

Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	Student Selection, Enrolment & Induction (Foundation Skills) - Policy & Procedure
Responsible person	Education Manager
Staff involved	VCAL & Youth Manager, Training Services Unit Coordinators, Trainers and Assessors, Compliance and Reporting Team (C&R team), Admin Team, RTO Manager
Review dates	2020
Related documents	<p><u>Legislation:</u> Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Education and Training Reform Act 2006 (Vic), Education and Training Reform Regulations 2007 (Vic), Equal Opportunity Act 2010 (Vic), Multicultural Victoria Act 2011 (Vic), Occupational Health and Safety Act 2004 (Vic), Health Records Act 2001 (Vic), Public Records Act 1973 (Vic), Racial and Religious Tolerance Act 2001 (Vic), Disability Regulations 2007, Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Disability Discrimination Act 1992 (Com), Disability Services Standards (DEWR) 2007, Racial Discrimination Act 1975 (Com), Human Rights and Equal Opportunity Commission Act 1986 (Com), Privacy Act 1988, Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Com), Privacy Regulations 2013, Schedule 2 – The Australian Consumer Law, The Competition & Consumer Act 2010 (Vol 3.)</p> <p><u>Policies:</u> Access & Equity Policy & Procedure, Complaints and Appeals Policy & Procedure, Concessions, Fees, Charges and Refunds Policy & Procedure, VCAL Pathways and Transitions Policy & Procedure, Privacy Policy & Procedure (Students/Clients), Recognition of Prior Learning Policy & Procedure, Recognition of Qualifications issued by other RTOs Policy & Procedure, Special Consideration Policy & Procedure/Application Form, Delivery & Assessment (Foundation Skills) Policy & Procedure, VCAL Assessment Policy & Procedure, VCAL Student Selection, Enrolment, Induction and Delivery Policy & Procedure, Student Selection, Enrolment & Induction (VET) Policy & Procedure, Delivery & Assessment (VET) Policy & Procedure, Skills First Program Reporting Policy & Procedure, Training Plan Procedure, Plagiarism, Cheating & Collusion Policy & Procedure, Pre and Post-testing of Foundation Skills Procedure, Delegation and Segregation of Duties Policy & Procedure, Determining Eligibility Procedure, Transitions Policy & Procedure, Child Safe Policy & Procedure (including Statement of Commitment)</p> <p><u>Other:</u> 2018-2019 Standard VET Funding Contract - Skills First, AQTF Essential Conditions and Standards for Continuing Registration, Skills First 2019 Evidence of Student Eligibility & Student Declaration, Skills First Quality Charter, Skills First 2019 Guidelines about Determining Eligibility & Supporting Evidence, Pre-Training Review Checklist for Skills First, Pre-training Assessment Recommendation Checklist, LLN Re-enrolment Interview Checklist, Pre-Training Assessment Kit, Wyndham CEC Enrolment Form, DEECD Statement of Expectations, Enrolment Interview Checklists, DEECD Statement of Expectations, Privacy & Your Rights flier,</p>

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	Statement of Purpose, Student Enrolment Package, Student Induction Checklist, Vision Mission and Values Statement, Statement of Fees, EAL & CGEA accredited curriculum documents, Student Code of Conduct, Client Enrolment Report, Disability Action Plan,
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Policy

Wyndham Community and Education Centre Inc (Wyndham CEC) undertakes to select, enrol and induct students for foundation skills programs with the reasonable expectation that student will be able to complete the qualification successfully.

Wyndham CEC will not enrol a student in a foundation skills program that is at an inappropriate level for that student, including but not limited to enrolling student in programs on the Foundation Skills List that would not provide additional relevant competencies.

No student will be discriminated against on the basis of gender, sexual orientation, race, religion, disability or age in relation to selection or enrolment in a program.

