Bendigo Kangan Institute
POLICY

Enrolment Policy

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
- Domestic and International Students

3.0 References

- Standards for Registered Training Organisations (RTOs) 2015 (ASQA)
- Education and Training Reform Act 2006 (Vic)
- Education Ministerial Order No's 705 and 715
- Exemption from School Attendance, Victorian Department of Education
- VET Student Loans Act 2016
- Current VET Funding Contract
- Tuition Protection Service
- ESOS Act 2000

4.0 Policy Statement

BKI is committed to an enrolment process that is transparent, efficient, timely and responsive and ensures the integrity of enrolment decisions and is equitable to all students as well as according with the requirements of relevant regulation and legislation.

BKI's enrolment processes ensure that students have access to clear and consistent enrolment requirements. Prospective students are provided with resources that allow them to understand the level of training they are seeking to undertake in line with the Australian Quality Framework. Training that is nationally recognised as meeting AQF certification is distinguished from other training issued by BKI.

Prior to enrolling students BKI provides accurate and current information that allows prospective students to make informed decisions in relation to the course of study they are seeking to engage in. Prospective students are given access to the following information prior to enrolment:

- The Code, title and currency of the training product that the student is seeking to enrol in;
- The training and assessment and related educational support services that BKI will provide.
- The requirement for a Unique Student Identifier (USI) if the student is engaging in a course that has AQF certification.
- The details of location, duration, modes of delivery, practical placement requirements if part of the particular course of study and the name and details of any third party delivering the training on BKI's behalf if that is the case.
- Fee information as well as details of any possible funding (i.e. Vet Student Loans, scholarships and payment plans.) available to undertake the course of study as well as entry requirements for entry into a particular course.

Bendigo Kangan Institute
POLICY

Enrolment Policy

4.1 Students Rights and obligations

BKI ensures that students are informed of their rights as a learner and given information regarding BKI's appeals and complaints process. BKI provides access to a complaints/feedback process as per its Student Grievances and Complaints policy and procedure. Students are also able to appeal assessment decisions as per the Student Appeals policy and procedure.

Students are also informed of their rights as a consumer in keeping with State and Federal laws. BKI maintains the integrity of the VET system by advising learners of their rights in the event that BKI or a third party delivering their training was to close.

Students are informed of their obligations in relation to payment of fees (course, materials or amenities fees) and payment of any debts that could be incurred pursuant to government subsided training (i.e. VET Student Loans). They are also advised of the availability of payment plans that can be made in relation to course fees.

Students are informed of their rights in relation to all fees, charges and refunds in the BKI policy Fees, charges and refunds which is available on the BKI website. BKI also informs students of the protection of prepaid fees in its Fees, Charges and Refunds policy. The policy applies to both domestic and international students.

4.1.1 Third Party Providers of Training and Assessment Services

Students are further informed if a third party is involved in the delivery of their training and assessment. BKI ensures that students are aware that they will be responsible for the quality of the training and assessment provided, issuance of all qualifications and statements of attainment is the responsibility of BKI and that any changes to third party arrangements that may affect their training and assessment will be communicated to them as soon as practicable.

4.2 Under Age Students

Students who are under the age of 17 at the time of enrolment must provide a transition from school form or other document such as an exemption letter from the department of education and training to allow them to enrol in government funded training. If a student under the age of 17 who has not completed year 10 wishes to enrol in a BKI course they must provide a form signed by the regional director of the department of education. (It is the responsibility of the school principal to complete the documentation and forward to the regional director of the department of education) The 'best interests of the student' is one of the primary considerations when enrolling an underage student. The form provided by the prospective student must clearly identify BKI as the RTO as well as the course of study the student will be undertaking.

Students under the age of 18 at the time of enrolment must have their enrolment countersigned by their parent or guardian.

4.3 Pre Training Review

BKI complies with the regulatory requirement to conduct a Pre Training Review (PTR) before a student enrols to determine the most suitable and appropriate qualification for that student based on a number of factors including age, previous education, capabilities, aspirations and literacy and numeracy skills.

Assessment of a prospective student's digital capability as well as access to the necessary technology is an important aspect of the PTR so that any potential barriers in relation to this can be addressed. Any

Enrolment Policy

additional support needs that are identified as part of a pre training review enables BKI trainers and assessors to ensure that students are able to be offered support or alternative qualifications or training that is suited to their particular needs and aspirations.

Recognition of prior learning and credit transfer is considered as part of the pre-training review, students are granted credit on the basis of units completed in which they have been assessed as competent offered by another RTO. (Including University qualifications). Credit Transfer documentation must be presented prior to the completion of enrolment. For further details, refer to the BKI Credit Transfer Procedure and Recognition of Prior Learning Procedure.

