

<b>Goulburn Ovens Institute of TAFE</b> <b>Procedure no. E2-P1b</b> <small>(Copy on Web Site)</small>	<b>Title: Training and Assessment Procedure – 2. Select and Enrol Quality of Education Committee approved: 20/08/2013</b> Reviewed: 17/12/2013, 22/09/2014, 23/10/2014, 23/01/2015, 6/02/2015, 23/06/2015, 20/01/2016, 5/05/2016, 23/06/2016, 13/07/2016, 29/11/2016, 19/07/2017, 5/10/2018 Amended CHBL to SH: 13/02/2018  <b>Responsible Officer: Manager Educational Assurance</b> <b>Authorising Officer: Exec Manager Business Transformation</b> <b>Review: Biennial (5<sup>th</sup> October 2020)</b>
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## TRAINING AND ASSESSMENT PROCEDURE – 2. SELECT AND ENROL

### 1. PURPOSE

To describe the processes, responsible officers and relevant documentation required to select and enrol students into high quality education, training and assessment services at Goulburn Ovens Institute of TAFE (GOTAFE).

### 2. SCOPE

This procedure:

- applies to all courses listed on the GOTAFE Scope of Registration
- complies with all aspects of the *Australian Skills Quality Authority*
- is informed by the GOTAFE *Training and Assessment Policy [E2]*
- outlines the **select** and **enrol** phases of the entire *Training and Assessment* process
- has been developed in accordance with the continuous improvement cycle *Continuous Improvement Procedure [Q1-P70]*.
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### 3. DEFINITIONS

Please refer to *Glossary* in the GOTAFE *Training and Assessment Policy [E2]*.

### 4. PROCEDURE

SELECT AND ENROL STUDENTS		
Step	Responsibility	Required documentation
<b>Note:</b> The following procedure is for <b>non-</b> Apprentice, Trainee, or VCAL candidates. For <b>Apprentices and Trainees</b> , please refer to Steps <b>1</b> to <b>10</b> under “For Apprentices and Trainees”. For <b>VCAL</b> candidates, please refer to Steps <b>1</b> to <b>6</b> under “For VCAL”.		
<b>1. Students apply</b> on line for courses that have E-application set up in SMS		

<b>SELECT AND ENROL STUDENTS</b>		
<b>Step</b>	<b>Responsibility</b>	<b>Required documentation</b>
<p><b>2. Interview</b> potential students to establish:</p> <ul style="list-style-type: none"> <li>• suitability of the course</li> <li>• any learner needs e.g. LLN support, disability support                             <ul style="list-style-type: none"> <li>• whether Skills Recognition is indicated.</li> </ul> </li> </ul>	<p>Course Coordinator/TLO Trainer and Assessor</p>	<p><i>Pre-training review form [FLS-07]</i> <i>Pre-training review LLN screening tool [FLS-08]</i> <i>Application Response report [SMS Report]</i> <i>Reasonable Adjustment flowchart (Learning Disability/Difficulty [PRSS-193]</i></p>
<p><b>3. Undertake</b> learning support evaluation for language, literacy and numeracy (LLN).</p>	<p>Learning Support Unit (LSU) and Multicultural Education staff or qualified delegates</p>	<p><i>Core Skills Profile for Adults (CSPA) or SEE and AMEP</i> <i>Pre-training assessment tool (FLS-07)</i> <i>Pre-training review LLN screening tool [FLS-08]</i> <i>Application Response report [SMS Report]</i></p>
<p><b>Note:</b> After the results of the LLN assessment are recorded:</p> <ul style="list-style-type: none"> <li>• the learner could be offered support with the LSU</li> <li>• the LSU or Multicultural Education staff might offer suggestions to the trainer on in-class support.</li> <li>• The learner may be offered a different course/program</li> </ul>		
<p><b>4. Select</b> learners according to the selection criteria.</p>	<p>Course Coordinator/TLO Trainer and Assessor</p>	<p><i>Course information form [FLA-49]</i> <i>Pre-training review form [FLS-07]</i> <i>Application Response report [SMS Report]</i></p>
<p><b>Note:</b> If indicated during the interview set up appointments for skills recognition or any support as required. Refer to steps 5 and 6.</p>		
<p><b>5.</b> If there is a disability disclosed during the interview, refer the student to the Disability Liaison Coordinator.</p>	<p>Course Coordinator/TLO Trainer and Assessor Disability Liaison Coordinator</p>	
<p><b>6. If eligible,</b> undertake advanced standing credit transfer or recognition of prior learning (RPL) assessment.</p>	<p>Course Coordinator/TLO Trainer and Assessor</p>	<p><i>Skills Recognition Kit [SRK]</i> <i>Advanced Standing Credit Transfer and RPL application form [FSA-100]</i> <i>SOI_28 How to Create an Advanced Standing Application and Record an Outcome</i></p>
<p><b>Note 1:</b> GOTAFE Managers are <b>not</b> permitted to conduct recognition of prior learning (RPL) assessment for their own staff for any qualifications or units of competency. The Manager must have the staff member complete their recognition of prior learning (RPL) at another RTO.</p> <p><b>Note 2:</b> Use <i>Advanced Standing Credit transfer and RPL application form [FSA-100]</i>.</p> <p><b>Note 3:</b> Unit planning documents are not required for credit transfer of units that are not listed in the TAS, but which meet qualification packaging rules</p> <p><b>Note 4:</b> Trainers that have determined students to be ineligible can consider applying for an eligibility exemption for their course. Refer to <i>Skills First Program up to 15% Eligibility Exemption Procedure [PRSA-181]</i>.</p>		

