

UTP40 – Enrolment Policy and Procedure

Title: UTP40 - Enrolment Policy and Procedure
Published Date: 26/03/2021
Version: 1.1

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1. Scope

This policy applies to to all future enrolments in units, courses, skill sets and qualifications at UTAIT.

2. Responsibilities

The enrolment policy and procedure is responsibility of the Director - Compliance.

3. Related documents

Student handbook	Marketing materials
UTF01 - Application for Enrolment	Training and Assessment Strategies
UTP23 - Refunds Policy and Procedure	Fees and Charges Schedule
UTP25 - Credit Transfer Policy and Procedure	UTP26 - Recognition Policy and Procedure
UTP28 - Fees and Charges Policy and Procedure	UTP35 - Complaints and Appeals Policy and Procedure

4. Policy

This Enrolment Policy and Procedures document is guided by the following:

- Entry requirements as outlined in the Australian Qualifications Framework (AQF) levels of study.
- Evidence-based admissions requirements;
- Eliminating unfair or unnecessary barriers for student access to AQF qualifications
- Facilitating recognition and/or credit for entry into AQF qualifications;
- Fair and timely consideration of applications;
- Clear and timely communication about the outcome of applications;
- Enabling flexible qualification pathways; and
- Regular review, monitoring and continuous improvement processes.

4.1 Entry methods:

UTAIT accepts students into units, courses and qualifications using the following methods, but not limited to: direct applications.

4.2 Mandatory entry Requirements

During the development of training courses, UTAIT specifies mandatory entry requirements for each course. Mandatory entry requirements were developed based on:

- Minimum entry requirements are specified in the Training Package as delivered by UTAIT.
- Where no entry requirements were available in the Training Package (e.g skill set, single unit):
 - More than 18 years old
 - Be physically fit to complete the training and assessment requirements of the course

- Will not be disadvantaged when undertake the course because of his/her existing skills, knowledge or access to workplace environment.
- All entry requirements are specified in Training and Assessment Strategies, marketing materials and are published on the UTAIT's website.

4.3 Language, Literacy and Numeracy (LLN) requirements

All students are required to have completed a minimum of year 7 in Australian highschool (or any native English countries) or above.

4.4 Workplacement

UTAIT is not responsible for arranging any workplacement for students.

4.5 Application

Application for enrolment forms must be submitted in the required format by any applicable published due date/s.

All application for enrolment forms will contain the mandatory standard enrolment questions as described in the Vocation Education and Training (VET) Student Statistical Collection Guidelines.

A standard student privacy notice will be on all enrolment forms advising the students how their information may be supplied to and used as described in the Vocation Education and Training (VET) Student Statistical Collection Guidelines.

4.6 Privacy

When dealing with personal or health information about individuals, UTAIT is obliged to comply with the Information Privacy Act 2000 and the Health Records Act 2001.

4.7 Credit Transfer

All applicants are informed in either print or electronic form of the opportunity and process required to apply for Credit Transfer. Credit Transfer will only apply to the units of competency in the current training package(s) on UTAIT's scope.

Any student applying for a Credit Transfer for any unit of competency in the current training package(s) on UTAIT's scope from units not in the current training package on UTAIT's scope should be considered for Recognition of Prior Learning (RPL).

All Credit Transfer requests must be submitted on the UTF02 - Credit Transfer Form and be accompanied by a certified copy transcript. Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program. Refer to UTP25 - Credit Transfer Policy and Procedure.

4.8 Recognition of Prior Learning (RPL)

Students must give notice that they are seeking RPL at the time of enrolment on the application for enrolment form. An RPL application form must be completed by the student and lodged with administration prior to course commencement. Processing of applications must be completed prior to course commencement. As RPL is a form of assessment, the policies and procedures applying to re-assessment and appeals apply. Refer to UTP26 - Recognition Policy and Procedure for more details about the RPL process.

Students are required to pay application fee and RPL assessment fee as per the Fees and Charges Schedule applicable at the time of application.

4.9 Conditions of enrolment

Students must meet the following conditions to enrol in UTAIT courses:

- Provide a completed UTF01 - Application for Enrolment Form, signed by the candidate and the employer (where required)
- Provide a copy of a photo ID.
- Satisfy all mandatory entry requirements for the enrolling course
- Pay the course fee as required in the Fees and Charges Schedule.

4.10 Enrolment

For skill set and qualification training program: Students are be deemed to have completed the enrolment at UTAIT when:

- A letter of offer has been issued to the student and the student paid the deposit as required in the letter of offer.
- A training plan is issued and signed by UTAIT's representative (trainer or administrative staff) and the students. (for students enrolling for course duration for than 3 months).

4.11 Payment of the prescribed fee

Payment of course fees must be made on or prior to the Commencement Date, of a course at UTAIT. (As per the Fees and Charges Schedule applicable at the time of application)

Payment can be made by: Cash, Cheque, Credit Card or EFTPOS. A copy of receipt of payment will be issued upon payment or upon clearance of payment (cheque or credit card payment by phone).

4.12 Withdrawal or Cancellation

Students will be considered officially withdrawn or cancell from their enrolment in a training program/course when:

- Upon written notice to UTAIT, or
- After 4 consecutive class without notification of absence. Before withdrawing the student, the administration staff shall make reasonable effort to contact the student regarding their status, or.

- Being cancelled by UTAIT due to serious breach of student conduct as a result of inappropriate behavior or behavior that is likely to threaten the well being of another student or member or staff.
- Students withdraw or being canceled from enrolment may be entitled for full or partial refund. Refer to UTP23 - Refunds Policy and Procedure.

