

Policy Title	Student Enrolment
Policy Owner	RTO Manager

OBJECTIVE

MSAC Institute of Training is committed to enrolling students in an efficient and compliant manner which is as accessible to everyone as possible. The enrolment process also incorporates parent/guardian involvement for students under the age of 18 to comply with relevant State and Federal Legislation.

SCOPE

This policy and accompanying procedures apply to the enrolment process for all students, trainees and employees of MSAC Institute of Training.

POLICY

MSAC Institute of Training will use the most current version of the **Enrolment Form** for all student enrolments.

Any student wishing to complete a training program at MSAC Institute of training must complete the Enrolment Form before being accepted into the program.

Full time and part time SSCT staff enrolling in any training program offered by MSAC Institute of Training will need to have their enrolment forms signed and approved by their Line Manager before being accepted into the program. Casual staff still need to complete an Enrolment Form but are not required to get a signature from their Line Manager.

Any student under the age of 18 will require a parents/guardian to sign their enrolment form.

New enrolments must be entered in VETtrak. Enrolment Forms will be filed in accordance with the **Record Management Policy**.

All information provided will be used in accordance with the **Information and Privacy Policy**.

PROCEDURE

Online Enrolments

- Students may enrol online <http://www.melbournesportshub.com.au/mit/courses/> for compliance and short courses only
- All students are required to fill out the Enrolment Form.
- Enrolment Form is available on the website. Students will be emailed a copy of Enrolment Form if required.
- Students will receive an email confirming MSAC Institute of Training have received their booking and payment.
- Upon receipt of completed Enrolment Form the students details are entered into VETtrak, and the student will be sent course confirmation with date and time of course, location, materials required etc.
- Enrolment Form filed in accordance with the **Record Management Policy**.

In person Enrolment

- Sports House Reception will provide Enrolment Form for completion.
- Student completes Enrolment Form and where employed by SSCT must have it signed and approved by their Line Manager.
- Student must return Enrolment Form to the Sports House Reception and pay for the course by credit card or EFTPOS*.

*For all certificate and diploma courses, students will be required to complete the pre-training review, VTG form and the LL&N test to ensure training programs meet the students' needs prior to their training plan being created and payments being processed.

