

## 1. 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.

## 2. 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.

## 3. DEFINITIONS

In this policy:

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

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

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

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

**Credit transfer (CT)** is 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.

## 4. REFERENCES

This policy complies with

- The Standards of Registration for RTO's 2025
  - Outcome Standard 2.1 & 2.2
- Australian Privacy Principles
- Australian Consumer law
- Anti-Discrimination Act 1977
- Government Funding including:
  - Smart and Skilled Funding (NSW)
- Policies
  - Fees and Refund Policy
  - Privacy Policy
  - Record Management Policy
  - Training and Assessment Policy
  - Complaints and Appeals Policy
  - Credit Transfer Policy
  - RPL Policy
- Procedures
  - Marketing procedure
  - Enrolment Procedure

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- Commencement 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
  - aXcelerate (or previously Wisenet)
  - SharePoint
  - Catapult

## 5. 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 is developed, implemented, monitored, and evaluated throughout the term of the learner enrolment.

Student selection will be determined by:

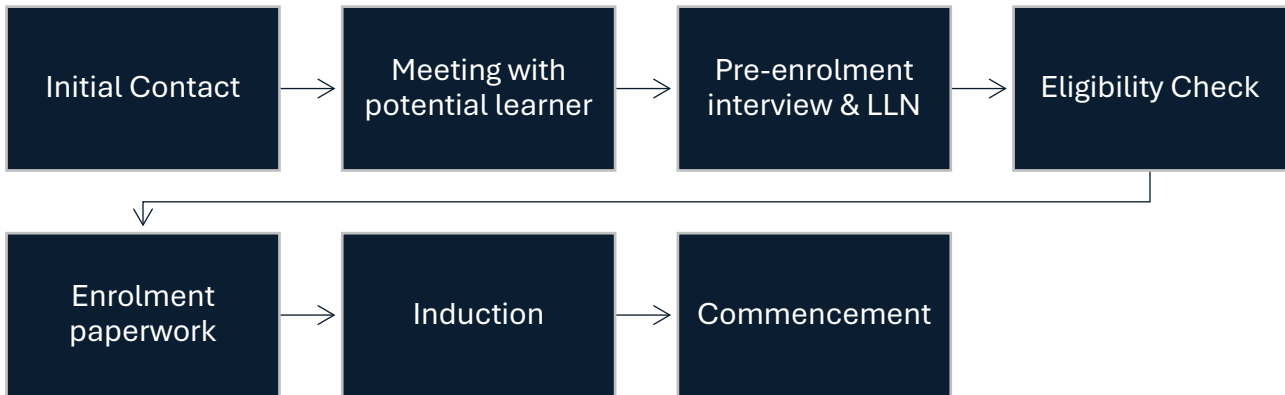
- Fees paid in accordance with Novaskill Fee and Refund policy and procedure
- Learners under 18 years of age must have the written consent of a parent, guardian, or legally bound custodian before enrolling in a course.
- All application documentation is completed and submitted, including the learner USI
- Student suitability, eligibility and Training Qualification entry requirements are 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

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## 6. ENROLMENT AND INDUCTION FLOW CHART



## 7. EMPLOYEE DCLARATION

I hereby declare that I have read and understood this document and agree to adhere to the guidelines presented. I understand that those employees who don't adhere to this document may face disciplinary action.

Name: .....

Signature: ..... Date: .....

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