<b>SELECT AND ENROL STUDENTS</b>		
<b>Step</b>	<b>Responsibility</b>	<b>Required documentation</b>
<b>7. Prepare</b> student file.	Client Services Centre or Teaching Administration Support	Student file
<b>8. Notify</b> in writing successful and unsuccessful applicants.	Course Coordinator/TLO	<i>Email and/or Letter</i> <i>Face to face</i>
<b>9. Inform</b> successful applicants of the enrolment process <b>prior to the commencement of the course.</b>	Course Coordinator/TLO	<i>Admissions Procedure [E10-P31]</i> <i>VET Student Loans Student entry procedure [PRSA-182]</i>
<b>10. Provide</b> the applicant with a study plan to sign and other relevant information	Enrolment Centres Course Coordinator/TLO Trainer and Assessor	<i>Student Handbook [SH]</i> <i>Fees and Charges Schedule</i> <i>Indicative Course Statement of Fees [FSA-97]</i>
<b>11. Enrol</b> students.	Course Coordinator/TLO Client Services Officer	<i>Pre-training review [FLS-07]</i> <i>Application Response report [SMS Report]</i> <i>Enrolment form [FSA-21]</i> <i>Student Study Plan Agreement [EN-15s]</i> <i>Unique student identifier (USI) record</i> <i>Evidence of Student Eligibility and Student Declaration Form [FSA-120]</i> Copy of ID Evidence of Concession (if applicable) <i>Fees and Charges Procedure [PRSA-158]</i> <i>Fees and Charges Schedule [ODSA-01]</i>
<p><b>Note:</b> Enrolment might occur in person by the applicant at Enrolment Centres or by the relevant teaching team. Once enrolment is complete an invoice is produced.</p> <p><b>Note: students must request in writing after the 2 day cooling off period if they wish to apply for a Vet Student Loan.</b></p> <p><b>These additional forms may be required if applicable:</b>                      School release form (if under 17 years and leaving school)                      Health Care Card/Pension Card (if eligible)                      Proof of age if relevant and under the age of 20  <i>Invoice authorisation and request form [FFI-18]</i>                      Request for VET Student Loan assistance [1296A]  <i>Deferred fee payment agreement [FFI-62]</i>  <i>Advanced Standing Credit Transfer and RPL application form [FSA-100] VET Student Loan Information</i></p>		
<b>12. For learners</b> who change their initial enrolment, add units or withdraw from units.	Commercial Manager Trainer and Assessor	<i>Request to add additional units form [FSA81]</i> <i>Student Study Plan Agreement [EN-15s] or</i> <i>Enrolment withdrawal or cancellation form [FSA-80]</i>

<b>SELECT AND ENROL STUDENTS</b>		
<b>Step</b>	<b>Responsibility</b>	<b>Required documentation</b>
<b>13.</b> <b>Produce</b> an updated study plan to be signed by all parties	Trainer and Assessor or Client Services Officers Student/Guardian (If applicable)	
<b>14.</b> <b>Add</b> all student documentation to student file.	Course Coordinator/TLO Trainer and Assessor	<i>Student records management procedure [PRSA-175]</i> Student file
ENROLMENT FOR LEARNERS OTHER THAN APPRENTICES, TRAINEES AND VCAL STUDENTS IS <b>COMPLETE</b>		
<b>For Apprentices and Trainees ONLY</b>		
<b>1.</b> <b>Complete</b> all GOTAFE requirements as per steps 1 - 14	Commercial Manager	<i>Refer to steps 1 - 14</i>
<b>2.</b> <b>Receive</b> notification of referrals from the Australian Apprenticeship Support Network (AASN)	Commercial Manager Course Coordinator/TLO Apprentice Administration	
<b>3.</b> <b>Allocate</b> staff to apprentice or trainee.	Commercial Manager Trainer and Assessor	
<b>4.</b> <b>Welcome</b> email sent to Employer and Apprentice/Trainee/Trainer To apply for their course online via E-student	Apprentice Administration	
<b>5</b> <b>Receive</b> enrolment and induction resources from Enrolment Centre.	Trainer and Assessor Client Services Officer	<i>Enrolment form [FSA-21]</i> <i>NSW Apprenticeship/Traineeship - Training Plan</i> <i>Apprentice or Trainee Induction Packs [SOL_9]</i>
<b>6</b> <b>Conduct</b> Trainee and Apprentice induction.	Trainer and Assessor	<i>Induction booklet – Apprentices and workplace based students brochure</i> <i>Student Handbook [SH]</i>

