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## Enrolment Policy

### PURPOSE

Novaskill is committed to ensuring all prospective learners are advised of the appropriate training products that best meets their individual needs. Prior to enrolment, learners will be provided with accurate and current information, enabling them to make informed decisions.

### SCOPE

This policy is applicable to Novaskill staff providing information and advice to prospective clients, their parents/guardians and employers/agencies acting on behalf of potential learners in Novaskill accredited training programs.

### DEFINITIONS

In this policy:

**Training Products** means qualifications or courses offered by HGT Australia Ltd T/as Novaskill under the approved scope of registration, including those leading to state-based or national workplace licences.

**Scope of Registration** means the list of approved accredited units, qualifications and skill sets approved by ASQA and offered or delivered by Novaskill

**Accredited Training** means nationally recognised training that meets quality assurance requirements

**Skills Recognition** means acknowledgement of skills based on work and life experience or any previous formal training

**Credit transfer (CT)** means an administrative process, where Novaskill recognises and accepts Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by another registered training organisation (RTO). It allows a client to obtain credit for already successfully completed formal training which is equivalent to a component in a current program the student is enrolled in.

### REFERENCES

This policy complies with:

- The Standards of Registration for RTO's 2015 pursuant to Chapter 2 - *Enrolment*
  - Clauses 5.1 to 5.3 – Informing and protecting Learners
  - Clause 7.3 protecting pre-paid fees by Learners
  - Clause 3.5 Providing credit for prior studies
- Australian Privacy Principles
- Australian Consumer law
- Anti-Discrimination Act 1977
- Government Funding including:
  - Smart and Skilled Funding (NSW)
  - Queensland Skills Assure Supplier Policy for Queensland VET Investment Programs

This document is to be used under the direction of the company – Not for use by external parties

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- Policies
    - Fees and Refund Policy
    - Privacy Policy
    - Records Management Policy
    - Training and Assessment Policy
    - Unique Student Identifier (USI) Policy
    - Complaints and Appeals Policy
  - Procedures
    - Marketing procedure
    - Induction flow chart
    - Skills Recognition and Credit Transfer Procedure
    - Cancelling and Deferring Enrolment Procedure
    - Fees and refund procedure
  - Forms and documents
    - Course Guides
    - Unit selection sheets
    - Enrolment forms
    - Pre-enrolment interviews
    - Student Handbook
    - Cancellation and deferral forms
  - Systems
    - LLN robot
    - Wisenet
    - SharePoint
    - Catapult

## **POLICY**

Novaskill will ensure all prospective learners including their parent/s or guardian/s will be provided with ethical, accurate and current marketing and advertising strategies enabling the learner to make informed decisions prior to enrolment. Novaskill will advise prospective learners about training products appropriate to meet the needs of the individual, taking into account existing skills and knowledge or credit for current competencies.

Novaskill is committed to open enrolment based on principles of access and equity. Student selection processes will be based on relevant pre-enrolment checks. Novaskill will advise against or refuse enrolment where it considers a potential learner is ineligible for a funded place, does not meet prerequisites for entry into the course or demonstrates an inadequate basis of knowledge and skills to successfully meet the competency expectations at the level targeted by the course. Where additional training support requirements are identified, an individualised training plan will be developed, implemented, monitored and evaluated throughout the term of the learner enrolment.

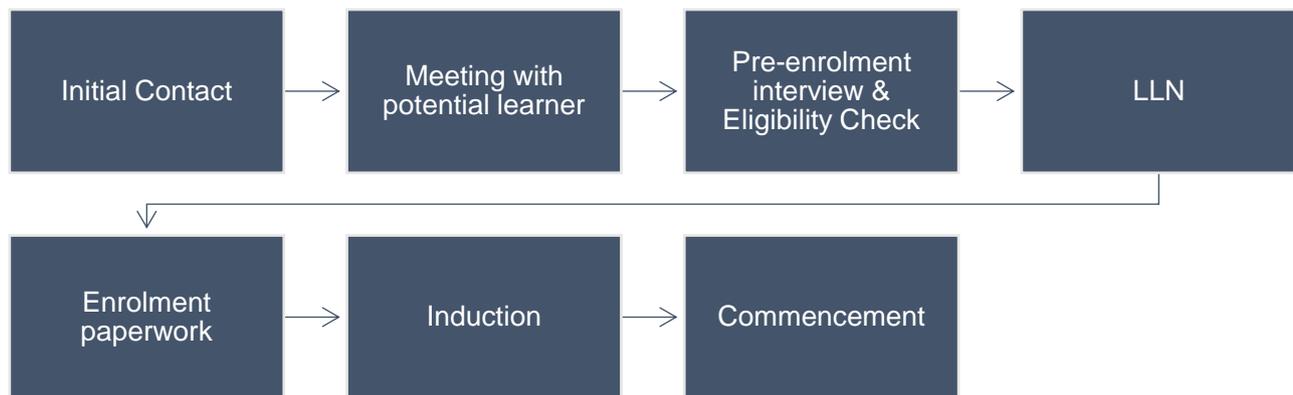
Student selection will be determined by:

- fees paid in accordance with Novaskill Fee and Refund Policy and Procedure
- learners under 18 years of age having the written consent of a parent, guardian, or legally bound custodian before enrolling in a course.
- all application documentation being completed and submitted, including the learner USI
- student suitability, eligibility and Training Qualification entry requirements being met including Language, Literacy and Numeracy Assessment to determine student ACSF levels meet the competency expectations of the course.

General Principles that underpin selection and enrolment processes are as follows:

- Novaskill is compliant with consumer protection regulation and legislation and all federal discrimination acts.
- Novaskill acts in accordance with Australian Privacy Principles. Prior to enrolment, prospective learners are informed of how their information will be collected, used, disclosed and stored.
- Notifying learners of any Third-party arrangements if applicable
- Consumer law protection

### ENROLMENT AND INDUCTION PROCEDURE



### CONTINUOUS IMPROVEMENT

Novaskill's continuous improvement approach to this procedure is: -



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|---|--|
| <input checked="" type="checkbox"/> Annual Procedure Review   | <input type="checkbox"/> New Document Review at 3 months |
| <input checked="" type="checkbox"/> Internal Annual Audit   | <input type="checkbox"/> External Audits                 |
| <input checked="" type="checkbox"/> Customer Satisfaction Survey                                      | <input checked="" type="checkbox"/> Complaints           |
| <input type="checkbox"/> External Benchmarking  | <input checked="" type="checkbox"/> Staff Survey         |
| <input type="checkbox"/> Other – <u>Qualification &amp; Skills Review (see qualification summary)</u> |  |