A student who has withdrawn from enrolment at UTAIT shall no longer be considered a student of UTAIT and shall no longer have the right as a student to enter, to remain or to participate in any of the premises of UTAIT or any of the classes, assessments and other activities of, or under control of UTAIT.

4.13 Changes in Personal Details

A student who changes his or her name, phone number or address should complete and lodge with Student Administration a UTF41 - Student Change of Personal Details Form.

Students recording a change of name will be required to produce legal documentary evidence (e.g. marriage certificate, statutory declaration, deed poll certificate) in addition to completing the relevant form.

4.14 Student Identity Cards

All students undertaking full qualification programs with UTAIT are entitled to be issued with a Student Identity Card. Cards will be issued to students participating in short courses and skill set course only upon request and will be valid only for the duration of the course or training.

The Student Identity Card must be carried during attendance at UTAIT and must be presented upon request to an authorised officer of UTAIT or attending assessments.

The Student Identity Card is not transferable and is valid only for the duration of the course.

The loss or damage of a Student Identity Card should be reported immediately to the administration office and upon payment of the prescribed fee, as detailed under the Fees and Charges Policy, a replacement will be issued.

Other than the initial issue of a Student Identity Card or where a name change has necessitated a re-issue, all subsequent issues will be considered replacements.

4.15 Orientation

On the course commencement date, UTAIT provides information at orientation regarding the opportunity for students to participate in services or provides services designed to assist students in meeting course requirements.

During the orientation, a training plan will be discussed with each student. Training plan will then be signed by a representative of UTAIT and each student.

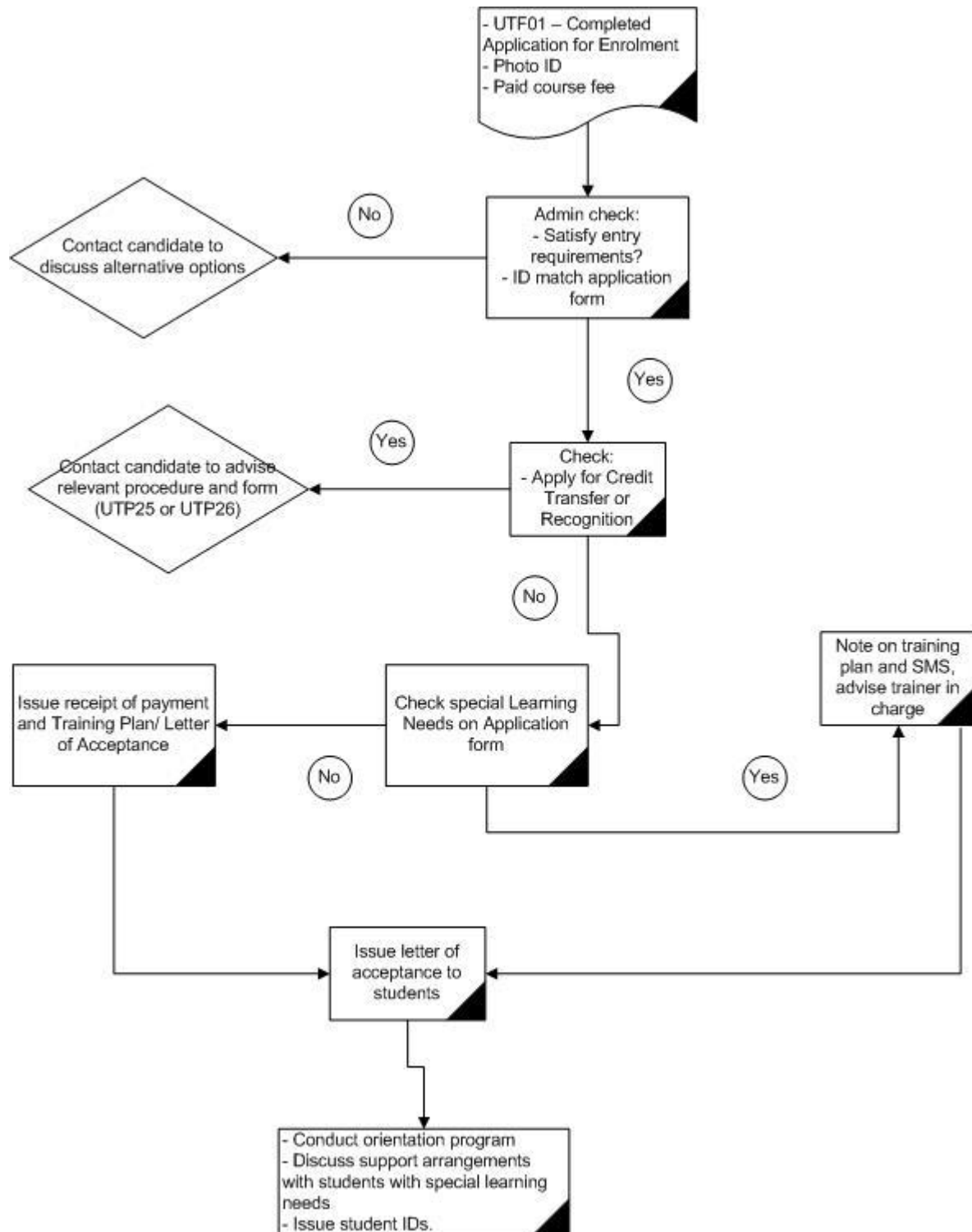
The trainer in charge will discuss how he/she will support the special learning needs with the relevant student who have identified themselves in the UTF01 - Application for Enrolment Form.

Refer to the UTP34 - Student Education and Support Policy and Procedure.



5. Procedure

Enrolment procedure





Institute of Technology

6. Revision History

Version	Continuous Improvement Reason	Continuous Improvement Change
1.0	Original document – 11 Aug 2015	
1.1	revised	