



# Workforce Education Institute

RTO Number: 51161      CRICOS 03963B  
Trading as Workforce Education Institute  
Address: Level 1, 382 Lonsdale Street Melbourne VIC 3000

## Student Enrolment and Completion Policy and Associated Procedures

### Purpose of the policy

This policy and procedures determine Workforce Education Institute's approach to student enrolment and completion. This ensures that there are structured processes in place for the enrolment of students, issuing of credit transfer and recognition of prior learning, changes to services and the issuing of certificates on completion.

This policy and associated procedures meet the requirements of Standard 1, 3, 5 and 7 and associated clauses of the Standards for RTOs 2015, as well as Standards 2 and 3 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

### Policy statements

#### Enrolment

- Information related to enrolment is provided in Course Brochures and the International Student Handbook.
- Applicants must meet the entry requirements in order to be accepted into a course. The entry requirements are included in each Course Brochure.
- On receipt of an application, a course entry interview will be conducted, and a decision made on whether the student is suitable for the course based on the course entry interview and the documentation provided by the student in support of their application.
- Where a student is accepted into the course, they are provided with a Letter of Offer and Student Agreement for signing to indicate their acceptance of the offer. The Offer Letter and Student Agreement meets all of the requirements of Standard 3 of the National Code 2018. Fees are only accepted concurrently with or following acceptance of the Offer Letter and Student Agreements as per Workforce Education Institute's Refund Policy and Procedure.
- Workforce Education Institute will use an AVETMISS compliant Student Management System to record all student information.
- Records of all enrolment records including the Offer Letter and Student Agreement and associated receipts of payment are retained for at least 2 years.



# Workforce Education Institute

RTO Number: 51161      CRICOS 03963B  
 Trading as Workforce Education Institute  
 Address: Level 1, 382 Lonsdale Street Melbourne VIC 3000

## Credit transfer and RPL

- Credit towards a student’s course can be provided by credit transfer or RPL. This means that students do not have to repeat units (or equivalent) already achieved and can be recognised for formal and informal learning, skills and experience.
- Workforce Education Institute will review all AQF certification and authenticate it as part of the process of awarding credit.
- Applicant’s will be advised in writing of the outcome of their application for credit transfer and/or RPL. Where the credit provided results in a reduction of the duration of the course and fees, this will also be advising in writing.

## Changes to services

- Students are informed within 3 working days of any changes to services as documented in the Student Agreement, including where there are new third-party arrangements, changes to existing third party arrangements and/or changes in ownership.
- Where RTO is unable to offer a course prior to or following commencement, refunds will be in accordance with the Refund Policy and Procedures.

## Completion

- Students are issued with certification documentation following completion of their course. All certification documentation complies with Schedule 5 of the Standards and includes a mechanism to ensure it cannot be fraudulently reproduced.
- Certification documentation will only be issued where the student’s USI is on file and has been verified and where the student has paid their fees in full.
- Certification will be issued within 30 days of completion subject to the payment of all fees. All certificates issued are recorded in the Student Management System and are kept for a period of 30 years.
- Confirmation of the issuing of certificates will be provided to those who need to verify certificates.
- Certificates can be re-issued on request upon payment.

## Procedures

<b>1</b>	<b>Process enrolment</b>
1.1	Provide application for enrolment forms to applicants on request.
1.2	On receipt of an enrolment, check that the enrolment form has been completed in full and that all supporting information has been provided.

1.3	Send an acknowledgement that the enrolment form has been received. Request additional information if missing.
1.4	Enter the applicant's details into the secure Student Management System.
1.5	Where the USI has not been received, make a note on the applicant's file that it is to be completed at the orientation.
1.6	Verify all USIs.

