

Student Enrolment

Organisational Area

RTO

Authorisation

This policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 7th of April 2025.

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 POCH&LCI.

Objective

This policy outlines the principles for managing applications from students wishing to enrol in a course at POCH&LCI and to ensure POCH&LCI has a fair, equitable, ethical, accurate enrolment policy and procedure and that students are provided with adequate information to make informed decisions prior to and during enrolment.

Policy

POCH&LCI ensures that all applicants seeking admission will be treated fairly, ethically 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 as well as according with the requirements of relevant regulation and legislation.

POCH&LCI's enrolment processes ensure that students have access to clear and consistent enrolment requirements. Prospective students are provided with resources to help them understand the level of training they are seeking, in line with the Australian Qualifications Framework (AQF). Nationally recognised training that meets AQF certification is clearly distinguished from other training delivered by POCH&LCI.

Fair and Transparent Admissions

- All applicants are assessed based on published entry requirements and considered on a case-by-case basis.
- All applicants who are eligible for funding are advised of this during the Pre-enrolment Process. No applicant is advantaged or disadvantaged based on their eligibility for government funding.
- All applicants are treated with courtesy and efficiency throughout the selection and admission process.

Pre-Training Review and Student Support

- All students are required to complete a Pre-Training Review (PTR) as part of the pre-enrolment process. This includes an evaluation of prior learning, goals, and training needs.
- As part of the PTR, applicants may be asked to complete a Language, Literacy, and Numeracy (LLN) assessment to ensure they possess the foundational skills needed to succeed in their chosen course.
- Where skill gaps are identified, appropriate support strategies or reasonable adjustments are discussed and implemented to ensure equitable access to training and assessment.

- POCH&LCI supports students with diverse needs and is committed to inclusive education practices in line with disability legislation and equity principles.

Ethical Marketing

- POCH&LCI does not offer inducements (e.g. laptops, cash bonuses, etc.) to encourage enrolments, maintaining compliance with ethical marketing and consumer protection standards.

Class Size and Course Availability

- Enrolments are subject to minimum and maximum class sizes.
- POCH&LCI reserves the right to cancel or reschedule a course where minimum enrolment numbers are not met. In such cases, students will be offered a transfer, refund in accordance with the Refund Policy.

Recognition of Prior Learning and Credit Transfer

- Applicants with relevant prior study or significant work experience may apply for Recognition of Prior Learning (RPL) or Credit Transfer. These applications are assessed according to POCH&LCI's RPL and Credit Transfer policies.

Access to Enrolment Records

- Records of the enrolment process are securely maintained. Students may request access to their individual records in line with POCH&LCI's Policies.
- All personal information collected during enrolment is handled in accordance with the Privacy Act and used solely for training, assessment, and compliance reporting.

Information Provided to Students Prior to Enrolment

Prior to enrolling, prospective students are provided with accurate, current, and comprehensive information to support informed decision-making. This includes:

- The code, title, and currency of the training product that the student is seeking to enrol in.
- Details about the training and assessment, including delivery mode, location, duration, and any practical placement requirements.
- A clear outline of the entry requirements for each course.
- Information about educational and support services available to students.
- Requirements for obtaining a Unique Student Identifier (USI) for courses that result in AQF certification.
- Funding eligibility and access to government-subsidised training (where applicable).
- Details of course fees, including any funding or fee concession opportunities.

Commitment to Compliance and Quality

POCH&LCI is committed to maintaining an enrolment process that is transparent, efficient, timely, and compliant with all relevant standards, including those under the Standards for RTOs, National Code, and other applicable legislation.

The organisation continuously reviews its enrolment practices to uphold the **integrity of its admissions** and ensure equitable access to quality training for all learners.

Definitions

Pre-Training Review (PTR) A process undertaken before enrolment to determine a student's suitability for the course, taking into account prior education, career goals, and support needs. It may include a Language, Literacy, and Numeracy (LLN) assessment.

Language, Literacy, and Numeracy (LLN) Assessment An assessment conducted to identify whether a student has the foundational skills necessary to successfully complete the course. Support or adjustments may be offered based on results.

Recognition of Prior Learning (RPL) A formal assessment process that evaluates a student's existing knowledge, skills, and experience against the requirements of a course to determine whether credit can be granted.

Credit Transfer A process that allows a student to receive recognition for units of competency previously completed at another registered training organisation (RTO).

Unique Student Identifier (USI) A government-issued reference number required for all students undertaking nationally recognised training in Australia. It allows access to an individual's training records and results.

AQF (Australian Qualifications Framework) The national policy for regulated qualifications in Australian education and training. It ensures consistency in qualification levels across different education sectors.

Related Documents

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

Document Locations

Policies and Procedures Manual
Website

Related Legislation

ASQA Australian skills Quality Authority Standards for RTOs 2025
National VET Regulator (NVR) Compliance Standards

Area of Compliance

ASQA Australian skills Quality Authority Standards for RTOs 2025 1.6, 1.7, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8.
NVR Compliance Standards 7 and 18
Higher Education and Skills Group (HESG) Current year 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
28/06/2017	6.0	Add Pre-Training Review documents	28/06/2020

Date reviewed	Version	Details of changes (if any)	Updated by	Approved by	Date of next review
08/07/2020	7	review	L Denman	C Harris	08/07/2023
02/03/2022	8	review	L Denman	C Harris	02/03/2025
21/12/2023	9	Add RPL definition	L Denman	C Harris	21/12/2023
7/04/2025	10	Updated for 2025 ASQA RTO standards	C Harris	L Denman	7/04/2028

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