

# Accredited Course Enrolment Policy

## Purpose

ANMF (Vic Branch) Education Centre is committed to the delivery of high quality training and assessment services and as such ensures that its policies and processes meet the required standards of the Regulatory and Funding bodies. This policy and procedure outlines the minimum requirements for enrolment in an accredited qualification or course.

The enrolment process will comply with all relevant legislative and regulatory requirements, including those related to Skills First funding and full-fee-paying students.

## Pre-Enrolment Information

ANMF (Vic Branch) Education Centre ensures that all students and other clients receive information about the training, assessment and support services to be provided to them, prior to enrolment or entry into a contract. Student information includes but is not limited to:

- Course selection and enrolment procedures
- Course information
- Fees, charges and refund policy
- Provision of support services
- Learning and assessment arrangements
- Complaint and appeal procedures
- Arrangements for National Recognition, Credit Transfer and Recognition of Prior Learning.

## ANMF Eligibility Criteria

Applicants must:

- be 18 years of age or over.
- hold a qualification (TAE only)
- have a computer or laptop
- have access to strong internet connection
- have access to a camera and microphone to interact and engage with the class
- complete a Pre-Training Review
- complete an LLND assessment (ACER)
- **not** have withdrawn and re-enrolled for the same course more than twice
- **not** have received an ANMF-Initiated Withdrawal

## VRQA Eligibility Criteria

- All enrolled and perspective students must be based in Victoria.
- All training and assessment completed by the student must be completed in Victoria.

## Enrolment Policy

- i. Applicants must meet the ANMF and VRQA eligibility criteria.
- ii. Applicants must meet the entry requirements for their chosen course, which may include pre-requisite qualifications or skills assessments, or physical requirements.
- iii. All applicants for all accredited courses and units of competency must undergo a language, literacy, numeracy and digital literacy (LLND) assessments.
  - First aid and CPR applicants will complete the Language, Literacy, Numeracy and Digital skills capabilities on the application form.
  - WHS and TAE applicants will be contacted by the Education Centre to complete an ACER test to assess their Language, Literacy, Numeracy and Digital skills capabilities.
- iv. Applicants must submit an application form, providing accurate and complete information.
- v. Applicants must submit a photo headshot of themselves with their application. This headshot will be stored in the applicants e-file and only distributed to their trainer and assessor upon successful enrolment.
- vi. Misleading, dishonest or withholding of accurate information may result in an unsuccessful application or withdrawal from the course. Please refer to our Course Withdrawal Policy.
- vii. Applicants are required to attend an ID sighting where ANMF (Vic Branch) Education Centre must verify the submitted headshot against Australian Government approved identity and photo documentation such as an Australian driver's license, proof of age or passport.
- viii. Applicants must provide all required documentation, such as proof of identity, prior qualifications, and evidence of eligibility for Skills First funding if applicable. (This can be completed in the ID sighting)
  - The ANMF (Vic Branch) Education Centre may request additional supporting information for applicants who require learning needs. This is so the RTO can understand how to support them.
  - Supporting information must come from the appropriate licensed professional(s).
  - Supporting information must be no older than 12 months.
- ix. Applicants must accept the Letter of Offer and pay the deposit to secure their place.
- x. Reasonable adjustments may be made to accommodate applicants with additional support needs. These support needs must be declared on the application form or in the pre-training review. Reasonable adjustment is not guaranteed without supporting evidence.
- xi. ANMF (Vic Branch) Education Centre has the right not to accept applications.

## Criteria for Unsuccessful Applications

ANMF (Vic Branch) Education Centre can refuse enrolment from an applicant under specific circumstances to ensure compliance with legislative and regulatory requirements, maintain the quality and integrity of its programs, and uphold its duty of care to all students.

ANMF (Vic Branch) Education Centre has the right not to accept enrolment if:

- i. The applicant does not meet the entry requirements for the chosen course, such as prerequisite qualifications, training materials and equipment, skills assessments, or language, literacy, numeracy and digital (LLND) assessments.
- ii. ANMF (Vic Branch) Education Centre believes it does not have the support mechanisms available to meet the applicants' learning needs.
- iii. Reasonable adjustment cannot be applied to their learning needs or is unreasonable.
- iv. The applicant has failed to provide complete and accurate information or has not submitted all required documentation, such as proof of identity, prior qualifications, or evidence of eligibility for funding.
- v. The applicant has an ANMF-Initiated withdrawal and the RTO believes there are no grounds for re-enrolment.
- vi. The course contextualisation is not appropriate to the applicant.
- vii. The applicant has a history of unsatisfactory academic progress or has been previously excluded from another educational institution for academic reasons.
- viii. The applicant has withdrawn from the same course at the ANMF (Vic Branch) Education Centre twice and wants to re-enrol in the same course a third time.
- ix. The applicant has a history of behavioral issues or misconduct that could disrupt the learning environment or pose a risk to other students and staff.
- x. The course has reached its maximum capacity, and no additional spots are available.
- xi. The applicant is unable or unwilling to meet the financial commitments required for the course, including fees and associated costs, and has not arranged a payment plan if applicable.
- xii. The applicant has a criminal record that is deemed incompatible with the course requirements, especially in courses leading to professions that require a clear criminal record.
- xiii. The applicant has a health condition that could not be reasonably accommodated and poses a significant risk to themselves or others.
- xiv. The applicant fails to attend a required interview, pre-training review or orientation session without providing a valid reason.

**Approved by**

Corinne op't Hoog

**Education Manager**

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