) for full details.

Supporting Processes

The following processes are defined to ensure these policy requirements are met:

Process Name	Purpose
Pre-Training Review	Conduct a pre-training review for a learner who is applying for enrolment in a training product

Supporting Forms and Documents

Document Identifier	Name
MPF017	Apply for refund
MPF083	Apprenticeship Pre Training Review Declaration
MPF037	National Recognition (Credit Transfer) Application Form

Evidence

Source	Demonstrating

--- End of Policy ---

Approval

Approved By	Position	Signature	Date
Brendan Gould	Manager Training and Industry Development		15/04/2021

Version Control

Version #	Date	Changes
1.0	15/04/2021	First release