

Bendigo Kangan Institute

Enrolment Procedure

1.0 Purpose

The purpose of this procedure is to ensure the correct process is followed for the enrolment of domestic students into any accredited program offered at Bendigo Kangan Institute (BKI), and all required documentation is collected and maintained.

2.0 Scope

This procedure applies to all BKI staff who are an Authorised Enrolment Delegate (AED). Applies to all new and continuing standard enrolments into National and State accredited programs.

This procedure does not apply to VETDSS, Corrections Victoria, apprentices and trainees or international student enrolments. Enrolments relating to these students should be dealt with via the appropriate procedure.

3.0 Legislative and Regulatory References

- *Education and Training Reform Act 2006 (Vic)*
- *Education for Overseas Students (ESOS) Act (Cth)*
- *Education and Training Reform Act 2006 (Vic)*
- *National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025* (referred to in this document as Standards for RTOs 2025)
- *Tuition Protection Service*
- *VET Student Loans Act 2016 (Cth)*
- *VET Funding Contract 2026*

4.0 Procedural Steps

No.	Phases and steps	Name of role who actions
4.1	Lead Management	

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4.1.1	A dSR Lead can be captured in various ways: • 'Preliminary Application Form' via Applicant on website - A Lead can be created via the Preliminary Application Form on the BKI websites. An Applicant can do this without the help of BKI. • 'Web Enquiry' by E&A Officer - The E&A Officers have the ability to convert a Web Enquiry into a Lead by using the 'Create Lead' button in dSR. • 'Walk In' by dSR user (E&A Officers/AED) - A Walk In Lead is when the dSR user creates the Lead directly in the system. • When the Lead is saved, a dSR generated email, <i>'Thank you for your application'</i> will be sent to the Applicant to confirm their application has been received.	Applicant, E&A Officer, AED
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No.	Phases and steps	Name of role who actions
4.1.2	Confirm Lead • Review Lead to confirm course details, campus and brand are correct. • Review the Lead's age NOTE: Students under 18 Should provide a minimum of two emergency contacts, preferably both Parents or Guardians or at least one Parent/Guardian and a trusted family member. Contact should include phone number and email that are different from the student contact details. • Call the Lead and discuss the above details to confirm they wish to apply to enrol for a place in the course and advise of next steps. • Once contact is made record details on dSR Timeline Notes. • dSR will prompt where a potential matching Applicant record exists and E&A can accept or remove the suggestion if it is not a direct match. If dSR does not prompt a potential match, E&A manually search dSR and if a matched record is found, the Lead is matched to that Applicant. • If no contact is made, after two attempts – record details on the dSR Timeline Notes and disqualify the Lead. Each contact attempt includes - call/voicemail/email/text.	Applicant, E&A Officer

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4.1.3	Create Course Application in dSR Once the Lead is confirmed, select 'Create Application' in dSR. This will push the Lead to an Application in dSR and will prompt an DSR generated email, '<i>Continue your enrolment</i>', to be sent to the Applicant with their student portal login details to complete their webform.	Applicant, E&A Officer
4.2	Application Management	
4.2.1	Process Course Application in dSR - Receive dSR Application in dSR work queue. - E&A Officer to contact Applicant to inform them of next steps to complete their Application.	Applicant, E&A Officer

