

Enrolment Policy and Procedure

Enrolment Policy

ADE management and staff are committed to ensuring client needs are met in a timely manner. ADE staff will provide appropriate and accurate advice to potential and enrolling students.

Enrolment Procedure

- On receiving initial contact by a potential or enrolling student ADE staff shall enquire concerning any specific needs the client has.
- ADE acknowledges that learners have differing language, literacy and numeracy levels. All ADE courses require some English language ability, to ensure the safety of our students, staff and the general public. Failure to understand commands or instructions from the trainer, could result in a serious accident occurring. Students are required to undertake a pre-training review on their first enquiry to determine whether they are suitable and appropriate for the training and a language, literacy and numeracy (LLN) assessment prior to course commencement.
- English language assessments are conducted over the phone and/or face to face in the ADE office. If students are unable to achieve the LLN level required, language, literacy or numeracy training may be required. More information can be found in the Learner Support Policy and Procedure.
- ADE staff discuss the Pre-Training Review with the student over the phone or face to face and it consists of:
 - Course eligibility including medical conditions, licence requirements depending on the training
 - Career aspirations, desired employment outcomes
 - Previous training and any recognition of prior learning
 - Language, literacy and numeracy requirements
 - USI Requirements
 - Course details including delivery and assessment, study and testing requirements
 - ID requirements
- Once the student has decided to enrol, a booking form is completed in JobReady and the pre-training review information is documented. The booking form includes basic enrolment information, USI requirements and the pre-training review questionnaire which informs whether the student is suitable or not for training and/or any assistance that may be required during the training. If students are considered suitable, an invoice is created and sent to student.
- Once student confirms payment, a welcome letter is emailed to the student which includes: i
 - Booking sheet
 - Student Enrolment Form
 - LLN Assessment (where required)

- Invoice and receipt
 - VicRoads Licence/Learner Permit Form (where required)
 - Link to bus and truck handbook (if applicable)
 - Terms and Conditions
- On the first day of class, enrolment forms and LLN assessments are collected, marked and other supporting needs discussed with the student. The trainer is made aware of any supporting needs required by the student and strategies to support the student during training.
 - Student enrolment packs shall be retained in the student records for a period of 7 years. The ability to re-issue qualifications and statements of attainment is maintained for 30 years via JobReady.
 - All students enrolled at ADE may access their either current or past training and assessment records. Students may contact our admin team during office hours.