

## Enrolment Policy

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### 1.0 Purpose

To ensure that BKI's enrolment administration practices complies with regulatory and legislative requirements, is fair, accurate and consistent, and supports an excellent student experience.

### 2.0 Scope

This policy applies to enrolment and re-enrolment in all courses at BKI including:

- Foundation, vocational and undergraduate Senior secondary certificates
- English Language Intensive Courses of Study, and
- Non-accredited units and courses

### 3.0 References

[Standards for Registered Training Organisations \(RTOs\) 2015 \(ASQA\)](#)

[General Direction on Learner Transition \(ASQA 2015\)](#)

[Education and Training Reform Act 2006 \(Vic\)](#)

[Education Ministerial Order No. 705](#)

[Current VET Funding Contract](#)

### 4.0 Definitions

Term	Definition
Award course	A structured combination of units, or modules that meet all requirements specified in the relevant training package, VET accredited course or curriculum which when completed qualifies the student for certification from BKI or the Victorian Curriculum and Assessment Authority (VCAA). For the purposes of this policy, all courses are deemed to be award courses.
Authorised Enrolling Delegate	BKI authorised staff to provide enrolment advice and to assess and certify a student's eligibility for a GFTP
Census date	Census dates apply to all TAFE Diploma and Advanced Diploma and some Certificate IV, Full Fee Local, International and Government Funded programs. The census date in a teaching period is the date by which students' enrolment records are finalised for reporting to government for that teaching period. Census Dates are set no earlier than 20% of the way through the period of time during which the unit is undertaken. The period of time during which the unit of study is undertaken includes any normal study breaks, assessment or examination periods (except supplementary examinations). Where the date for the final examination for a unit is not known, the last day of the examination period is used as the end of the study period. If a unit does not include a final examination, an examination period is not included.
Course of Study	A series or selection of units, subjects and/or competencies that contribute to a Training Package, VET accredited course or curriculum which students are required to complete before they are issued a certificate or diploma.
Enrolment	The process by which a person registers as a BKI student, pays all enrolment fees, or enters into an agreement to pay such fees, or has received an exemption from paying such fees.

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Term	Definition
Exclude	To terminate a student's enrolment in the specific program to which he/she has been admitted for reasons of established unsatisfactory progress, for a prescribed minimum period, usually 12 months.
Expel	To prohibit a student from attending any teaching or assessment session or to enter BKI premises, either in whole or such part without limit.
Full Fee Paying Student	A student undertaking studies where neither the Commonwealth nor State Government makes a financial contribution towards the cost of the studies
GFTP	Government Funded Training Place
Government Funded Student	A student who has met the relevant Government's Eligibility Criteria for Government Funding requirements
HESG	Higher Education and Skills Group supports partnerships between BKI (and other TAFE providers), employers and the community and advises on public funding and regulation. It manages the Government-funded training market, public provider governance and accountability, the VET Funding Contract and the apprenticeship system.
Language Literacy and Numeracy Assessment (LL&N)	LL&N Assessment is an evaluation used to measure the literacy and numeracy levels of all students commencing any accredited program in order to determine the need for any learning support. This is a requirement of BKI's Agreement with the State Government
Non-award program	Study which does not lead to certification. It may comprise a unit, or module from an award course of study and may in some cases be counted as credit towards an award course of study in the future.
Pre-training review	The process undertaken between BKI and the prospective student to determine the most suitable and appropriate training for the Eligible Individual before enrolment. This form is stored on the student file.
Recognition of Prior Learning (RPL)	An assessment process that assesses a person's skills and knowledge to determine the extent to which they have achieved the required learning outcomes, competency outcomes, or standards for partial or total completion of a qualification. It involves the upfront assessment of a person's skills and knowledge and does not include the provision of any training. Students may not apply for RPL where they have received any training in the unit for which RPL is sought.
Suspend	To prohibit a student from attending any teaching or assessment session or to enter the Institutes premises, either in whole or such part for a specified period of time.
Training Plans	The specific document created by BKI for each Eligible Individual which communicates their enrolment, hours of engagement, timing, location and mode of delivery
Unique Student Identifier (USI)	New and continuing students undertaking nationally recognised training delivered by a registered training organisation (including BKI) must obtain a USI. For more information visit: <a href="http://usi.gov.au">usi.gov.au</a>
Unit	Relates to a unit of study/competency within the Training Package or VET accredited course.