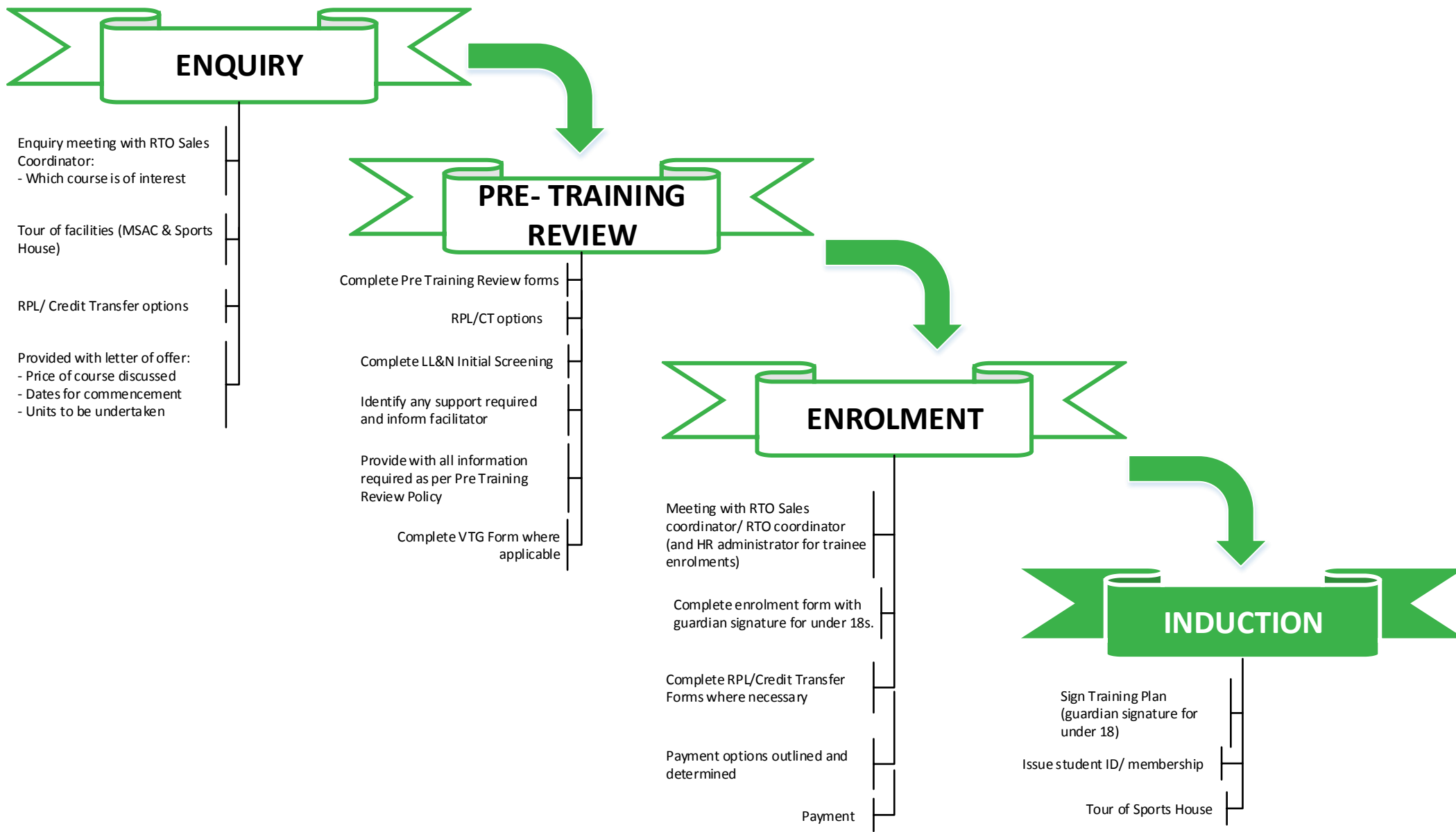
- Student entered into Links by Sports House Reception and provided with a receipt of their payment.
- Enrolment Form placed in RTO Coordinator in-tray for entry into VETtrak.
- RTO Coordinator enters student details into VETtrak and send off confirmation email to student.
- Enrolment Form filed in accordance with the **Record Management Policy**.

Phone Enrolment

- Sports House Reception details course and available dates over the phone, emails the Enrolment Form to interested person to complete.
- Sports House Reception takes the payment over the phone by entering card details into LINKS.
- Students will receive an email confirming MSAC Institute of Training have received their booking and payment.
- Once the completed Enrolment Form has been received it is placed in RTO Coordinators in-tray for entry into VETtrak.
- RTO Coordinator enters student details into VETtrak and send off confirmation email to student.
- Enrolment Form filed in accordance with the **Record Management Policy**.

Qualification Enrolment

All enrolments for qualification courses need to be undertaken following the steps outlined on the page below.



RESPONSIBLE PARTIES

The RTO Coordinator is responsible for entering all data into VETtrak and sending confirmation emails to students who have enrolled. They are also responsible for sending receipts of payment for all qualification courses, produce training plans and getting them signed.

The Sports House receptionist is responsible for taking compliance course enrolments and processing payments.

The sales coordinator is responsible for ensuring all appropriate paperwork is completed by the student, pre training review and LLN Interview is completed and assessed to see where students may require support, and getting the signature of guardians where necessary.

CONTINUOUS IMPROVEMENT OF POLICY

This Student Enrolment policy and accompanying procedures for vocational education and training systems of the organisation will be continuously implemented and reviewed for areas of improvement. The policy and accompanying procedures will be formally reviewed annually as part of the general continuous improvement process.

POLICY PUBLICATION

All policies and procedures that are applicable to prospective students/trainees and enrolled students/trainees and all organisation staff are made available where required and form part of the induction and orientation for staff and students and are made available via the website, student administration and internal electronic systems.

POLICY REFERENCES:

Policy Title:	Student Enrolment
Related Policies:	Record Management Information Privacy Pre Training Review
Related Forms:	Enrolment Form VTG Funding Form Pre Training Review Form
Review Date:	July 2016
Version Number:	1.0

Policy Complies with:

Version Number	Approval Date	Amendment
1.0	July 2015	Development of policy for clarification of process. Policy need identified in Continuous Improvement process.