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4.2.2	Language, Literacy and Numeracy (LLN) The Applicant will need to either provide evidence of an Australian Year 12 Certificate of Education or an AQF Certificate IV or higher qualification (achieved in an English-language learning environment) at or prior to the PTR session. If they are unable to provide this, they will need to complete an online LLN Assessment through BKSb. <i>Providing certified or verified documents:</i> • From 2022, a senior secondary student statement of results confirming minimum standards for literacy and numeracy have been met through the General Achievement Test (GAT). OR • Evidence of a Statement of Results and Year 12 Certificate, Victorian Certificate of Applied Learning (VCAL) senior, Victorian Certificate of Education - Vocational Major (VCEVM) or equivalent completion that is issued by the Victorian Curriculum and Assessment Authority (VCAA) or equivalent in other states or territories. We do not accept certificates issued by schools or colleges. Year 12 results may provide enough information for some students, for others it may not, depending on the program they're enrolling in. OR • Certificate IV or above qualification (where the language of instruction is English) Please note: Some courses have literacy and numeracy requirements as part of their admission requirements. Students may be required to complete the LLN assessment even if they have completed Year 12 or a Certificate IV or higher qualification. <i>BKSb:</i> • If the Applicant is new to BKi, they would not have a BKSb account. Once the Application is created go to the Applicant screen and click 'Create BKSb User' button. • Applicant will receive a system generated email from BKSb Live with their Username and Password details to log in and complete their Literacy and Numeracy Assessment. BKSb results will populate back into dSR once completed.	Applicant, E&A Officer
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No.	Phases and steps	Name of role who actions
4.2.3	USI It is a requirement that BKI have a valid USI for all domestic students (new and existing students) undertaking nationally recognised training regardless of whether the student is Government Funded or a full fee-paying student. Students are required to provide their USI to BKI before completing any enrolment documentation. In dSR, there is automatic validation available for staff to check if a student provided a valid USI number. For the USI validation to return a successful outcome, the Applicant's First Name, Last Name, Date of Birth and USI Number must be correct.	Applicant, E&A Officer
4.2.3	Webform If student fails to complete their webform, the E&A Offer will issue a reminder email at day 3 and 6 with the application being closed in dSR on day 9 if no contact has been received from the Applicant and their webform remains incomplete. Details of the contact attempts (call/voicemail/email/text) are recorded on the dSR 'Intake' field and Timeline Noes. NOTE: Students under 18 Should provide a minimum of two emergency contacts, preferably both Parents or Guardians or at least one Parent/Guardian and a trusted family member. Contact should include phone number and email that are different from the student contact details. If we cannot obtain 2 Parent/Guardian contacts we must enter a note against the Students record.	Applicant, E&A Officer
4.3	Assessment and progression of Application	

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4.3.1	Determination of eligibility and the enrolment process must only be conducted by Authorised Enrolment Delegates (AED) For all information regarding AED training and authorisation, refer to the Authorised Enrolment Delegates (AED) intranet site. Process dSR application and assessment for eligibility.	E&A Officer, AED
4.3.2	Conduct Pre-Training Review (PTR) with Applicant BKI must conduct a Pre-Training Review (PTR) for potential students wishing to study at BKI. The PTR must be conducted prior to enrolment to: • Determine Learning Support (LS) if required • Discuss Disability support if required • Discuss eligibility for VSL and complete VSL Requirements • Discuss with applicant training timetable • Discuss payment options, fee waivers and concessions where applicable and confirm update in dSR 'How do you intend to pay?' (refer to 4.3.4 for options) Complete the Staff section of the PTR and make a judgement about whether: 1. The course is suitable for the applicant - given their employment aspirations and ambitions, and their indicated learning styles and abilities; and 2. The applicant is suitable for the course – given their language, numeracy and digital capability, their previous study and employment history. Refer to Pre Training Review Procedure	E&A Officer, AED

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4.3.3	Determining eligibility for Skills First Funding.- BKI uses Pharmacy ID for document verification. Log on to https://pharmacyid.com.au/dvs Once evidence of eligibility is successfully verified, download the DVS certificate and upload the certificate to dSR. Confirm eligibility or eligibility exemption In conjunction with the enrolment form, the AED must complete the ED - Student Eligibility & Declaration form (BT and KI versions available) with the student to determine their eligibility for Government Funded Training. A student can be; a. Eligible for Government funding, or b. Ineligible for Government Funding and may apply for an Eligibility Exemption, or c. Ineligible for an Eligibility Exemption can proceed with their enrolment as a Full Fee Paying Student (Fee For Service) It is the responsibility of the AED to assess and determine if a student is eligible for Government Funded Training and eligibility of any initiatives, including Free TAFE, as described in the current VET Funding Contract Guidelines about Eligibility	E&A Officer, AED