This policy covers the following Foundation Skills programs delivered at Wyndham CEC

- English as an Additional Language Framework (EAL): Course in Initial EAL to Certificate IV in EAL (Access, Employment & Further Study)
- Certificates in General Education for Adults (CGEA): Course in Initial CGEA to Certificate III in CGEA

For Foundation VCAL selection, enrolment and induction policy and procedures – see *VCAL Student Selection, Enrolment, Induction & Delivery Policy & Procedure*.

Wyndham CEC uses interpreters if required, and as requested, throughout student selection, enrolment and induction procedures.

Student selection procedure for new students

- Prospective students can enter a foundation skills program at any stage during the year if a program is scheduled and /or a place is available.
- At the point of enquiry, prospective students will be advised by administration staff of foundations skills entry requirements including eligibility requirements for subsidised training.
- Prospective students for foundation skills programs will book an appointment with administration staff to attend a pre-training interview with a Pre-Training Assessor.
- At a pre-training interview, the Pre-Training Assessor will complete the following
 - Ensure a member of the Compliance and Reporting team (C&R team) determines student eligibility for subsidised training (Wyndham CEC has a written Procedure for determining eligibility)
 - *Foundation Skills Pre-Training Assessment Kit* – including the language, literacy and numeracy assessment that maps to the ACSF and the *Summary Pathway Plan* to assess student needs and future goals
 - Determine if the student requires any additional support. Additional resources or support to successfully complete a program will be provided if possible, and if funding for additional needs is available (if applicable)

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- Information from the pre-training interview including the Pre-Training Assessment Results & Recommendations is used to assess the skill level of the prospective student and to determine the appropriate program.
- In the event that there are too many applicants for a program, the Language, Literacy & Numeracy (LLN) Coordinator in consultation with the Education Manager will select the applicants according to the order in which an application was received.
- Students who are not selected will be placed on a waiting list for the next class or assisted to find an alternative program.

Enrolment procedure for new students

After the appropriate program has been determined, enrolment will be undertaken.

- The Pre-Training Assessor must
 - follow and complete a *Language Literacy & Numeracy (LLN) Enrolment Interview Checklist*
 - identify any qualifications / competencies previously acquired by the student. See Wyndham CEC's *Recognition of Prior Learning Policy & Procedure* and Wyndham CEC's *Recognition of Qualifications issued by other RTOs Policy & Procedure*
 - assist the enrolling student to complete a Wyndham CEC Enrolment Form
- Enrolling students must provide all requirements and documents listed on the *LLN Enrolment Interview Checklist* and complete the *Skills First 2019 Evidence of Student Eligibility & Student Declaration* (for subsidised training, if eligible)
- Students will sign a Statement of Fees
- If the student is eligible for subsidised training under the Skills First program the *Pre-Training Review - Skills First Checklist* must be signed by the Pre-Training Assessor during the pre-training interview. It is good practice for this form to be followed for all enrolments.
- *Skills First 2019 Evidence of Student Eligibility & Student Declaration* must be completed by a Compliance & Reporting Administrator as an authorised delegate of Wyndham CEC, as per the Delegation and Segregation of Duties Policy & Procedure and Determining Eligibility Procedure
- The *LLN Enrolment Interview Checklist* must be signed by the Pre-Training Assessor during the pre-training interview.
- The *Wyndham CEC Enrolment Form* must be signed by the student (or a parent/guardian if the student is under-18).
- All students will receive
 - A student enrolment package containing *General Information for Participants* and relevant policies and procedures including *Complaints & Appeals, Concessions, Fees, Charges and Refunds* and *Privacy (Students/Clients)*. Students will also receive the *Student Code of Conduct* and the *Privacy & Your Rights* trifold.
 - An *individual Training Plan (TP)*, including RTO contact details and class timetable, signed by the Pre-Training Assessor and the student. In signing the TP, the student agrees to the program outlined (Wyndham CEC has a written Procedure for developing and updating Training Plans).

