

Student Enrolment Policy

Purpose

The purpose of this policy is to ensure that selectability Training reviews the skills and competencies of prospective VET students prior to enrolment and provides them with accurate and individualised advice regarding the suitability of the training product. This ensures informed decision-making, protects student interests, and supports successful training outcomes.

Scope

This policy applies to all:

- All prospective VET students.
- selectability Training Administration Officers and RTO Manager
- selectability Training Trainers and Assessors and Assessors involved in initial skills assessment and advice.
- Third parties engaged in recruitment, enrolment, or student support services on behalf of selectability Training.

Policy

Marketing and advertising of selectability Training courses is expected to lead to prospective students enquiring about courses that interest them. selectability Training is committed to providing clear and accurate information to prospective students who enquire about a chosen course and evaluating their readiness and suitability of the course to their needs, prior to enrolling them into their chosen course.

We do this through:

- assessing the readiness and suitability of all prospective students prior to enrolment by reviewing their existing skills and competencies in line with training product requirements. This includes evaluating language, literacy, numeracy (LLN), and digital literacy and English language proficiency as applicable.
- based on the outcomes of this review, selectability Training provides clear advice whether the training product aligns with their learning needs, goals, and capabilities, to help students make informed enrolment decisions.

Enrolment is only confirmed for students who have had their readiness and suitability assessed.

Responsibilities

- **CEO:** Provides strategic oversight and Endorses policies and strategic oversight of student suitability processes.
- **RTO Manager:** Ensures implementation of the policy across departments and compliance monitoring.
- **Admissions Officer:** Administers and records LLND assessments and initial advice. Receives structured induction and annual refresher PD on suitability assessment and communication responsibilities under Standard 2.2.
- **Trainers and Assessors/Assessors:** Conduct pre-enrolment interviews to assess practical experience or contextual readiness and provide training product-specific input on suitability.

Receive ongoing training on LLND/ entry requirements and recording suitability review evidence for informed course guidance.

- **Administration Officer:** Monitors adherence to this policy and logs any systemic suitability gaps or review issues into the Continuous Improvement Register.
- **Third Party:** Must follow the RTO's approved enrolment process.

Operational Procedure Table: Student Enrolment Policy

Action	Responsible Staff	Supporting Document	Timing/Frequency	Compliance Mapping (Standard 2.2)
Provision of LLND assessment access	RTO Administration Officer	LLND Assessment Tool	At enquiry or application	2.2(a) – RTO reviews LLND and core skills prior to enrolment
Skills assessment Interviews	Trainers and Assessors and Assessors	Interview Questionnaire, Training Product Entry Requirements	As required	2.2(a), 2.2(b) – Assess practical readiness and contextual suitability
LLND and other skills assessment	RTO Administration Officer, Assessor	LLND assessment Results, English language proficiency evidence. Other Skills review	Upon submission	2.2(a), 2.2(d) – Assess capabilities and record outcomes
Confirmation of Enrolment	RTO Administration Officer	Confirmation of Enrolment	Post-assessment	2.2(b), 2.2(e) – Provide accurate, individualised suitability advice
Record and store outcomes	RTO Administration Officer	Student File, SMS	Ongoing	2.2(c), 2.2(d) – Maintain evidence of advice, acknowledgements, and consent

Terms And Definitions

TAS - Training and Assessment Strategies, a document that describes the RTO's plans to deliver a training product.

RTO - Registered Training Organisations, a training organisation with the national VET regulator.

VET - Vocational Education and Training, a government body responsible for registering, accrediting, and auditing training providers to ensure they meet national quality standards for vocational education and training

Document Governance

Document Properties

Document Sponsor	CFO
Date Approved	25/03/2026
Category	RTO
Review Cycle	Every 3 years
Next Review Date	25/03/2029
Current Version	RTO.2009.V1.0
Implementation Plan	COO Newsletter, selectability Training Website
Board Committee	FAR

Related Documents and Legislation

Related Documents
<ul style="list-style-type: none"> Application Form Pre Enrolment Review Form LLND Assessment Tool Letter of Offer Student Handbook Training Product Guides
Legislation / Other instruments
<p>Outcome 2 – VET Student Support, Division 1 – Information, Standard 2.2, National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (Cth).</p>
Related RTO Policies
<ul style="list-style-type: none"> Training and Assessment Strategy Policy Recognition of Prior Learning (RPL) Policy Credit Transfer (CT) Policy Student Information Policy Student Support and Intervention Policy Diversity, Inclusion and Cultural Safety Policy Student Wellbeing Support Policy Formalisation of Enrolment and Induction Policy

Aligning Standards

Child Safety Principles

1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved in promoting child safety and wellbeing
4. Equity is upheld and diverse needs respected in policy and practice
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
6. Processes to respond to complaints and concerns are child focused
7. Employees and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
9. Implementation of the national child safe principles is regularly reviewed and improved
10. Policies and procedures document how the organisation is safe for children and young people

2025 RTO Standards

Outcome 2 – VET Student Support, Division 1 – Information, Standard 2.2

Document History

Version	Date	Review Notes	Officer
RTO.2009.V1.0	25/03/2026	Document Approved	CFO
RTO.2009.V0.1	25/02/2026	Document created	RTO Manager