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4.3.4	Discuss payment options, fee waivers and concessions where applicable and confirm update in dSR ‘How do you intend to pay?’ • Cash, Cheque, Credit Card • Authority to Invoice (ATI) • Direct via online student payment portal • TI Number • Part Payment Plan (Debit Success) • VET Student Loan (VSL) • Authority to Transfer Income • Concessions • Fee Waiver • Scholarship Concession Where a student has a valid Concession they may be eligible for concession fees. You must check a student’s concession entitlement before their training starts, as part of the enrolment process. It doesn’t matter if the card expires before the training starts or during the training, as long as it’s current when you check it as part of the enrolment process. Concessions may be verified by: • Sighting the original or a certified copy of the original card in person; OR • Via the Digital Verification Service (DVS), with a copy of the approved DVS document uploaded to the dSR Record. On the dSR Timeline Notes you will also need to record the date the evidence was sighted and who sighted the evidence, the card start date and end date, primary card holder name, if different to the Applicant (and relationship to applicant). Once the Application has been pushed to JR+ a Concession Feedback Form must be generated using the information captured on the dSR Timeline note. Note: copies of concession documents or an Applicants CRN details should not be retained in dSR or JR+.	E&A Officer, AED, Registrar
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No.	Phases and steps	Name of role who actions
	Students who present without a valid Concession at the time of enrolment but advise that they have applied and/or are entitled, will be required to pay full fees upfront. Where the student presents the concession card within 60 days, and the card is valid, (<u>ie</u> dated prior to the Course Commencement Date (CCD)) they will be entitled to a refund. The amount payable will be calculated against those fees and charges where concession rates apply and a refund of the difference paid. If paying by Debit Success contract, the payment plan will be adjusted to the new total amount once concession has been applied. NOTE: Any exceptional circumstance requests outside of the 60 day grace period for concessions should be submitted in writing via email to the Registrar for approval. Should the Registrar grant approval, the email approval should be used as evidence and attached to the student records in the student management system. The requesting officer must ensure that any additional supporting evidence, once the concession is granted, is submitted and attached to the student record in the student management system.	

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No.	Phases and steps	Name of role who actions
4.3.6	Finalise dSR Application and push to JR+ Complete Assessment & Eligibility Process ensuring all dSR information is complete. Upload all documentation to dSR including: • Evidence of Eligibility and/or Citizenship • Exemption from school attendance sighted and copy retained where required. • Any verified DVS certificates • Certified copy of VCE or Certificate IV or higher (if applicable) • Documentation required to meet any prerequisite requirements (if applicable) Send Application to JR+ Sending the Application to JR+ will push all enrolment data and documentation for the JR+ Course Application and enrolment process. • The dSR data will also populate the following JR+ Feedback Forms: ○ Full Enrolment Form ○ Enrolment Eligibility Declaration ○ Pre Training Review	E&A Officer, AED

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No.	Phases and steps	Name of role who actions
4.3.7	Confirm in JR+ the dSR data transfer, and update data where/if required. - Review and confirm all Personal Details, Contacts, USI, Compliance and AVETMISS data have transferred correctly. Update where necessary. - Confirm Full Enrolment Form, Enrolment Eligibility Declaration and Pre Training Review Feedback Forms have generated in JR+. - Review and update JR+ Enrolment details for the Course Application i.e. Course Details tab, Claims and Funding tab, Custom Details tab to ensure correct funding, applicable concessions, fee waivers or exemptions have been applied. - If a concession or fee waiver are applicable complete the appropriate Feedback Form in JR+. As part of BKI's commitment to quality all measures will be taken to ensure quality assurance of the data.	E&A Officer, AED
4.3.8	Update Enrolment in JR+ Add applicable units (core/elective) to the JR+ course offering, updating the Unit Outcome to REG - Registered for units to be enrolled into, or PLN - Planned for future units. Accept Smart Fees in JR+. Generate Statement of Fees and Unit Selection and Individual Training Plan (non-apprentice). If a third party will be paying the fees, generate and Authority to Invoice (ATI).	E&A Officer, AED
4.4	Offer	

