

POLICY		
<p>Ref. to Legislative Frameworks:</p> <p>HESF2015: Standard 1.1 / 1.2 / 1.4 / 6.3 / 7.2</p> <p>SRTO2015: Standard 1.2 / 1.4 / 1.8 / 5.1</p> <p>National Code 2018: Standard 3 & 12</p>	Student Enrolment	
Version: 3.2	Policy Owner: Chief Executive Officer (CEO)	Issued on: 27/12/2017 Review by: 27/12/2020

Revision History

Current Version	Description of Change	Policy Developer	Effective Date
3.2	Added reference to National Code 2018	General Manager, Operations and Risk Management	27/12/2017

PURPOSE

This policy intends to explain the principles in enrolling students into courses offered by or through Academies Australasia Polytechnic (AAPoly) in accordance with the legislative requirements relevant to the respective courses.

POLICY STATEMENT

Consistent with the regulatory requirements for Higher Education and Vocational Education and Training (VET), AAPoly enrolls students only after the admission is finalised with evidence of sufficient academic preparation and proficiency in English. Determination about reasonable adjustments due to individual students' limitations has to occur before enrolment is finalised. Students are informed in writing about their rights and responsibilities prior to enrolment. Any conditions applicable to the enrolment are also conveyed in writing to the students, including but are not limited to particular numeracy, English language and literacy as well as requirements of work placements or work integrated learning.

SCOPE

This policy applies to all prospective Higher Education and VET students that have successfully completed the admission process.

DEFINITION

Admission	The process of reviewing and determining the outcome of an application by a prospective student to be accepted into a Higher Education and/or VET course at AAPoly. Complete supporting documentation has to be included in the application.
Enrolment	The process of enrolling a student whose application for admission has been approved and satisfies the enrolment criteria of a course, a subject or unit of competency.

POLICY

Responding to request for information

Initial inquiries or request for information may be received from the student or agent acting on behalf of the student. It is important that all requests are treated as urgent and are answered promptly. The person receiving the request must:

- Provide accurate information on the courses offered
- Provide the inquirer (could be in person, via phone or email) with background information on AAPoly
- Conduct a preliminary assessment as to the suitability of the courses offered by AAPoly, based on inquirer's requirements.
- Seek information about the prospective student or client to make informed decisions about course suitability and student's eligibility.

- For onshore inquiries - Record in the Potential Student Inquiries folder (please ensure that details are accurate)
- Prepare information pack for collection or distribution.

Providing information packs

Marketing Managers (MM) or their delegates are responsible for preparation and provision of Information Packs for prospective students. All information packs must have up to date contents and contain **Course Information Brochure(s)**, **Application for Admission** and any other relevant details to facilitate the decision making process by a prospective student. A step by step guide should be provided to facilitate this process.

Completed application forms

Completed application forms will be faxed, emailed or posted to AAPoly with the following documents:

- a. Educational certificates and academic records
- b. English test results (if an English test has been completed and their first language is not English)
- c. Copy of passport and visa (if applicable)
- d. Evidence of employment history (or work experience) and references from employers (if required)

RESPONSIBILITIES

- The CEO is responsible for constructing and maintaining distributing this policy, as well as relaying it to the Marketing Managers, Student Services Team and other staff involved in the admission and enrolment of students into courses offered by AAPoly. The CEO checks to ensure the common understanding of the policy and its adjacent procedure.
- Marketing Managers are responsible for implementing and coaching any representatives/ agents to comply with the policy.
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FEEDBACK

Queries or comments about this policy should be emailed to CEO through suggestionstotheceo@aapoly.edu.au. The CEO will respond to the inquiry or feedback in writing within two (2) weeks after the receipt of the email, unless an urgent or immediate response is required. The queries or comments will be recorded in the Continuous Improvement Register and form a part of future policy and procedure review for quality assurance.

References

Source	Document Title	Version/Date
Internal	AAPoly Academic Credit Transfer and RPL Policy and Procedure	v. 4.4/07112017
	AAPoly Marketing Information and Practices Policy and Procedure	v. 2.4/11122017
	AAPoly Quality Assurance Policy and Procedure	v. 3.0/01032016
	AAPoly Student Selection and Admission Policy	v. 2.2/11122017
External	ASQA Standards for Registered Training Organisations	2015
	Higher Education Standards Framework	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018