

SERO INSTITUTE ENROLMENT POLICY

OVERVIEW

Purpose

The policy:

- Sero Institute participant selection, induction and enrolment procedures
- outlines specific RTO compliance requirements related to participant selection and enrolment

Who the Policy Applies to

The policy applies to Sero Institute staff, participants and relevant external stakeholders.

Participant selection

Through Sero Institute, Sero Institute provides students with access to training that is relevant to their needs.

Access to training is through application/registration and enrolment into a program

Sero Institute is committed to non-discrimination when offering programs and at all times will comply with equal opportunity and anti-discrimination legislation.

There may be selection criteria and or prerequisites before commencing a program.

Induction/Enrolment

Sero Institute provides an induction to participants prior to commencement of the program.

The induction allows participants to learn more about their program, the training facilities and the people with whom they will be training

Enrolments are finalised at induction sessions and participants are formally enrolled with Sero Institute. Participants also receive a Participant Handbook for their program and other necessary information.

As part of induction, participants will gain an understanding of:

- Specific programs/courses offered by Sero Institute
- Responsibilities
- Where to access information

PROCEDURES

Participant selection

Following referral, selected participants complete Sero Institute online application/registration form through the Student Management System.

The Sero Institute:

- Reviews applications and allocates candidates to groups based on the training calendar.
- Provides candidates with information regarding the relevant program, RTO information and induction details (including information the candidate is required to provide).
- Coordinates induction sessions with relevant Sero Institute staff and other key stakeholders
- Coordinates AAC sign-up visits (if/as relevant).
- Ensures RTO enrolment packs are prepared, including pre-filled enrolment forms (based on information provided in the RTO registration form) and Training Plans.

Induction

Sero Institute provides induction sessions for groups prior to the commencement of programs.

Induction sessions provide participants with detailed information about their chosen program and the RTO prior to enrolment and training commencement. This allows participants to make an informed decision when choosing to enrol with Sero Institute.

Prior to an induction session, Sero Institute staff prepare handbooks and guidelines and arrange sign up visits with an Australian Apprenticeship Centre (AAC) if required.

During induction sessions, an RTO representative provides information about the program, location(s) of training, key contacts and other key information that candidates will need to know prior to commencing training.

Candidates are required to provide evidence for State and Federal training funding (if relevant) during these induction sessions. (An RTO representative will check required evidence for funding.)

During this process, the RTO representative and candidate are required to complete an Evidence of Student Eligibility and Student Declaration form.

The RTO representative is responsible for:

- Providing information about the program including content overview, workshop dates, required prerequisites, etc.
- Providing information about the RTO including rights and obligations, and support services available.
- Providing information about fees/costs involved in participating in the program
- Providing information about State and Federal Government training funding, eligibility and the impact on future funding eligibility.
- Sighting candidate eligibility evidence.
- Filling and collecting Evidence of Student Eligibility and Student Declaration Forms.
- Further assessing Literacy and Numeracy requirements and any other areas where the candidate may need additional support.

Note – Literacy, Numeracy and additional support is also assessed through the RTO LLN Tool, if evidence from the LLN tool and induction indicate that the candidate does not have the required skills or knowledge to successfully participate in their chosen program, they will be referred to the LLN Specialist for foundation skills training (See Student Support Service Policy for additional information.)

Participants enrolling in a Traineeship will also participate in an Australian Apprenticeship Centre (AAC) sign-up visit. This will involve providing evidence for the AAC and signing a Training Contract & Training Plan Proposal.

Following induction, participants can access relevant forms/material through the participant management system.

Enrolment

Once relevant evidence is provided, the participant completes and signs the RTO enrolment form prior to training commencement.

At this time, the participant is also required to sign a Training Plan prepared by Sero Institute (which meets State requirements).

The RTO representative ensures the correct Training Plan is provided and filled-in correctly.

The RTO representative collects the required documentation including RTO Enrolment form, Training Plan and Evidence of Student Eligibility and Student Declaration form, and crosschecks each document is signed.

- Any documents not signed or incorrectly filled-out will be followed up by an RTO representative.

An RTO representative signs the Training Plan and Sero Institute processes the completed enrolment forms.

The Training Plan Proposal (if relevant) is also sign by an RTO representative and returned to the AAC.

Records management

A participant file (hard copy) is created at the point of enrolment, which includes a copy of the enrolment form, Training Plan, AAC documentation (if relevant), literacy and numeracy evidence, etc. This is in addition to individual records on the participant management system.

Note - Sero Institute staff ensure that the purpose of collecting information for enrolment is clear to participants, that only necessary information is recorded and that the privacy of the participant is maintained. (This information is stored as per Sero Institute's Data Management Policy.)

Policies Control

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