Policy & Procedure 1 – Enrolment

Relates to standards:	1.2, 1.7, 3.6, 4.1, 5.1-5.3 Standards for Registered Training Organisations (RTOs) 2015 1.1, 1.2, 2.1, 2.2, 2.3, 2.4 ACT Standards for Delivery of Training – Skills Canberra Student Identifiers Act 2014
Applicable to:	Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW and the ACT Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
Referenced documents:	Policy & Procedure 2 – Credit Transfer & Recognition of Prior Learning Policy & Procedure 3 – Learner Support Policy & Procedure 7 – Access, Equity & Diversity Policy & Procedure 11 – Competency & Qualification Assessment Decisions Policy & Procedure 13 – Privacy Policy & Procedure 14 – Fees Policy & Procedure 22 – Marketing & Advertising Training & Assessment Strategy 2 – Solar Training & Assessment Strategy 3 – Telecommunications Learner Eligibility/Suitability Check Employer Eligibility/Suitability Check Course outlines
Monitor and review:	In accordance with: Policy & Procedure 18 – Quality Management
Responsibility:	Ben Murphy – as Proprietor / Chief Executive
Questions/queries:	administration@gets.edu.au, enrolments@gets.edu.au (+61) 02 6262 0077

Table of Contents

1. Policy Objective

To provide accurate and comprehensive information about our training products to learners and employers at the time of enrolment.

To outline the requirements for learners to provide us with:
- Enrolment information necessary to design and tailor a Training Plan and to determine support services that may be required.
- Unique Student Identifier number (USI number).
- Identification.

To ensure accurate and consistent enrolment of learners and reporting of Vocational Education and Training (VET) information about learners through Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) and ACT Vocational Education and Training Administration Records System (AVETARS).

2. Policy

Prior to enrolment, information is provided to the applicant on the qualification, program of study and elective options available as per *Standards for Registered Training Organisations (RTOs) 2015 and ACT Standards for Delivery of Training – Skills Canberra.*

Training and Assessment Strategies

It is important to make informed decisions when choosing a Registered Training Organisation and/or Training Product accurate and comprehensive information is provided to enable informed decisions t be made.

Comprehensive information on our training and assessment strategies and practices can be found in the following documents:
- Training & Assessment Strategy 1 – Electrical
- Training & Assessment Strategy 2 – Solar

- Training & Assessment Strategy 3 – Telecommunications

Enrolment

It is a requirement that all learners who wish to enrol in our courses meet eligibility/suitability requirements in order to be accepted. This is assessed through our Learner Eligibility/Suitability Check for apprenticeships, and electrical licence or prerequisite check for our solar course.

Once eligibility/suitability is determined, learners are assessed to whether or not their current Language Literacy and Numeracy levels meet the level required of the qualification or units of Competency, if not learner supports are put in place.

We provide access to Recognition of Prior Learning and Credit Transfer for those who have worked within the industry or similar industry in accordance with: Policy and Procedure 2 – Credit Transfer & Recognition of Prior Learning.

USI learner requirements

Under the *Student Identifiers Act 2014* every learner that is registered for study in nationally recognised courses, must apply for an Unique Student Identifier (USI). Unless where an exemption applies under the *Student Identifiers Act 2014.*

Australian Qualifications Framework (AQF) certification documentation will not be issued without a USI number unless an exemption applies under the *Student Identifiers Act 2014.*

Proof of identity

Learners must provide proof of their identity via Photographic ID + a secondary form of ID
- We except Drivers Licence + Medicare or Construction Industry White Card. Copes of these are maintained on the learners hard copy file.

Australian Qualifications Framework (AQF) certification documentation will not be issued without prior verification of identity.

Employers

Employer suitability/eligibility is checked using our Employer Suitability/Eligibility Check to ensure the employer has the capacity to support structured training in the workplace including appropriate supervisory staff, facilities and equipment.

Employers must meet certain standards before apprentices can be considered for enrolment.

Solar or Telecommunications enrolment

Solar or Telecommunications specific enrolment information, in accordance with:
- Training & Assessment Strategy 2 – Solar
- Training & Assessment Strategy 3 – Telecommunications.

