

AUSQ TRAINING

Enrolments Policy

1. Policy Statement

AusQ Training is committed to ensuring all customers enrolling on courses are treated fairly and equitably, and are clearly informed of the enrolment process, conditions, details regarding their chosen course, rights and obligations. AusQ Training will provide prospective and current customers with advice regarding relevant training products to meet their needs, taking into account the individual existing skills and competencies.

1.1 Purpose

AusQ Training is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, AusQ Training is required to comply with relevant Commonwealth, State and Territory laws regarding and including anti-discrimination and equal opportunity. AusQ Training is committed to providing the best practice, professional products and services to its customers and acknowledges it can only succeed in this with effective and efficient quality processes. The purpose of this policy is to provide fair and equitable process for customer enrolment and ensure customers are provided with accurate and sufficient information to make an informed choice about their enrolment and chosen course.

1.2 Scope

This policy applies to:

1. All AusQ Training employees
2. All contractors working on behalf of AusQ Training
3. All of AusQ Training's activities and operations

1.3 Principles

Information to Customers

- a) Prior to enrolment each customer is provided with access to a Student & Employer Handbook, Course Outline/Information and customer policies. Refer to Customer Information Policy.

Enrolment of Individual Customers

- a) Enrolment into training programs will be conducted at all times in an ethical and responsible manner, ensuring fairness and compliance with the Access & Equity Policy.
- b) Enrolments are subject to availability of places on the training program, based on the maximum number of customers who can be accommodated under the particular circumstances (e.g. safety, capacity of training venue, type of course, learning structures etc within program).
- c) All prospective customers will be provided with information regarding the RTO and its course, in accordance with Customer Information Policy.
- d) AusQ Training will review the individual needs of each prospective customer, taking into account their existing skills and competencies, advising them of the most appropriate training product to meet their needs.
- e) If a training program is fully booked at the time a customer enquires about enrolment into that particular training program they will be entered and marked as 'Waiting List' or offered a place on another date that the program has been scheduled, which is not fully booked.
- f) Customers on the 'Waiting List' are given priority should a place become available. This is strictly on a first-in, first-served basis.
- g) Enrolments will be considered tentative until, Unique Student Identifier (USI) and any other required course pre-requisites has been received. Any tentative enrolment will be marked as PENDING in the TMS. Should enrolment numbers reach maximum, and another person wishes to enrol on a course where there is a tentative enrolment. The tentative booking will be contacted to confirm payment and remaining details yet to be supplied. If payment or remaining details not supplied is not provided the place will be given to the new customer.
- h) All Customers enrolled on courses are advised in writing, upon receipt of their enrolment, payment and pre-requisites that their place on the course is confirmed. Once confirmed the students status is marked CONFIRMED in the TMS.
- i) Course fees are payable in advance (subject to Financial Management Policy – Course Fees).

Special Needs of Customers

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- a) Customers intending to enrol for training are requested, to advise of any physical fitness /health or other impairments/ needs (eg English language difficulties, dyslexia) which may adversely affect their ability to successfully undertake the training. Refer to Access & Equity Policy.

Language, Literacy and Numeracy Abilities of Customers

- a) Customers intending to enrol for training are assessed on their language, literacy and numeracy abilities to determine their capability to successfully undertake the training and determine whether any additional support is needed. Refer to Access & Equity Policy.

Student Identifier

- a) All customers are required to provide their unique Student Identifier, in accordance with requirements of Student Identifier Act.
- b) Students will be advised on the process of obtaining a Student Identifier if they do not already have one, via <http://www.usi.gov.au/Pages/default.aspx>
- c) AusQ Training will verify and maintain all Student Identifier numbers in its Training Management System (TMS).

Group Enrolments (Corporate Customer / Employer)

- a) Training Administrator provides written details outlining course details including costs.
- b) Customer to provide written acceptance/confirmation of quote provided.
- c) Payment details must be confirmed such as verifying the customer has an approved credit application for being issued an invoice or other alternative methods of payment provided.
- d) A group enrolment form is available for group bookings and must be completed to proceed with the booked training.