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No.	Phases and steps	Name of role who actions
4.4.1	Make Offer in JR+ Compose Make Offer email for acceptance of offer and update Application to Offer Sent. Create JR+ Document Pack with all documents/forms required with e-signature sequencing (including Parent/Guardian/Company where required) and send Document Pack to Applicant. Document pack must contain: ○ Enrolment form ○ Student Eligibility Declaration form (SE&D) ○ Pre-Training Review (Student and AED) ○ Statement of Fees ○ Unit Selection ○ Individual Training Plan (Non-apprentice) ○ VSL Student Agreement (if applicable) ○ ATI (if applicable)	E&A Officer, AED
4.4.2	Receive, Accept and Sign Offer • Applicant receives communications for Offer with links to the signing portal for e-signatures of (Enrolment, PTR, SE&D). Reference documents attached are SoF, Unit Selection and ITP (non-apprentice) for enrolment and acceptance of the offer. • Applicant formally accepts offer and e-signs all documents. • Sponsor signs ATI form. When the ATI form is signed by the Sponsor this confirms ready for enrolment confirmation. • If Parent / Guardian is required to sign they will be added as a signer to the Offer pack • Applicant may choose to formally decline the offer via the link provided in the Offer email.	Applicant, Company, Parent/Guardian
4.5	Offer Accepted/Declined	

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No.	Phases and steps	Name of role who actions
4.5.1	Offer Accepted - Review Enrolment in JR+ • Receives signed documents from Applicant/Company/Parent Guardian. • Review and confirm all documents are signed. • AED e-signs documents. • Update JR+ Application Status to Offer Accepted. Student will receive system generated email confirmation of their Acceptance. • Process any CT and RPL applications where applicable. • If VSL is applicable: ○ Process Loan Deferral after confirming all Units of Study are attached. ○ Generate VSL Fee Notice (pre enrolment). • Access Smart Fees and create an Invoice in JR+. • Review JR+ Notes and Feedback Forms and apply any approved Fee Waiver or Scholarship payments to the Invoice. The only Fee waivers offered / available by BKI are waivers which relate to: ○ Exceptional Circumstances ○ Extraordinary Circumstances ○ Transitioning Students ○ Continuing / Returning Students who have previously paid (migrated Banner enrolments only) ○ Gap Training • Compose Payment email and attach the Invoice and VSL Fee notice (if applicable) and email to applicant or sponsor. • If Sponsor has provided a signed ATI and is being invoiced, go to 4.6.2.	E&A Officer, AED

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No.	Phases and steps	Name of role who actions
4.5.2	Offer Declined or Unsuccessful Receive Offer Decline via the Application Decline Feedback Form or via direct contact with the Applicant. Update Course Application and close the course enrolment. A system generated email will be sent to the Applicant confirming their application has been closed.	
4.6	Process Payment	
4.6.1	Applicant may choose one, or in some instances more than one of the following payment types: • Direct Payment made to E&A ○ by Cash, Cheque or Debit/Credit Card. • Online Westpac Payment ○ Where an Applicant is paying an invoice in full by credit card, E&A can process the payment via the Westpac Payment gateway. • Online Student Payment Portal ○ Student logs onto the online student portal and makes payment in full against their outstanding invoice. • Payment Plan – Debit Success ○ If the applicant is accessing a payment plan through Debit Success, once they have paid their deposit, a contract is set up in JR+ and a link is sent to the student to log on and complete their contract and sign electronically. Contract must be signed for enrolment to be processed. E&A Officer to process the applicable payment Type in JR+, which will generate a receipt.	Applicant, E&A Officer
4.7	Finalise Enrolment	