<b>SELECT AND ENROL STUDENTS</b>		
<b>Step</b>	<b>Responsibility</b>	<b>Required documentation</b>
<b>7</b> Undertake learning support evaluation for language, literacy and numeracy (LLN).	Learning Support Unit (LSU) staff or qualified delegates	<i>Core Skills Profile for Adults (CSPA) or SEE and AMEP</i> <i>Pre-training assessment tool (FLS-07)</i> <i>Pre-training review LLN screening tool [FLS-08]</i> <i>Application Response report [SMS Report]</i> <i>Individual Learning Support Plan</i>
<p><b>Note:</b> After the results of the LLN assessment are recorded:</p> <p><input type="checkbox"/> the student could be offered support with the LSU</p> <p><input type="checkbox"/> the LSU might offer suggestions to the trainer on in-class support.</p>		
<b>8</b> If there is a disability disclosed during the interview, refer to the Disability Liaison Coordinator.	Course Coordinator/TLO Trainer and Assessor	
<b>9</b> <b>Negotiate and develop</b> Apprentice/Trainee training plan with employer and trainee/apprentice including appropriate timing, location and format for all training and assessment activities	Trainer and Assessor Employer Trainee/Apprentice	<i>NSW Apprenticeship/Traineeship – Training Plan</i>
<p><b>Note:</b> Where an apprentice/trainee is under the age of 18, parent/guardian signatures are required. If they are undertaking their training as a school-based apprentice GOTAFE also requires the school's signature.</p>		
<b>10</b> <b>Enrol</b> Apprentices/Trainees in accordance with the <i>Australian Apprenticeship Enrolment</i> process <b>prior to the commencement of the course.</b>	Commercial Manager Trainer and Assessor	<i>Enrolment form [FSA-21]</i> <i>NSW Apprenticeship/Traineeship - Training Plan</i> <i>Pre-training review [FLS-07]</i> <i>Application Response report [SMS Report]</i>
<b>11.</b> <b>Add</b> all apprentice/trainee documentation to student file.	Course Coordinator/TLO Trainer and Assessor	<i>Student records management procedure [PRSA-175]</i> Student file
<p><b>Note:</b> Monitor trainee and apprentice referrals, commencements and overdue commencements to ensure timely completion of enrolment.</p>		
<p>ENROLMENT FOR APPRENTICES AND TRAINEES IS <b>COMPLETE.</b></p>		

<b>SELECT AND ENROL STUDENTS</b>		
<b>Step</b>	<b>Responsibility</b>	<b>Required documentation</b>
<b>For VCAL APPLICANTS ONLY</b>		
<b>1. Complete</b> all GOTAFE requirements as per steps 1 - 14	Commercial Manager	Refer to steps 1 - 14
<b>2. Ensure</b> procedures are in place to identify students who require special provision, in accordance with VCAA requirements.	Commercial Manager	
<b>3. Develop</b> documentation to inform staff and students about VCAA requirements and qualification requirements.	Commercial Manager	
<b>4. Implement</b> policies and procedures for workplace learning arrangements consistent with VCAA and GOTAFE procedures.	Commercial Manager Course Coordinator/TLO	<i>VCE and VCAL Administrative Handbook Practical Placement Procedure [E14-P34]</i>
<b>5. Distribute</b> VCAA enrolment forms to learners and return to the Registrar when completed.	Commercial Manager Course Coordinator/TLO	<i>VCE and VCAL Administrative Handbook VCAA enrolment form (hard copy)</i>
<b>6. Add</b> all student documentation to Student file.	Course Coordinator/TLO Trainer and Assessor	Student file
<b>ENROLMENT FOR VCAL LEARNERS IS COMPLETE.</b>		