Initial Skills Assessment

In accordance with: Policy & Procedure 3 – Learner Support

Questions asked at enrolment

In accordance with: Policy & Procedure 3 – Learner Support

Credit Transfer and Recognition of Prior Learning

In accordance with: Policy & Procedure 2 – Credit Transfer & Recognition of Prior Learning

Access and equity

In accordance with: Policy & Procedure 7 – Access, Equity & Diversity

Marketing and advertisement

In accordance with: Policy & Procedure 22 – Marketing & Advertising
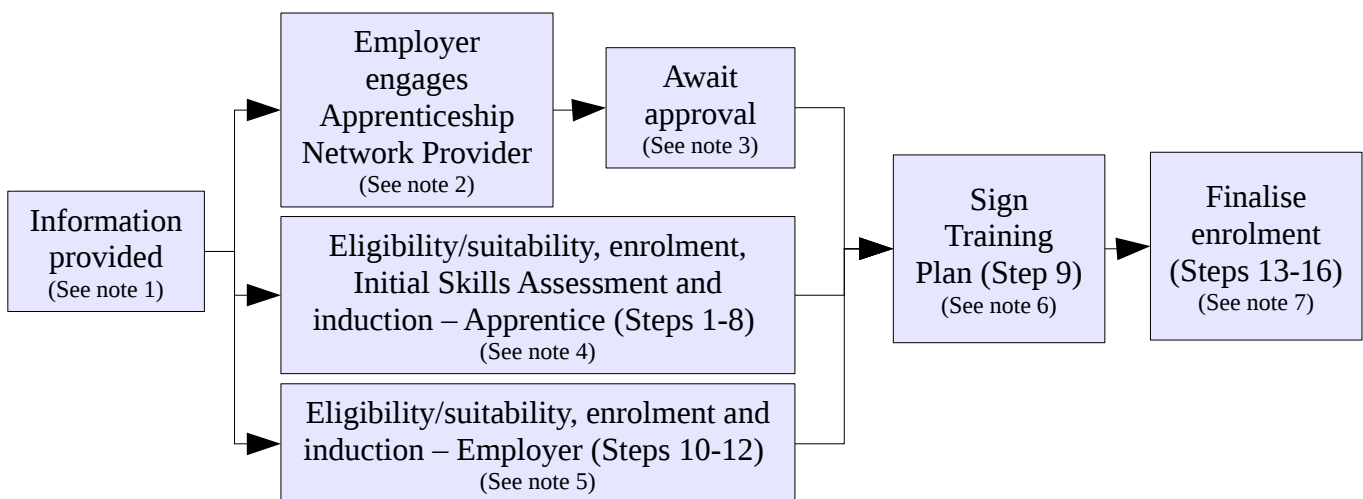
Fees

In accordance with: Policy & Procedure 14 – Fees

Privacy

In accordance with Policy & Procedure 13 – Privacy

3. Procedures – Electrical Apprenticeship

Flow chart – Electrical Apprenticeship

```
                    ┌─────────────────┐
                    │ Employer        │      ┌──────────┐
                    │ engages         │      │ Await    │
                    │ Apprenticeship  │─────▶│ approval │
                    │ Network Provider│      │(See note 3)│
                    │ (See note 2)    │      └──────────┘
                    └─────────────────┘
┌────────────┐      ┌──────────────────────────────────┐   ┌──────────┐   ┌──────────────┐
│Information │      │ Eligibility/suitability, enrolment,│   │ Sign     │   │ Finalise     │
│provided    │─────▶│ Initial Skills Assessment and     │──▶│ Training │──▶│ enrolment    │
│(See note 1)│      │ induction – Apprentice (Steps 1-8) │   │ Plan (Step 9)│ (Steps 13-16)│
└────────────┘      │ (See note 4)                      │   │(See note 6)│ │ (See note 7) │
                    └──────────────────────────────────┘   └──────────┘   └──────────────┘
                    ┌──────────────────────────────────┐
                    │ Eligibility/suitability, enrolment and│
                    │ induction – Employer (Steps 10-12)│
                    │ (See note 5)                      │
                    └──────────────────────────────────┘
```

Flow chart note 1: Information provided

Information provided includes:
- Qualification
- Term dates
- Training program
- Electives
- Fees
- Enrolment process

Flow chart note 2: Apprenticeship Network Providers

The employer, apprentice and Apprenticeship Network Provider (ANP) meet to sign a contract to make the apprenticeship official. The contact details of ANPs operating in the Capital region are: (In Alphabetical order.)