Recognition

- a) Mutual Recognition, Credit Transfer and Recognition of Prior Learning are acknowledged and accepted as a standard practice of AusQ Training. Refer to Recognition policy.

Confirmation of Enrolment

- a) Upon acceptance of enrolment including the supply of any course pre-requisites and payment, the customer is provided with written confirmation of their enrolment, including a schedule for training and assessment dates, times and location of training (as relevant to mode of learning).

Changes to Training and Assessment

- a) Any changes to a training program, services or third party provider will be advised to customers in writing, as soon as possible prior to the date the change is to occur.

Cancellation of Courses

- a) It is NOT AusQ Training normal policy to cancel scheduled training programs.
- b) However, if for some unforeseen reason a course is cancelled or postponed, all customers will be offered the opportunity to attend the training program on another date, at another location (if available) or in another delivery mode if available.
- c) If, in the event that the customer does not accept the offer, or for some reason the offer cannot be made, the course fees will be refunded in full within one week of the date of the cancellation of the course. Refer to Fees, Charges, Refund & Cancellation Policy.

Refund for Cancellation of Enrolment by Customer

- a) Refunds can be provided, in accordance with the Fees, Charges, Refund & Cancellation Policy.

Transfer of Enrolment

- a) Transfer to another "Course date" – Customers are able to transfer to another course date, providing they make a request in writing a minimum of five (5) working days in advance. The transfer is subject to course availability.

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- b) Transfer to another "Course" – Should a customer wish to transfer to another course, they need to make the request in writing a minimum of five (5) working days in advance. The transfer is subject to course availability and meeting any course pre-requisites.
- c) Transfer to another "Delivery mode" – Should a customer, enrolled in a course, wish to transfer to another "delivery mode" for the same course they are able to do so providing they make a request in writing a minimum of five (5) working days in advance. The transfer is subject to course availability. Should a student wish to transfer to another delivery mode and does not provide written notice at least five (5) working days in advance, the student forfeits the full course fee.
- d) Transfer to another "Customer" - Prior arrangement no later than five (5) working days prior to the course.

Customer Records of Enrolment

- a) AusQ Training is obligated to report all enrolments, in compliance with national reporting requirements. Refer to Management of RTO Policy.
- b) Individual customer records are created for each enrolment and maintained for a period of 30 years. Refer to Records Policy.
- c) All individual customers have access to their own records, and the progress of their learning. This is enabled through the Training Management System (TMS) refer to Records Policy.

Fees

- a) Fees are collected in accordance with the Fees processes. Refer to Financial Management and Fees, Charges, Refund & Cancellation Policies.

Student Induction

- a) AusQ Training provides customers with induction/orientation to ensure they have appropriate information to facilitate their interactions with AusQ Training and their learning.
- b) Upon enrolment all customers sign an acknowledgment that they have received, read and understood AusQ Training policies and details within the Student & Employer Handbook.
- c) A copy of the Student & Employer Handbook is accessible at all times via the company website, which outlines key information including their rights and responsibilities as a learner.

2. Accountabilities

The RTO Manager is responsible for ensuring compliance with enrolments processes. Administration staff are responsible for correct and accurate enrolments in accordance with this policy and procedures.

3. Review

This policy will be reviewed and evaluated by the Director at least once in every three year period taking into account the purpose of the policy and the outcome of the compliance review. Review dates will be in accordance to those set by the Document Management System (DMS).

4. Definitions

The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

Educational and support services may include, but are not limited to:

- a) pre-enrolment materials;
- b) study support and study skills programs;
- c) language, literacy and numeracy (LLN) programs or referrals to these programs;
- d) equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity;
- e) learning resource centres;
- f) mediation services or referrals to these services;
- g) flexible scheduling and delivery of training and assessment;
- h) counselling services or referrals to these services;
- i) information and communications technology (ICT) support;
- j) learning materials in alternative formats, for example, in large print;
- k) learning and assessment programs contextualised to the workplace; and

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- l) any other services that the RTO considers necessary to support learners to achieve competency.

Student Identifier: has the meaning given in the *Student Identifiers Act 2014*.

5. Related Documents

- Enrolments Procedure
- Enrolment Form