

# Enrolment Policy



## Purpose

The policy provides a platform upon which discretionary decisions can be made, by responsible staff in admissions to obtain all correct documentation prior to student commencement of studies with I.G. Institute. Prior to enrolment or the commencement of training and assessment, whichever comes first, I.G. Institute provides advice to the prospective and/or current students about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies. The policy and procedures are policed by the CEO of I.G. Institute and is responsible for the implementation that identifies the potential student enrolments are to be fully conversant with the requirements detailed in this document.

I.G. Institute our approach to enrolment and induction is to provide a pathway for students to make informed decisions about their training and assessment and enter a training pathway that is the right fit for the student and their current or future employer. Strive to identify a student's needs during the enrolment process to ensure that our services to each individual student are appropriately adjusted to allow for their unique requirements. I.G. Institute prior to commencement of training and assessment, whichever comes first, I.G. Institute provides, in print or through referral to an electronic copy, current and accurate information that enables the learner to make informed decisions about undertaking training.

The policy also enables compliance against Standard 1, 4 and 5 clause 4.1, 5.1 and 5.2 learners is properly informed and protected of Standards for Registered Training Organisations (RTOs) 2015, specifically clause 1.1, 1.2, 4.1, 5.1 and 5.2.e.ii, 'any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product'.

## Policy

1. I.G. Institute practices an effective enrolment policy, procedure and process I.G. Institute provides advice to the prospective students about the training product appropriate to meeting the student's needs, taking into account the individual's existing skills and competencies If applicable, in accordance with RTO standard 1, 4 and 5 clause 1.1, 1.2, 4.1, 5.1 and 5.2
2. I.G. Institute ensures that prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides;
  - 2.1. Current, accurate and ethical advice to the prospective student about the training product as represented on I.G Institute scope of registration appropriate to meeting the student's needs.
  - 2.2. As stated in marketing and advertising policy point 2, all marketing materials will have a clearly visible and identifiable RTO Name and Number and/or logos required by the RTO Standard 4 clause 4.1
  - 2.3. in print or through referral to an electronic copy,
  - 2.4. current and accurate information that enables the student to make informed decisions about undertaking training with TCC
  - 2.5. current and accurate information of TTC enrolment process to ensure that our services to each individual student are appropriately adjusted to allow for their unique requirements
3. TTC ensures that it enters into a written enrolment agreement with all potential students and at a minimum includes the following content;
  - 3.1. Title, code of qualification potentially student is to be enrolled, as published on the National Register
  - 3.2. Student rights and responsibilities and support services prior to enrolment including;
    - 3.2.1. Duration of qualification
    - 3.2.2. Campus location
    - 3.2.3. Delivery modes
    - 3.2.4. **If applicable** to I.G. Institute name and contact details of any third-party providers, provide training and assessment on its behalf.
    - 3.2.5. **If applicable** to the qualification Work placement arrangements
    - 3.2.6. Entry requirements to undertake qualification
    - 3.2.7. RPL and Credit Transfer requirements and eligibility of application
4. I.G Institute ensures to inform all potential students of all information prior to enrolment with the I.G Institute pre-enrolment prospectus
5. I.G Institute ensure to inform all potential students of details of complaints and appeals process required
6. I.G Institute ensure to inform all potential student of training and assessment on behalf of another RTO or where training and assessment is being delivered on its behalf by a third party (If applicable) to I.G Institute ceases to deliver.

7. TTC ensure to inform all potential student regarding the VET Student loan scheme if applicable to TTC and its eligibility policy, procedure and process.
8. TTC will ensure that information to potential student regarding entry requirements, and assessment of Language, Literacy and Numeracy skills are appropriate for the qualification for which enrolment is sought.

## Policy History

Current Version	Current Version Release Date	Author	Description of Changes
V1.0	October 2017	Sally	Created
POL.V2.0E	July 2020	Sofia Somboulidis	Amendments <ul style="list-style-type: none"> <li>• Format</li> <li>• Wording</li> <li>• Added points</li> <li>• Separated procedure from policy</li> <li>• Footer</li> <li>• Header</li> <li>• Policy history</li> </ul> Added Purpose of the policy