

E Enrolment

E2 Formal Admission

Standards Evidenced	3.5, 3.6
Standards Referenced	

General policy

The intent of this policy is to ensure that all learners make informed consent to undertake training and provide all relevant data required for reporting purposes as part of their formal course enrolment.

Enrolment form

All learners will complete a TSTCA Enrolment Form for the relevant course. This document represents the contractual agreement between TSTCA and the learner for the training service.

The enrolment form may be partially pre-populated if the individual is a returning TSTCA learner or has provided some personal information on an EOI form, such that published in the TSTCA calendar.

The enrolment form will:

- Gather all required AVETMISS data following any current guidelines;
- Include the TSTCA privacy statement;
- Request the learner's consent to TSTCA verifying their USI;
- Include the TSTCA Learner Acceptance Agreement and Learner Declaration, which acknowledges that the learner has been informed of their rights and responsibilities relating to their training;
- Inform the applicant that information will be made available to state and national authorities and that they may be asked to participate in government surveys related to their training.

To be valid, the learner must sign the form, with parental counter signature if they are under 18.

Acceptance of Enrolment Form

Only fully completed Enrolment Forms that have been approved by an authorised TSTCA delegate will be accepted. The forms must be retained in the learner file following the [R9 Records Management policy](#).

National recognition

If a learner has prior learning and skills and/or formal assessment, then TSTCA will recognise that learning. The RTO will recognise Credit Transfer (CT), Recognition of Current Competency (RCC) and Recognition of Prior Learning (RPL). See [T9 National Recognition Policy](#).

Unique student identifier

(Standard 3.6)

TSTCA will collect learner USIs at the time of enrolment. An enrolment will not be considered complete without a USI or a documented exemption.

Where a USI is provided by the learner, it will be verified by TSTCA through the USI database. If the USI fails to verify, this must be rectified prior to the enrolment application being considered complete.

Where a USI is not provided, facilities and assistance will be made available to the learner so that they can create one for themselves at the time of enrolment. Under some circumstances it may be necessary for TSTCA to create or search for a USI for a learner. Where this is to occur, permission must be obtained for TSTCA to create or search for the USI. Consistent with the requirements of the USI scheme, any identification that has been collected solely for this purpose will be destroyed.

Where a learner has provided evidence of an exemption to the USI, this will be accepted. A letter will be provided to the learner confirming their exemption and explaining that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

TSTCA considers USIs to be sensitive information. As such, all standard record keeping processes apply, including those related to the security of paper enrolment documentation and data stored in the Learner Management System.

For Victorian learners under 25

All learners enrolling who reside in Victoria are asked to provide their Victorian Learner Number (VSN) on their enrolment form if they are under 25. The Victorian Government requires this information and, if the learner is unable to provide it, TSTCA will either search for an existing VSN or apply for new one.

Supporting processes

The following processes are defined to ensure these policy requirements are met:

Process Name	Purpose
Completing enrolment form	
Process Credit Transfer	Assessing applications for credit transfer and applying the transfer when appropriate
Process RPL	
USI Processing	Verifying, creating, searching for, and exempting USIs
VSN Processing	Verifying, creating, searching for, and exempting VSNs

Supporting Forms and Documents

Document Identifier	Name

Evidence

Source	Demonstrating
Enrolment form	
National recognition	Credit Transfer Processing Form
RPL Application	

--- End of Policy ---

Version Control

Version #	Date	Changes
1.0	27/10/2017	First release