Purpose and Scope	**Purpose**
	This policy and procedure describes the process to assess each prospective student's eligibility to undertake training and to enrol eligible students in an appropriate course (including unit of competency). Throughout the admissions and enrolment process, Armstrongs Driver Education (ADE) will provide appropriate and accurate advice to prospective and enrolling students.
	Scope
	This policy applies to all applications for admission and enrolment into the driver education programs delivered by ADE. The policy is relevant to all staff handling enquiries from prospective students, and processing students' admission and enrolment.
Responsibility	The Administration Manager is responsible for student admission and enrolment. All staff and students are required to comply with this policy.
Definitions or Reference Documents	**Definitions**

Definitions
- **VET Quality Framework** – outlines the standards for achieving consistency in the was Registered Training Organisations (RTOs) are monitored. The VET Quality Framework comprises:
   o   The Standards for RTOs 2015 (The Standards)
   o   The Australian Qualifications Framework (AQF)
   o   The Fit and Proper Person Requirements
   o   The Financial Viability Risk Assessment **Requirements**
   o   The Data Provision Requirements
- **Australian Qualifications Framework (AQF) –** The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework
- **National VET Regulator (NVR) –** The Standards: Sets out the requirements that an organisation must meet to be a Registered Training Organisation
- **VET** - Vocational Education and Training
- **Standards for Registered Training Organisations 2015 (RTOs) –** set of standards endorsed by the Council of Australian Governments (COAG) Industry and Skills Council to provide:
   o   National consistency in the regulation of the VET sector using a standards-based quality framework and a risk-based approach
   o   To promote quality, flexibility, and innovation in VET
   o   Promote Australia's reputation for VET locally and overseas
   o   Promote a VET system that meets Australia's social and economic needs
   o   Protect students undertaking or proposing to undertake VET in Australia
   o   Ensure access to accurate information regarding the quality of VET
- **Compliance to Legislation** – there is evidence of systems and processes in place to identify relevant legislation, regulations, and guidelines as well as monitoring systems to ensure compliance
- **Relevant legislation** – Acts of Parliament
- **Regulatory Requirements** – Validation, Moderation, Reporting

	- **Statutory Requirements** – approvals, licenses, permits, etc. required for the delivery of nationally recognised training
	- **Non-compliance** – failure to provide evidence of systems and processes in place to meet the expected outcomes
	- **ASQA** Australian Skills Quality Authority – the national VET regulatory registering body
	- **VRQA** - The Victorian Registration and Qualifications Authority (VRQA) is Victoria's education and training regulator
	- **VRQA Guidelines –** The Guidelines' purpose is to ensure the quality of training and assessment services in Victoria reflects a nationally consistent approach to VET regulation. The Guidelines align Victoria's regulatory settings to the national Standards for Registered Training Organisations 2015.
	- **AQTF Essential Standards and Conditions –** a national set of standards which assures nationally consistent, high-quality training and assessment services for the clients of Australia's vocational education and training (VET) system
	- **Quality Indicators –** A set of three indicators that are part of the AQTF Essential Conditions and Standards for Continuing Registration. The quality indicators are:
	    o Employer Satisfaction
	    o Learner engagement
	    o Competency Completion Rate
	- **Course –** ADE delivers training and assessment for over a set period of time to enable a student to obtain a Licence
	- **Unit of competency –** Is delivered in the ADE course. It is a specification of knowledge and skill, and the application of that knowledge and skill, to the standard performance expected in the workplace
	- **Student** – an enrolled person being trained and assessed by Armstrongs Driver Education Pty Ltd

Policy Statement	ADE will follow all Federal and State legislation and standards as they relate to the admission and enrolment of students. ADE is committed to providing equal opportunities for prospective students to access and participate in training and to achieve their learning outcomes. ADE will follow a clear procedure for approving applications from prospective students and enrolling them in the appropriate course (including, units of competency). Prospective students will be required to meet minimum entry requirements that are clearly stated by ADE. Entry requirements include meeting minimum levels of language, literacy and numeracy. This policy outlines the approach that ADE will take to: - Admit and enrol students into courses on its Scope of Registration - Ensure ADE staff are aware of the Student Admission and Enrolment processes

- Ensure students are provided with adequate information about the training-services they are to receive
- Ensure students are provided with accurate information about the fees they are required to pay including
    - any additional fees for incidentals
    - information about ADE's refund policy
- Inform students of their rights and obligations
- Have set process for assessing applicant's language, literacy and numeracy (LLN) proficiency
- Provide information about course credit
- Inform applicants of the mode-of-training to be undertaken in the course
- List the grounds on which the students' enrolments may be deferred, suspended or cancelled
- Ensures that all applicants seeking admission will be treated fairly and equitably when selected and admitted into its training programs.
- Maintains clearly defined entry criteria used for making decisions about the selection of students. These criteria are published on ADE's website.

