

ENROLMENT

Scope

This applies to internal training, fee-for-service courses and traineeships offered by ACA.

Policy

Before students enrol or enter into a written agreement, ACA will inform them about the training, assessment and support services to be provided, and about their rights and responsibilities.

Candidates wishing to enrol at ACA must meet the Entry Requirements for the RTO, i.e.:

- Students must be 18 years of age or above.
- Applicants require English Language, Literacy and Numeracy skills sufficient to undertake this course of study.
- Students also require computer skills sufficient to undertake self-study and assessment.

Candidates must also meet any pre-requisite requirements of the qualification in which they wish to enrol.

From the 1st January 2015 it is a requirement that students must have a Unique Student Identifier (USI). ACA requires students to access their own USI and submit it with their enrolment.

Students may apply for Recognition of Prior Learning (RPL) or Credit Transfer from previous studies and related work experience. These are assessed and approved by ACA at their discretion. RPL applications will not be considered once the course has commenced. Please refer to RPL Policy and procedures.

The RTO reserves the right to refuse enrolment of any students at its discretion, and further correspondence will not be entered into.

On enrolment, the RTO will provide its fee-for-service clients with a written agreement in which the services to be provided will be detailed.

On enrolment, the RTO will provide its employees / students with a written agreement in which the services to be provided and obligations on both parts will be detailed.

On enrolment the students acknowledges receipt of and agrees to promptly, diligently and strictly observe the ACA rules set out in the Student Handbook which are intended to benefit the conduct and operation of the RTO and students undertaking the course.

All student records relating to overseas student enrolment, especially all written agreements as well as receipts of payments made the student under that written agreement, will be retained for at least 2 years after the student ceases to be an accepted student at ACA in accordance with National Code Standard 3.6.

Assessing Student's Qualifications, Experience and English Proficiency Procedure

Abbey College Australia has a procedure to assess whether the student's qualifications, experience and English language proficiency is appropriate for the course in which they wish to enrol, so as to ensure the student has the ability to complete the qualification.

The steps in the process are as follows:

- the agent or a representative from Abbey College Australia must interview the student either face-to-face or via telephone/video conference. During this interview a check is made of the student's qualifications, experience, and English proficiency. This interview is to be recorded on the Abbey College Australia Student Enrolment Interview Form

- All enrolment applications are received and assessed by Student Administration.
- Enrolment applications are only accepted with appropriate supporting documentation. All international students are required to submit the following with their application form:
 - an authorised copy of their visa
 - evidence of English proficiency evidenced by a recognised English Language testing score (IELTS - 6.0) or equivalent.
 - any other supporting information such as previously attained qualifications.
- A copy of the above English Proficiency Test score and other supporting documents are to be kept on student files if this is required.

Where the student's qualifications, experience and English proficiency do not meet the minimum requirements for course commencement, the student will be advised in writing. For more information please refer to our Records Management Policy and Procedure.

Procedures

Enrolment procedures for employees

- Once employees have indicated their interest in undertaking a course which may result in a national VET qualification, they must undergo an interview with the RTO Manager and if accepted will be required to complete an enrolment form and enter into a written agreement with the RTO / employer.
- Students must also provide a Unique Student Identifier (USI) to the RTO together with their enrolment. For information on how to get a USI, students should go to: <http://www.usi.gov.au/Pages/default.aspx>
- Once the RTO has received all the required application form, students details are checked against the entry requirements and then entered into the Student Management System (RTO MANAGER) and the Letter of Acceptance with a students number will be emailed to the students if they have only been deemed as suitable candidates for the course based on their verified evidence supplied to our RTO as relating to the course they have applied for'. Orientation details will be sent by email one month prior to the starting date.
- A contract of services is to be provided including obligations of the RTO/employer and employee/students, details on study periods is issued on enrolment and signed by both parties.

Enrolment procedures for fee paying students

Once the decision is made to study with ACA, students must attend a pre-enrolment interview with the relevant marketing manager.

- Once the RTO has received all the required application forms, students details (including IELTS or equivalent test scores, suitability for enrolment into their desired course based on prior employment/resumes/written reference reports from employers, disability and reasonable adjustments requirements and completion of any prior relevant studies) are checked against the entry requirements, a Letter of Acceptance with a student number will be emailed to the students. Orientation details will be sent by email one month prior to the starting date.
- Students must also provide a Unique Student Identifier (USI) to the RTO together with their enrolment. For information on how to get a USI, students should go to: <http://www.usi.gov.au/Pages/default.aspx>
- A contract of services is to be provided including details on study periods and prepayments in line with the financial limitations is issued to the students on enrolment and signed by both parties.
- Under exceptional circumstances, and at the discretion of the RTO Manager, a student may be allowed to start a course up to two weeks after the published course start date, depending on the length of the course. Applicable course fees are still payable.

Documents

- *Enrolment Application form*
- *Letter of Acceptance*
- *Contract of Services*
- *Letter of Receipt*



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