Apprenticeship Support Australia:
- Level 3, 24 Brisbane Avenue Barton ACT 2600
- info@apprenticeshipscentre.com.au
- 1300 652 236
- www.apprenticeshipsupport.com.au

MEGT:
- Suite 2 Ethos House, Level 1, 28-36 Ainslie Place Canberra ACT 2601
- aasninfo@megt.com.au
- 136 348 or 02 6274 000
- www.megt.com.au

Sarina Russo Apprenticeships:
- 79 Constitution Avenue Canberra ACT 2612
- apprenticeships@sarinarusso.com.au
- 1300 178 776
- www.sarinarusso.com

Flow chart note 3: Await approval with Skills Canberra or Training Services NSW

If and when approval is granted by Skills Canberra or Training Services NSW the apprentice, employer and Apprenticeship Network Provider details will become visible to us through the Skills Canberra portal (AVETARS) for ACT or STS Online portal for NSW.

The time taken before approval becomes visible to us on AVETARS is dependant on the turn around times of the employer, Apprenticeship Network Provider and Skills Canberra.

Flow chart note 4: Eligibility/suitability, enrolment and induction - Apprentice

Paperwork includes:
1) Learner Eligibility/Suitability check:
   - Learner Eligibility/Suitability check list. To determine if the learner is eligible for an Australian Apprenticeship training contract.
2) Learner Access to P&P Handbook & Course & Qualification Outlines:
   - Policies and Procedures
   - Learner Handbook
   - Course outline, Qualification Outline and Term Dates
3) Language Literacy and Numeracy (LLN):
   - To determine and document the Australian Core Skills Framework (ACSF) level (1 – 5) of the learner.
4) Initial Skills Assessment:
   - Offer RPL, explain credit transfer obligations and identify any relevant competencies previously achieved.
   - Ascertain the most suitable qualification for the student, based on the student's existing educational attainment and capabilities.
   - Assess LLN skills to determine whether the level of the qualification and proposed learning strategies and materials are appropriate.
   - Assess the need for additional support.
   - Identify any actions or strategies to be implemented to address identified needs for the student, including any adjustments required to the learning program, delivery strategy or materials.
5) Enrolment Form:
   - AVETMISS (Australian Vocational Education and Training Management Information Statistical Standard) compliant.
6) USI:
   - Required on the Enrolment Form (more information at www.usi.gov.au).
7) Identification:

- Taken at the time of enrolment (more information above)
8) Induction Check-list:
   - Enrolment paperwork
   - Discuss industry expectations
   - Discuss our expectations
   - Discuss learner expectations
   - Discuss support and certification
   - Discuss what/how we communicate to employers
   - Take on tour of the premises
9) Training Plan Apprentice:
   - Units of Competency and electives
   - Formal training details and off-the-job training dates
   - Assessment methods

For more information on outcomes of the Initial Skills Assessment and how support services are offered, please refer to Policy & Procedure 3 – Learner Support.

Flow chart note 5: Eligibility/suitability, enrolment and induction - Employer

10) Employer Eligibility Suitability check
    - Available supervisory staff with the required knowledge, skills and qualifications to build the apprentices required competencies in the workplace
    - Appropriate and available facilities and equipment
11) Employer Access to P&P Handbook & Course & Qualification Outlines
    - Policies and Procedures
    - Employer Handbook
    - Course outline, Qualification Outline and Term Dates
12) Training Plan Employer
    - Units of Competency and electives
    - Formal training details and off-the-job training dates
    - Assessment methods

Flow chart note 6: Steps involved in developing and mainlining a training plan

- Employer and apprentice are informed about electives and training program.
- The Training Plan may be electronic or paper based and includes;
  - employer apprentice and RTO details.
  - core and elective units of Competency.
  - off-the-job ('tech') training dates.
  - expected completion date.
  - support questions.
- The apprentice, employer and RTO are all required to sign the document once agreed upon.
- The date signed is recorded in Skills Canberra database - AVETARS
- A copy is emailed to employer and apprentice.
- The Training Plan is maintained as a living document and updated throughout the apprenticeship.