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No.	Phases and steps	Name of role who actions
4.7.1	The Unit Outcome is updated from REG – Registered to ENR – Enrolled. Attach the student to Events if they are available. Using 'Letters and Forms' within JR+, generate the relevant documents: - Confirmation of Enrolment - Individual Training Plan The Training Plan may be developed and issued to the student prior to training commencement but no later than four weeks after training commencement. The Individual Training Plan for the student which outlines all units of competencies/modules in the program of study in which the student is enrolled. - Timetable (if applicable) - VSL Statement of Covered Fees / Fee Notice Note: A copy of all documents above are stored and retained on the students JR+ Party Record under 'Documents'. Compose Welcome to BKI email, attaching the relevant documents from the list above. - If sponsor has been invoiced, cc the sponsor in the email. - If the student is under 18 ensure the email is sent to the parent/guardian email address provided. Update Course Application status to 'Enrolled'.	E&A Officer
4.8	Non- Accredited Short Course Enrolments	
4.8.1	Enquire for short course information (via 13TAFE, email, website or industry inquiry).	Applicant

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No.	Phases and steps	Name of role who actions
4.8.2	Contact the student (by phone, email or in person) and provide advice concerning course: ○ Availability ○ Date ○ Time ○ Price ○ Location ○ Enrolment form	E&A Officer, AED
4.8.3	Locate existing student or generate new student account and create a New Course Application in JR+ for the relevant short course. Application status will be Applied.	E&A Officer, AED
4.8.4	Receive completed short course enrolment form back from student.	Applicant
4.8.5	Receive payment for short course enrolment (cash, credit card, authority to invoice, online Westpac payment, etc.). Enter student details into JR+ and enrol student into their short course in JR+ using Enrolment Wizard (refer to Help Hub instructions).	E&A Officer, AED
4.8.6	Generate invoice and receipt. Generate and email Confirmation of Short Course Enrolment to student along with their invoice and receipt. Update Course Application status to 'Enrolled'	E&A Officer, AED
4.9	Post Enrolment Activities	

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No.	Phases and steps	Name of role who actions
4.9.1	Addition or withdrawal of units Students may add and/or withdraw from units without penalty providing they do so via the correct forms and before the prescribed dates (4 weeks from course commencement date) and/or Census dates ensuring they comply with the enrolment load requirements, course structure and any other specific instructions provided by the teaching department. For any variation to an enrolment a new Individual Training Plan will need to be produced and endorsed by the Staff representative and student. Refer to the Fees and Charges and Refunds Policy for withdrawal guidelines. Withdrawal and/or addition of units after census dates that are as a result of an administrative error on behalf of the institute must be clearly documented and approved by the relevant teaching department manager. Having withdrawn from an approved course or part of an approved course, students with a VET Student Loan must sign a New or Continuing Enrolment form before recommencing study in any approved course. Students who withdraw early from a Free TAFE program In line with the Free TAFE Fact Sheet (Dec 2025 v4.0) BKI can reinstate a Free TAFE entitlement if a student withdraws very early (within 28 days of Course Commencement) and wants to enrol in a different Free TAFE program with BKI. BKI must reverse any claims for payment. Short Course Withdrawal Advise the student to complete a formal Application for Refund at least five business days or more prior to the scheduled start date of the short course, to be entitled to a refund of the Short Course enrolment fees (less an administrative fee of \$40). No refund is applicable if the student withdraws less than five	ED Ops Officer, E&A Officer, AED, Registrar, Student Records, Finance

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	business days prior to the scheduled start date of the course. Create Refund Checklist in JR+ and submit Heat Ticket to Student Administration for Refund/Withdrawal. Process refund	
4.9.2	Applying for a Leave of Absence/Deferment Leave of absence may not be available for all courses. A leave of absence may only be considered; ○ where a student has commenced training, ○ an application is made in writing prior to census date in the teaching period for which they seek the Leave of Absence. Applications will be approved or declined by the relevant Teaching Department before the census date in the teaching period for which they seek the Leave of Absence, and the Student will be notified in writing of the outcome.	Student, Teaching Department