### 5.0 Principles

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BKI is committed to an enrolment process within a framework that:

- is transparent, efficient, timely and responsive
- ensures the integrity of enrolment decisions and is equitable to all students
- accords with relevant regulation and legislation.

In particular, BKI's enrolment processes ensure that:

- students have access to clear and consistent enrolment requirements appropriate to the Australian Qualifications Framework
- a pre-training review is conducted prior to enrolment
- any course in which a student wishes to enrol has been determined to be suitable and appropriate for that student in accordance with the conditions of the VET Funding Contract
- applicants have access to information required to make an informed decision about enrolment
- recognition of prior learning and/or credit transfer is facilitated for enrolment into qualifications
- course commencement does not precede the date of the eligibility assessment for a Government Funded Training Place
- students do not commence a course before completion of enrolment processes.
- a student becomes an enrolled BKI student when:
  - enrolment forms are completed, and signed by the student
  - the student has provided a verified Unique Student Identifier (USI)
  - enrolment fees have been paid, or an approved payment plan has been entered into, or an exemption from paying such fees has been obtained in writing from an authorised BKI officer.

### **6.0 Policy Statement**

This Policy addresses matters including;

- Pre Training Review
- Eligibility for Government Subsidised Training Place
- Training Plans
- Statement of Fees
- Unique Student Identifier (USI)
- Students under 15 Years
- Deferment / Leave of Absence
- Enrolment by Proxy
- Enrolment load
- Student Responsibilities and entitlements
- Applications for RPL/Credit Transfer
- Variation to Enrolment
- Cancellation of Enrolment
- Effect on enrolment of suspended or expelled students

#### **6.1 Pre Training Review**

BKI complies with the Victorian Training Guarantee requirement to conduct a Pre Training Review before a student enrolls to determine the most suitable and appropriate qualification for that student based on factors including age, previous education, capabilities, aspirations and literacy and numeracy skills.

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### **6.2 Eligibility for Government Subsidised Training Place**

Before enrolment, students are assessed by an Authorised Enrolling Delegate for their eligibility to enrol in Government Funded Training.

### **6.3 Training Plans**

Consistent with the requirements of the Victorian Training Guarantee, BKI provides a Training Plan for all students when they enrol, and updates it to reflect any amendments.

### **6.4 Statement of Fees**

Before enrolment, students receive a statement of fees outlining the estimated cost of training based on the information they have provided.

### **6.5 Unique Student Identifier (USI)**

It is a Government requirement that BKI have a valid USI for all domestic students prior to commencement of training.

### **6.6 Students under 17 years of age**

As a provider of post-secondary Education and Training in Victoria, and a non-school provider of secondary education, BKI may enrol students transitioning from school into government funded programs and follows regulations as set out in the VET Funding Contract.

**6.6.1** To be enrolled in a VET course including Victorian Certificate of Applied Learning (VCAL), VET in Schools and apprenticeships, students must be 15 years of age.

### **6.7 Leave of Absence**

Leave of absence may not be available for all courses of study. A leave of absence may only be considered where a student has commenced training, and must be approved by the appropriate Education Manager.

### **6.8 Enrolment by Proxy**

Students may be permitted to authorise a proxy to act on their behalf when they are unable to attend enrolment.

### **6.9 Enrolment Load**

The standard full time enrolment load is considered to be 720 Teaching hours (or pro rata for courses of study of less than one year).

The minimum student load for an enrolment to be considered full time is at least 540 Teaching hours (or pro rata for courses of study of less than one year).

Part time study is considered to be less than 540 Teaching hours over 1 year.

### **6.10 Student responsibilities and entitlements**

A person is considered to be an enrolled BKI student in a BKI award course if he/she has satisfied the requirements of enrolment prescribed by the Registrar by the required dates. A student is subject to BKI's regulations, policies and procedures and to the lawful instructions of officers of the Institute.

BKI students have the following responsibilities:

- accessing enrolment information and course planning advice

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- ensuring their selection of units meets course requirements and is consistent with approved course structures
- registering for classes for the units/subjects/competencies in which they are enrolled
- settlement of fees associated with the course within the prescribed timeframes by
  - payment of the fees in full,
  - seeking and obtaining an approved payment plan agreement to pay such fees, or
  - seeking and obtaining an exemption from paying such fees.
- ensuring that their enrolment details are correct and current by the relevant census dates
- complying with other published key administrative dates
- all students enrolled in award programs, trainees and apprentices within Australia are expected to attend all scheduled classes and work integrated learning activities to optimise their academic success (including participating fully in online/electronically delivered courses)

BKI students (not including students in a BKI short course) have access to the following entitlements:

- BKI Academic and Student Support Services
- BKI email account
- BKI Student Portal
- BKI student identification card

### **6.11 Applications for Credit Transfer and Recognition of Prior Learning (RPL)**

Credit Transfer documentation must be presented prior to the completion of enrolment. For further details, refer to the Credit Transfer Policy.