In the instance of a prospective student pre-paying fees for a course and it has been determined that the prospective student does not meet eligibility requirements and they have been directed to seek training from another training provider, their fees will be refunded in full.

ADE will retain all records associated with the enrolment and admissions process in accordance with the guidelines as specified in the AQF and Standards for RTOs 2015.

Procedure	**Admission process: -**
	On initial contact from the prospective student, ADE will provide appropriate and accurate information about enrolment, support, training and assessment, and course completion. Course fees will be provided to each prospective student.
	ADE will ensure that each prospective student undertakes an LLN assessment conducted by a staff member as part of the pre-training review, to ensure they have the LLN capabilities to complete the course.
	In the pre-training review, ADE staff cover; eligibility to undertake a course that includes medical conditions and licensing requirements; career aspirations and desired employment outcomes; recognition of prior learning/training; the process to obtain an USI; and, proof of identity. The pre-training review will provide details about the course delivery and assessment.
	Prospective students will be informed of the minimum entry requirements for the course they wish to enrol in. Entry requirements include meeting minimum levels of language, literacy and numeracy.
	Enrolment process: -
	When a student commences enrolment in a course, ADE staff complete a JobReady booking form and the pre-training review document.
	On completion of enrolment and payment of fees, ADE staff email to the student a welcome letter, which includes: a booking sheet, enrolment form, LLN assessment (where required); invoice/receipt; VicRoads licence/learner permit form (if applicable); links to electronic bus and truck handbook (if applicable); and, the terms and conditions.
	On the first day of class: ADE collects the enrolment form and LLN assessment (if applicable). The ADE trainer informs the students about learner support that they can access during training.
	Records of the admission and enrolment process for each student undertaking a course is retained for seven years. The re-issue of a qualification and Statement of Attainment can be processed for up to 30 years by JobReady.
	ADE provides each student wish access to their current or past training and assessment records.

Related/Relevant Legislative/Policy Frameworks	Legislation/Policy Frameworks	Relevant Website
	Privacy Act 1988 (2014 update)	www.austlii.edu.au http://www.dms.dpc.vic.gov.au/ www.comlaw.gov.au
	Privacy Act And National Privacy Principles (2001)	www.austlii.edu.au http://www.dms.dpc.vic.gov.au/ www.comlaw.gov.au

	Vocational Education and Training Act 1990	www.austlii.edu.au http://www.dms.dpc.vic.gov.au/ www.comlaw.gov.au
	National Vocational Education and Training Regulator Act 2011	www.austlii.edu.au http://www.dms.dpc.vic.gov.au/ www.comlaw.gov.au
	Tertiary Education Act 1993	www.austlii.edu.au http://www.dms.dpc.vic.gov.au/ www.comlaw.gov.au
	Occupational Health and Safety Act 2004	www.austlii.edu.au http://www.dms.dpc.vic.gov.au/ www.comlaw.gov.au
	Copyright Act, 1879. 42 Vic No 20 (modified 2002)	www.austlii.edu.au http://www.dms.dpc.vic.gov.au/ www.comlaw.gov.au
	Occupational Health and Safety Regulation 2001 (modified)	www.austlii.edu.au http://www.dms.dpc.vic.gov.au/ www.comlaw.gov.au
	Equal Opportunity Act 2010	www.austlii.edu.au http://www.dms.dpc.vic.gov.au/ www.comlaw.gov.au
	Disability / discrimination Act 2005	www.austlii.edu.au http://www.dms.dpc.vic.gov.au/ www.comlaw.gov.au
	Child Safe Standards	http://www.education.vic.gov.au/school/principals/spag/safety/Pages/childsafestandards.aspx
	AQTF Essential Conditions and Standards for Continuing Registration	http://www.vrqa.vic.gov.au/Documents/VETEssecondstandrdscont.pdf
	Data Provision Requirements 2012	http://www.comlaw.gov.au/Series/F2013L00160
	The Australian Consumer Law (ACL) - Schedule 2 of the Competition and Consumer Act 2010	www.austlii.edu.au/au/legis/cth/consol_act/caca2010265/sch2.html
	Education and Training Reform Act 2006	https://education.vic.gov.au/
Associated Documents	- Legislation Update Register - Version Document Control Register - Staff Induction Manual - Continuous Improvement Policy and Procedure - Continuous Improvement Register - Audit Policy and Procedure - Audit Schedule - Professional Development Policy and procedure - Professional Development Plan - Professional Development Register - Code of Practice	

	- Qualification on Scope Register - Risk Management Policy - Risk Management Matrix - Staff Recruitment Policy and procedure - Privacy Policy and procedure - Access and Equity Policy and Procedure

Managing records kept on the basis of this document

Record Name	Code	Storage retention time	Storage Location	Responsibility
Name of document	QMSxxx	2 years	Document mapping	Name

Document change history

Date	Version	Document Name	Description of change
15/9/22	2	Student Admission	Grammar check

Appendices

Appendix 1	Document Name