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4.9.3	Cancellation of Enrolment <u>Cancellation of enrolment by Student</u> Refer to Fees and Charges brochure for withdrawal and refund information. <u>Cancellation of enrolment by the Institute</u> The Director may deem a student's enrolment to have lapsed where a student fails to meet published requirements of enrolment. As outlined in the Enrolment Policy. The Institute 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 due dates, or ○ ceased to be an employee of a given employer, in the case of a student whose enrolment is sponsored by their employer, and where advice has been received from the employer; or ○ where the enrolment is contrary to Australian law; or ○ been expelled from the Institute; or ○ been excluded for failing to make satisfactory progress in accordance with the provisions of policy. Students will be notified in writing of their enrolment cancellation and the enrolment will be processed accordingly in the Student Management System. <u>Cancellation of an approved VET Student Loans Course after the Census date:</u> ○ BKI must inform the student of the proposed Cancellation; and ○ provide the student with at least 28 days to initiate grievance procedures before the cancellation takes final effect; and ○ provide for the cancellation to take final effect only after any grievance procedures initiated by the student have been completed; and ○ set out the circumstances in which fees for the course, or part of the course concerned will or will not be refunded. ○ Refer to the Fees, Charges and Refunds Policy, Refunds Procedure the Re-Crediting a Student Loan Procedure and the current year Fees & Charges brochure.	Student, Director
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4.8.4	Effect on enrolment of suspension or expulsion from a program Refer to the Student Code of Conduct Procedure.	Registrar

5.0 Roles and Responsibilities

Role	Responsibilities
Head of Governance Risk and Compliance / Manager Academic Compliance	Compliance with regulatory and legislative requirements for enrolment.
Registrar	Development and implementation of appropriate enrolment procedures and practices.
Applicant/Student	Follow the Institutes' processes and procedures and supply the appropriate documentation.

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Role	Responsibilities
Enquiries & Admissions Hub Officer (E&A Officer)	E&A Officer must: - Be an approved (registered) AED - Conduct the application, selection and enrolment process for students. by progressing the dSR Application through to JR+ enrolment, including assessment of eligibility, and collection of required documentation, accurate processing of the students enrolment and eligibility forms, accepting payment of enrolment fees, issuing confirmation of enrolment and generating Student ID Cards. - Complete VSL Training - Discussing VSL eligibility requirements with Students - Undertake and complete Pre Training Review Officer training - Conduct Pre Training Reviews Provide Credit Transfer/RPL details to the Teaching Department for assessment.
Teaching Department Program Leads	Assess and approve Students Credit Transfer/RPL applications and oversee the enrolment process for students within their department.
Authorised Enrolment Delegate (AED)	A BKI staff member authorised to provide enrolment advice and assess and certify a student's eligibility for Government Funded Training. An AED must have participated in AED Training and be recorded on the AED Register in order to determine eligibility for a Government Funded Training Place.
Academic Compliance	Oversee, manage and maintain training, assessment and registration of AEDs and Pre-Training Review officers.
Apprentice/Trainee coordinators	Prepare Apprentice/Trainee Information Kit and forward to relevant teaching department before initial meeting.
Student Records	Approve and process withdrawal and refunds.

Approval Authority: Registrar

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Role	Responsibilities
Education Operations Hub (Ed Ops Officer)	Assist with addition/withdrawal of units.

6.0 Definitions

Word/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 purpose of this procedure, all courses are deemed to be award courses.
JR+	A Student Management System used to manage student information and data from application and enrolment, through training activity to completion of studies and certification.
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.
Contact	A potential applicant that has progressed the enrolment application process beyond the initial enquiry stage (referred to as a "Lead")