Note: Electronic Training Plans may be available for some learners.
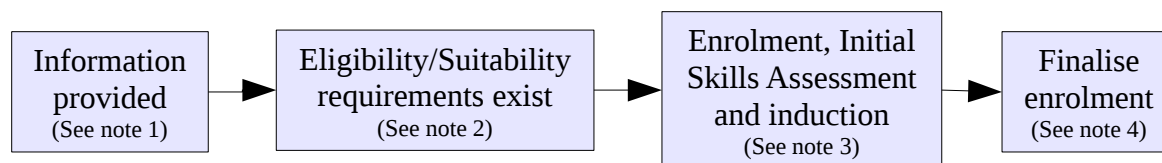
Flow chart note 7: Finalisation of enrolment

13) Electronic File
    - Each learner has an electronic file to save attachments to emails etc
14) Paper File

- Each learner has a paper file to store enrolment and assessment paperwork
15) Learner Management System
    - Each learner is added to our learner management system which is used for reporting embroilment and completions information to state and federal governments.
16) ACT, NSW, FFS
    - All learners are either:
        - on the ACT Apprenticeship database, AVETARS
        - on the NSW Apprenticeship database, STS Online
        - on our Fee For Service register

Note: Flow chard continued in Policy & Procedure 11 – Competency & Qualification Assessment Decisions.

4. Procedures – Fee for Service

Flow chart – Fee For Service

| Information provided (See note 1) | → | Eligibility/Suitability requirements exist (See note 2) | → | Enrolment, Initial Skills Assessment and induction (See note 3) | → | Finalise enrolment (See note 4) |

Flow chart note 1: Information provided
Information provided includes:
- Qualification
- Term dates
- Training program
- Electives
- Fees
- Enrolment process

Flow chart note 2: Eligibility/Suitability requirements exist

Strict eligibility/suitability requirements exist to be trained or to continue electrical trade training outside of an electrical apprenticeship in accordance with:
- Training and Assessment Strategy 1 – Electrical

Solar training eligibility/suitability in accordance with:
- Training and Assessment Strategy 2 – Solar

Telecommunications eligibility/suitability in accordance with:
- Training and Assessment Strategy 3 – Telecommunications

Flow chart note 3: Enrolment, Initial Skills Assessment and induction

As per Flow chart note 4: Procedures – Electrical Apprenticeship

Flow chart note 4: Finalisation of enrolment

As per Flow chart note 7: Procedures – Electrical Apprenticeship

5. Procedures - USI

USI - Requirements to create a USI number

Learners can create USI numbers at www.usi.gov.au, accessible from any internet connection or via our computer lab.

Learners will need one form of ID from the list below:
- Driver's Licence will
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

USI - Collection

USI numbers are collected, unless an exemption applies in accordance with the *Student Identifiers Act 2014*.

Unique Student Identifiers provided by individuals, will be verified with the Registrar before use.

USI numbers can be provided in a number of ways including:
- Email
- In person
- Created using one of our learner computers, then given through email or in person

USI - Storage

USI numbers are only stored in our Learner Management System and on the enrolment form filed on the learners file or through the method in which they were provided to us.

USI - Security

The security of Unique Student Identifiers and related documentation is maintained at all times in accordance with our Policy & Procedure 13 – Privacy.

USI - Exemption

If an exemption applies, learners will be notified prior to enrolment, that the results of their training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

6. Version Control

Version	Date of release	Author	Authorised by	Position	Reason for change
V1	29/9/2015	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release
V2	29/2/2016	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Added Requirements to create a USI numbers section. Revision after staff consultation prior to release of V2.

V3	26/4/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Expanded previous USI policy to include all enrolment processes. Initial release of this policy in line with Version numbers of all others. Included the components of the induction check list. Added flow charts. Added the requirement for learners to declare that they have access to the RTO Policy and Procedures. Added Apprenticeship Network Providers contact details. Added section on Fee For Service enrolments Reordered and added parts of enrolment apprentice and employer