

PURPOSE

To ensure all pre-enrolment information provided to prospective students is accurate and clear and in line with the Standards for Registered Training Organisations (RTOs) 2015.

PROCEDURES

Course Services Information

On application for enrolment, Health Industry Training personnel must ensure that all students are able to seek admission to a course on the same basis. Where Students have particular needs, these are to be discussed in open consultation with the student, and where appropriate, reasonable adjustments will be made in order to facilitate the student's enrolment.

Health Industry Training must provide high quality course services, including training and assessment that is suitable and appropriate for each Student.

Suitable means the training and assessment meets the individual's needs, links to likely job and/or participation outcomes and minimises duplication of the individual's existing competencies.

Appropriate means the training and assessment is delivered to regulatory and industry standards, uses delivery modes and durations optimised for the individual's needs and includes reasonable support to facilitate the individual's participation and attainment.

Academically Suited

Health Industry Training has implemented this student entry procedure to ensure that students are confirmed to be academically suited to undertake the particular course they wish to study.

To ensure students are academically suited, Health Industry Training's student application and enrolment processes include the requirements that:

- The student satisfies minimum academic admission requirements; and
- The student satisfies any other specified entry requirements for the particular course; and
- Health Industry Training reasonably believes that the student is academically suited to undertake the course.

Pre-Enrolment Review

Health Industry Training conducts a Pre-Enrolment of current competencies including literacy and numeracy skills prior to commencement in training for each student.

The Pre-Enrolment Review is designed to:

- Identify any competencies previously acquired - Recognition of Prior Learning (RPL) or Credit Transfer;
- Ascertain the most suitable qualification for the Student to enrol in, based on:
 - the individual's existing educational attainment, capabilities, aspirations and interests;
 - due consideration of the likely job outcomes, participation and/or further study opportunities from the development of new competencies and skills;
 - being vocationally relevant and reflecting industry requirements and the workplace setting;
 - minimising duplication of the individual's existing competencies; and
 - meeting the individual's needs;
- Ascertain that the proposed learning strategies and materials are appropriate for that individual, based on:
 - providing reasonable and accessible support to facilitate the individual's participation in training and attainment of skills; and
 - the volume of learning, amount of training, duration, delivery modes, materials, facilities and equipment are sufficient:
 - to meet the individual's needs; and
 - for the individual to consolidate skills and produce job-ready competencies;
- Where the proposed learning includes portions delivered online, identify the individual's digital capability, including access to necessary technology, and where necessary identify steps to overcome any barriers in this regard.

Course Services are designed to build on a student's existing abilities and develop new ones. Students are not encouraged to undertake training where there is not a reasonable prospect of completion. The individual's existing educational and vocational attainment, other demonstrated capabilities, career aspirations and general interests are considered in course selections and services planning.

Health Industry Training personnel must not enroll a student in a course or qualification that is not suitable or inappropriate for that student. The Pre-Enrolment Review is completed, and the outcomes known and documented, prior to acceptance of the Student's enrolment application.

The Pre-Enrolment Review is a comprehensive assessment where Health Industry Training genuinely seeks to understand a student's training needs. It's a conversation that encourages students to reflect on their own aspirations and guides their selection of suitable training.

The Pre-Enrolment Review is undertaken by skilled Health Industry Training personnel who provide impartial advice and translate a student's ideas about their future into tangible and suitable choices.

The Pre-Enrolment Review process encompasses:

- Student identification confirmation;
- Course information & requirements;
- Identifying Students' existing educational attainment, capabilities, aspirations and interests and individual needs;
- Language, Literacy & Numeracy assessment;
- Previous competencies, Credit Transfer application (if relevant) and Recognition of Prior Learning application (if relevant);
- Employer engagement (if relevant);

- Government support eligibility (if relevant); and
- Final planning, course confirmation and enrolment decision.

General VET Courses – Academic Suitability

Health Industry Training can provide an online Language, Literacy and Numeracy [LLN] quiz to students who wish to test their LLN level prior to enrolling in a course. The LLN quiz is mapped directly to ACSF Level 1, 2 or 3 requirements.

Results of Assessments

For all assessment undertaken as outlined above, the results of the assessment are reported to the student as soon as practicable after the assessment has occurred.

If the student is unable to complete the LLN Assessment satisfactorily, the LLN Assessment Report should be sent to the General Manager for recommendations on required actions that may include:

- Refusal to process the student’s application for enrolment, on the basis that the student has not met the entry requirements to support their successful completion of the course; or
- The required strategies and actions to be taken to assist the student to be able to complete the course if this option is possible under course admission requirements.

If the student’s application for enrolment is rejected, reasons for this rejection will be provided in writing, with information including instructions on how to provide a further complaint regarding this decision.

Regardless of the outcome of the assessment result or outcome of the student’s application for enrolment, Health Industry Training retains all records of assessments undertaken and their results for a minimum of 5 years after the completion of the process.

Finalising the Pre-Enrolment Review

As a Pre-Enrolment Review is conducted, the Health Industry Training personnel must complete the Pre-enrolment Review Record to confirm that all components of the process are completed effectively. The Pre-enrolment Review Record should be signed by the student and placed on the student’s electronic file on enrolment.

Non-Acceptance of Enrolment Application

Should the prospective student not be accepted into the course they have applied for they are to be provided with formal notice of non-acceptance of enrolment. The notification must be in writing and include:

- the reasons for non-acceptance into the course;
- any alternate options or actions recommended by Health Industry Training; and
- relevant information on how the prospective student may raise a complaint or seek to have the decision reviewed