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Word/Term	Definition
Digital Student Record (dSR)	The BKI management system used to manage and store the collection of student application, eligibility and enrolment information required by the Skills First VET Funding Contract.
ELOQUA	A communication software platform
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.
Evidence of Citizenship	Where a student is seeking Victorian Government Funding under Skills First, Evidence of Citizenship includes evidence of Australian Citizenship, New Zealand Citizenship or permanent residence in Australia. Evidence may include Birth Certificate or Passport, Visa information or a green Medicare card. Where a student is seeking a VET Student Loan, citizenship includes Australian Citizenship, New Zealand Citizenship or a permanent humanitarian visa issued for Australian residence. Evidence may include birth certificate or passport only for citizens and a copy of their visa documentation for a permanent humanitarian visa holder.
Exemption from School Attendance	A letter or certificate from the Regional Director of the Department of Education exempting an applicant under the age of 17 from attending school. Identifies the applicant by name, the training provider (must be BKI) and the course to be undertaken. Will apply for the duration of the course only and must be renewed for any further study. If the applicant has completed year 10, a Transition from School form signed by the school Principal or the Regional Director of the Department is to be sighted and a copy retained and is sufficient evidence of exemption from school attendance.
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.
Government Funded Student	Student who has met the relevant Government's eligibility criteria for Government funding requirements

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Word/Term	Definition
Individual 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.
Language Literacy and Numeracy Assessment (LLN)	LLN 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.
Lead	Potential applicant responding to Institute marketing campaigns, not yet confirmed as a contact.
Personal details	Name, Date of Birth, Gender (sex), telephone number/s, and address/s
Pre-Training Review (PTR)	The process undertaken between BKI and the prospective student to determine the most suitable and appropriate training for the Individual before enrolment. The PTR information is stored in 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.
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: usi.gov.au
Unit	Relates to a unit of study/competency within the Training Package or VET accredited course.

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Word/Term	Definition
Document Verification Service (DVS)	Document verification involves authenticating a document or documents to ensure that they are accurate and genuine. The purpose of the DVS is to assist carrying out identity proofing. Use of a DVS is the only means of identity proofing approved under the VET Funding Contract that does not require course applicants to come onto a BKI campus.

7.0 Related Documents

Document Name
Credit Transfer and Recognition of Prior Learning Procedure
Enrolment Form (BT & KI)
Student Eligibility & Declaration form (BT & KI)
Help Hubs
Unique Student Identifier (USI) Collection, Exemptions, Maintenance and Holds Work Instruction
VET Student Loan Management Procedure
Assessing a Students Eligibility into SFP Government Funded Training
Pre-Training Review Procedure
Pre-Training Review form

8.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	18 July 2018	n/a	Consolidated procedure developed to replace separate Bendigo TAFE and Kangan Institute processes	Registrar, Student Administration

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Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.1	12 Sep 2018	n/a	Additional requirements added (from CN 2018-19). Clarification of terms and addition of Work Instructions	Registrar, Student Administration
1.2	17 Jan 2020	n/a	Review and addition of updated dSR, VSL and VET Funding Contract Requirements	Academic Compliance Committee
1.3	11 Feb 2020	n/a	Additional VSL requirements	Academic Compliance Committee
1.4	19 Mar 2021	n/a	Minor changes	Academic Compliance Committee
2.0	30 Mar 2022	Head of Brand and Student Acquisition	Further clarification of application and enrolment process. Current roles and definitions updated. Short course enrolment added.	Chief Experience and Growth Officer
3.0	January 2024	Registrar	Update to new JR+ Process and Terminology	Chief Operations Officer
3.1	March 2025	Registrar	Roles updated to reflect new Organisation structure	
4.0	July 2025	Registrar	No fundamental changes, only clarification of current process	Chief Customer Experience and Technology Officer
4.1	October 2025	Manager, Student Records Reporting and Systems Support	Updates made in response to Internal Audit in relation to Students under 17.	Registrar

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4.2		Manager, Student Records Reporting and Systems Support	Update in response to Free TAFE Withdrawal	Registrar
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9.0 Document Custodian and Approval Authority

Document Custodian	Approval Authority	Approval Date	Issue Date	Scheduled Review Date
Head of Brand and Student Acquisition	Chief Experience and Growth Officer	10/03/2022	30/03/2022	13/12/2023
Registrar	Chief Operations Officer	15/01/2024	17/01/2024	13/12/2024
Manager, Student Records Reporting and Systems Support	Registrar	04/03/2026	04/03/2026	04/03/2028

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