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- At the completion of the enrolment process, student details on the *Wyndham CEC Enrolment Form* are entered onto aXcelerate - Wyndham CEC's student management system by Admin/Reception and the C&R team.
- The *Wyndham CEC Enrolment Form, Foundation Skills Pre-Training Assessment Results & Recommendations, Skills First 2019 Evidence of Student Eligibility & Student Declaration, Training Plan* and *LLN Enrolment Interview Checklist* and all other relevant documents/forms are stored securely in the student file at Wyndham CEC's Head Office.

Induction procedure

- All students who enrol in a foundation skills program will undertake an induction, by their teacher, as part of their first class. This induction includes revisiting information provided at enrolment but also information specific to Wyndham CEC facilities, OH&S, emergency procedures and class expectations.
- This induction combined with the student enrolment package will ensure students have the information and guidance needed to successfully undertake their chosen course.
- A Student Induction Checklist will be completed. This document will be signed by the teacher / and student and stored in the student file.

Existing Wyndham CEC students enrolling in a subsequent course

Wyndham CEC offers foundation skills courses at multiple and sequential levels. Students in these programs may find it appropriate to enrol again in a foundation level course.

If the re-enrolment occurs more than 3 months after the student completes / exits a previous enrolment, the full enrolment process as described above will be followed.

If the re-enrolment occurs within 3 months of the student completing / exiting a previous enrolment the most recent Foundation Skills gain data will be used, as per the *Pre and Post-testing of Foundation Skills Procedure*: the result of the previous post-test will be the pre-test result for the subsequent program. These results will be recorded on the *Pre Training Assessment Recommendation Checklist* by the LLN Coordinator.

Re-enrolment procedure (within 3 months)

The following enrolment process is to be followed:

- Teacher gives students LLN test in class, approx. 4 weeks before the end of the program or course
- Teachers mark assessment and submit to LLN Coordinator
- LLN Coordinator attaches assessment to Pre-Training Assessment Recommendation Checklist
- LLN Coordinator starts to fill in the checklist (student name, test level results)
- LLN Coordinator brings checklist to re-enrolment meeting with student and student preferences for the next enrolment. LLN Coordinator seeks a recommendation from the teacher which is noted on the Pre-Training Assessment Recommendation Checklist.
- The appropriate enrolment for the student is determined and this is indicated on the form and is signed-off by the LLN Coordinator.
- All other relevant enrolment documents are completed

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- Student is then enrolled in the appropriate course by the Compliance & Reporting team
- Paperwork is filed in the student file.

Staff procedures

- The Education Manager will ensure that Wyndham CEC staff who select, enrol and induct students into Foundation Skills programs are aware of all Foundation Skills related policies, procedures and documentation including as required
 - 2018-19 VET Funding Contract (available on SharePoint / Schedule 1 in teacher packages)
 - Skills First 2019 Guidelines about Determining Student Eligibility & Supporting Evidence (available on SharePoint)
 - DEECD Statement of Expectations (available on SharePoint & in teacher package)
 - Skills First 2019 Guidelines about Fees (available on SharePoint)
 - EAL Framework accredited curriculum (available on SharePoint & in teacher package)
 - CGEA accredited curriculum (available on SharePoint & in teacher package)
 - DET Contract Notifications and Announcement on SVTS (available on SharePoint)
 - Skills First Quality Charter (available on SharePoint & in teacher package)
- This will ensure staff have the information available to perform the duties required of them for the selection, enrolment and induction of students into a Foundation Skills program according to qualification requirements.
- The Wyndham CEC Management team ensures that all staff who select, enrol and induct students into Foundation Skills programs understand their legislative responsibilities and duty of care for students. This occurs through:
 - Staff induction
 - Teacher's package
 - Pre-Training Assessment Kit
 - Policies and Procedures (available on SharePoint & in teacher package)
 - Professional Development
 - Ongoing LLN staff meetings and email memos