



Student Enrolment

Organisational Area

RTO
COMMUNITY

Authorisation

This policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 11th August 2015.

Review date

This policy will be reviewed every three years or sooner if required.

Scope

This policy is for all staff who are authorised to enrol a student in a course.

This policy also applies to course applicants and students at Park Orchards Community House & Learning Centre Incorporated. (POCH&LCI)

Objective

This policy outlines the principles for managing applications from students wishing to enrol in a course at POCH&LCI.

Policy

POCH&LCI ensures that all applicants seeking admission will be treated fairly and equitably. It has open, fair and transparent admission procedures that are based on clearly defined entry criteria used for making decisions about the selection of students.

POCH&LCI does not offer any incentives such as laptops to encourage students to enrol in courses.

Students are selected based on the published entry requirements, and on an individual case by case basis. Throughout the process of selection and admission, all applicants are treated courteously and expeditiously.

All applicants who are eligible for funding are advised of this during the Pre-enrolment Process. Applicants are neither advantaged nor disadvantaged by their eligibility for any funding programme.

Applicants with past study in other courses of study or significant work experience may apply for Recognition of Prior Learning.

Records of the Enrolment Procedure are retained, and students may access their individual records in accordance with the Centre's policies.



Definitions

Not applicable

Related Documents

Student Enrolment Procedure	Student Enrolment Form
Student Enrolment Checklist	Student Fees & Charges Policy
Student Fees & Charges Agreement	Prospective Student Information
Student Information Handbook	Assessment Policy
Literacy and Numeracy Assessment	Marketing Policy
Recognition of Prior Learning Policy	Student Feedback Policy
Language, Literacy & Numeracy Policy	Privacy Policy
Access, Equity & Cultural Diversity Policy	
Student Welfare Policy	
Recognition of Australian Quality Framework Qualifications Application Policy & Form	
Victorian Training Guarantee (Eligibility and Student Declaration) Form	

Document Locations

Website
Policies and Procedures Manual

Related Legislation

Australian Quality Standards Framework (AQTF) 2010
Victorian Registration and Qualifications Authority (VRQA) Guidelines for VET Providers (2010)

Area of Compliance

AQTF Standard 2.1, 2.3, 2.5, 3.1
Higher Education and Skills Group (HESG) Service Agreement



Date reviewed	Version	Details of changes (if any)	Date of next review
	1.0	Initial version	
Feb 2008	2.0		
May 2015	3.0	Updated to new format Updated House to Park Orchards Community House & Learning Centre and POCHI & POLCI to POCH&LC	May 2018
August 2015	4.0	New Template General review	August 2018
April 2015	5.0	Add that POCH&LCI does not offer incentives	April 2018

Master document is the Electronic File.

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