4.3.1 Provisions for Government Funding

As part of the PTR students are assessed by an Authorised Enrolment Delegate (AED) for their eligibility to enrol in Government Funded Training. Students who are not eligible for Skills First Funding may be entitled to an eligibility exemption. This will be considered in line with the requirements of the VET Funding contract as well as comprehensive discussion with the student. Students who are not eligible for government funding and who are also ineligible for an eligibility exemption are able to enrol as full fee-paying students.

4.3.2 Apprenticeships and Traineeships

Prior to a student commencing apprenticeship and traineeship delivery through BKI they must be provided with a negotiated training plan (NTP) and ensure that their training contract meets the requirements of the Approved Training Scheme as determined by the VRQA.

Structured training can only commence in keeping with the commencement date on the training contract and in keeping with the VRQA database requirements.

4.4   USI and Enrolment

Enrolment of students in their chosen course of study occurs following the consultation with the student and in keeping with the requirements of the VET funding contract and AQF framework the student must provide a USI (Unique Student Identifier) as part of their enrolment process. (There are certain exemptions from provision of a USI however the student will not be able to access their results via a USI transcript.)

A current enrolment form as well as all associated evidence and required documentation (such as identification documents and signed student eligibility declaration.) must be provided by the student prior to any training delivery commencing. In the event that a student who is under the age of 17 wishes to enrol there must be documentation that certifies they have an exemption from school.

4.5   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).

Enrolment Policy

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

4.6   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.

4.7   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.

4.7.1 Deferment/Leave of Absence.

Deferment and leave of absence is only available for certain courses. A leave of absence may only be considered in certain circumstances where a student has already commenced training and an application is made in writing using the correct forms prior to the census date for which they are seeking a leave of absence. Students are notified in writing of the outcome of a leave of absence application.

4.7.2 Withdrawal of enrolment by Student

A student who wishes to cancel their enrolment must do so in writing via the Student Withdrawal Form and in accordance with the published dates to avoid academic and/or financial penalties. The Fees and Charges procedure has information about the process used by BKI in relation to withdrawal/cancellation of enrolment.

4.7.3 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 and the Code of Student Conduct Policy and Procedure. Students are further informed of their rights of review via the Student Complaints and Grievance Policy. The cancellation of a student's enrolment can be based on a number of issues including non -attendance, failure to address misconduct, failure to pay fees

4.8   Effect on enrolment of suspended or expelled Students

In accordance with the Student Code of Conduct Policy and Procedure 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.

Bendigo Kangan Institute
POLICY

Enrolment Policy

5.0 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	A VET Student Loans census date applies to Diploma and Advanced Diploma Courses. The date set by the Institute will be no earlier than 20% of the way through a VET unit of study. The Institute will ensure that all students are informed of the census date for each VET unit of study in the manner and by the date prescribed in the VET Administration Guidelines. The census date is the last day for an eligible student to submit their Request for Commonwealth assistance form to access a VET Student Loan to pay the tuition component of their study, or to withdraw their enrolment without incurring the VSL debt for the unit.
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.
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

Enrolment Policy

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: usi.gov.au
Unit	Relates to a unit of study/competency within the Training Package or VET accredited course.

6.0   Roles and Responsibilities

Role	Responsibilities

Bendigo Kangan Institute
POLICY

Enrolment Policy

Chief Operating Officer	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
Authorised Enrolment Delegate (AED)	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. AED's check pre-enrolment compliance.

7.0 Supporting Procedures

Doc ID	Procedure name
	Enrolment Procedure
	Credit Transfer Procedure
	Code of Student Behaviour Procedure
	Recognition of Prior Learning Procedure

8.0   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	21/04/2018	Executive Director Learner Experience

Enrolment Policy

3.0	CEO	08/11/2016	08/11/2016	Review	01/11/2018	Executive Director Learner Experience
3.1	N/A	01/03/2018	01/03/2018	Change from VET FEE-HELP to VET Student Loan, reference links updated	01/11/2018	Executive Director of Academic Governance Quality and Registrar
3.2	N/A	05/04/2018	05/04/2018	Slight changes to terms used and links	01/11/2018	Executive Director of Academic Governance Quality and Registrar
4.0	Board of Studies	15/10/2020	14/12/2020	Changes to take into account requirements of the Standards, also past scheduled review date	13/12/2023	Chief Academic Officer
4.1	Registrar	28/03/2024	28/03/2024	Update to Roles and Owner		Head of Governance Risk and Compliance (Provisional Approval)

9. Document Owner and Approval Body

Document Custodian	Approval Authority	Approval Date	Issue Date	Scheduled Review Date
Registrar	Head of Governance, Risk and Compliance (Provisional Approval) In the next formal review, Chief Operating Officer to approve.	21/03/2024	21/03/2024	21/03/2027