RPL is the upfront assessment of a person's skills and knowledge and does not include the provision of any training. Students may not apply for RPL where they have received any training in the unit for which RPL is sought.

### **6.12 Variation of Enrolment**

Students may add and withdraw from units of study without penalty providing they:

- submit the change using the correct forms, and before the prescribed dates,
- ensure their changed selection of units meets course requirements, and
- ensure the changed selection of units is consistent with approved course structures.

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### **6.13 Cancellation of Enrolment**

#### Cancellation of enrolment by Student

A student who wishes to cancel their enrolment must do so in writing via the Program Cancellation Form and in accordance with the published dates to avoid academic and/or financial penalties

#### Cancellation of enrolment by the Institute

BKI reserves the right to cancel a student's enrolment for a number of reasons as outlined in the Enrolment Procedure.

The Registrar may deem a student's candidature and enrolment to have lapsed where a student fails to meet published requirements for enrolment.

BKI may cancel a student's enrolment where he/she has:

- been suspended as a result of general and/or academic misconduct; or
- failed to pay the prescribed fees by the payment date; or
- failed to comply with visa conditions, in the case of an international student studying in Australia; or
- where the enrolment is contrary to Australian law

BKI will cancel a student's enrolment where he/she has:

- been expelled from BKI; or
- been excluded for failing to make satisfactory academic progress in accordance with policy; or
- been deemed to be cancelled by determination of the Registrar; or
- been deemed to be cancelled by determination of the Board of Studies

### **6.14 Effect on enrolment of suspended or expelled Students**

In accordance with the Student Code of Conduct, BKI reserves the right to suspend or expel a student. If a student has been suspended or expelled they are not permitted to enrol into a new program at BKI.

A person who has been suspended from BKI is not permitted to enrol in any BKI program or course, nor is he/she entitled to use the services offered by BKI to students enrolled in award programs during the period of his/her suspension.

At the conclusion of the specified period of suspension from BKI, a student has the right to resume his/her studies in the same program he/she was studying when suspended, subject to the availability of the program (or its equivalent at the time of re-enrolment) and to meeting any conditions for re-admission which have been imposed by BKI.

A student who has been expelled from BKI ceases to be a student of BKI. Such a person is prohibited from entering BKI premises for any reason and will not be admitted to any program or permitted to study on a non-award basis.

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### 7.0 Roles and Responsibilities

Role	Responsibilities
Executive Director Learner Experience	Compliance with regulatory and legislative requirements for enrolment
Registrar	Development and implementation of appropriate enrolment procedures and practices
Authorised Enrolling Delegate	Determining eligibility for a Government Funded Training Place, checking pre-enrolment compliance, and assessing concession and VET FEE-HELP eligibility
Customer Service Officer	processing of the students enrolment forms entering details on BANNER, accepting payment of enrolment fees and issuing Student ID Cards

### 8.0 Supporting Procedures

Doc ID	Procedure name
IP 3.29	Enrolment Procedure (Draft)

### 9.0 Version Control and Change History

Ver.	Approved By	Approval Date	Issue Date	Description of Change	Next Scheduled Review Date	Document Owner
1.0	Board	27/10/2014	04/12/2014	The content of this policy originated from Kangan Institute Enrolment Policy POL 1.38 version 1	21/12/2015	Executive Director Learner Experience
2.0	N/A		02/03/2015	Editorial change: Removal of logos from template	31/12/2015	Executive Director Learner Experience
2.1	CEO	21/04/2016	21/04/2016	Scheduled Review	21/04/2016	Executive Director Learner Experience

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Ver.	Approved By	Approval Date	Issue Date	Description of Change	Next Scheduled Review Date	Document Owner
3.0	CEO	08/11/2016	08/11/2016	Review	01/11/2018	Executive Director Learner Experience

### 10.0 KI Policy and Procedure Portal / BT BMS Requirements

Category	Key Words
Student Administration and Services	Enrolment, entry, Australian Qualifications Framework, AQF, commencement, Government Funded Training Place.