<b>2</b>	<b>Conduct course entry interview</b>
2.1	Contact the applicant to arrange a suitable date and time for the course entry interview. This should be within 3 working days of receipt of the application for enrolment.
2.2	Conduct the course entry interview using the Course Entry Interview form.
2.3	Complete the Course Entry Interview form including an assessment of whether the applicant is suitable for the course.  This should also include an assessment of the student's English language proficiency to ensure evidence is provided that the student satisfied the entry requirements specified for English language proficiency.
2.4	Compare scores to check equivalence to IELTS 5.5 as required using the following websites: <a href="https://www.mentoroverseas.com/training/score-comparison/">https://www.mentoroverseas.com/training/score-comparison/</a> <a href="https://www.cambridgeenglish.org/Images/461626-cambridge-english-qualifications-comparing-scores-to-ielts.pdf">https://www.cambridgeenglish.org/Images/461626-cambridge-english-qualifications-comparing-scores-to-ielts.pdf</a>

<b>3</b>	<b>Process credit transfer</b>
3.1	Review the student's application for enrolment form to check if they wish to apply for credit.
3.2	If the applicant has not included the required evidence but has indicated they wish to apply for credit transfer, contact them to provide the certificate.
3.3	Contact the issuing RTO to verify that the certificate is authentic.
3.4	Where the certificate is authentic, update the student's details on the Student Management System and advise the student of the reduction to their course duration and fees. The reduction in course duration will be as per the amount of time allocated in the timetable to the unit that the student has received credit for. See Fees and Refunds Policy and Associated Procedures for calculation for reduction of fees.
3.5	Issue the student's CoE with the reduced duration.



<b>3</b>	<b>Process credit transfer</b>
3.6	Report the change of course duration in PRISMS.

<b>4</b>	<b>Process Recognition of Prior Learning</b>
4.1	Review the student's application for enrolment form to check if they wish to apply for RPL.
4.2	Send the student the Candidate Kit.
4.3	RPL applications are conducted as per the procedure described in the Training and Assessment Policy and Associated Procedures.
4.4	Update the student's details on the Student Management System following the outcome of the RPL process and advise the student of the reduction to their course duration and fees as applicable. The reduction in course duration will be as per the amount of time allocated in the timetable to the unit that the student has received credit for. See Fees and Refund Policy and Associated Procedures for calculation for reduction of fees.
4.5	Report the change of course duration in PRISMS.

<b>5</b>	<b>Finalise enrolment process</b>
5.1	If the applicant is suitable for the course, create a student file.
5.2	Verify the student's USI or create a USI for the student following the procedures for such at: <a href="https://www.usi.gov.au/training-organisations">https://www.usi.gov.au/training-organisations</a>
5.3	Customise the Offer Letter and Student Agreement for the student and send out to the student for signing. This should occur within 3 working days of receipt of the application for enrolment. The signing of the Offer Letter and Student Agreement indicates the student has accepted all terms and conditions.
5.4	On receipt of the signed Offer Letter and Student Agreement, send out an invoice for the first payment.
5.5	Following receipt of the first payment by the student, create a CoE in PRISMS following the instructions in the PRISMS User Guide.
5.6	Use the student file checklist to confirm all the information has been collected.



6	Manage student files
6.1	Update student files throughout the course according to relevant events including but not limited to course progress and attendance, support, course credit, course transfer, deferral, suspension and withdrawal and disciplinary action. Refer to all of the relevant policies and procedures for student file management.
6.2	Update Student Agreements as relevant based on any changes that occur once the student has enrolled (this also includes changes to third party arrangements including new third party agreements or changes in ownership). Send to the student for agreement within 3 working days of signing and adjust fees and the CoE as required.
6.3	Send out emails to students every 6 months requesting advice of any change of contact details (note students are also required to provide these within 7 days of any change).
6.4	Update student details as required based on changes to contact details.

7	Finalise certification
7.1	Immediately record student assessment outcomes on the Student Management System on receipt of marked work from trainers/assessors.
7.2	Once all units have been completed, check that the student has paid all fees and charges.
7.3	Contact the student in writing regarding unpaid fees and charges if applicable.
7.4	Check the student's USI is on file and contact the student in writing if this has not been received.
7.5	Populate the testamur and record of results or statement of attainment with the student and award details.
7.6	Sign certification (authorised signatory).
7.7	Have the certification ready within 10 working days of the student having been assessed as meeting all of the requirements of their course (and having paid all of their fees and charges).
7.8	Retain the student's certification on file for a period of 30 years.
7.9	Advise the student via email that their certificate is ready for collection or email an electronic version or send via post.
7.10	Retain all student details including assessment outcomes for a minimum of 2 years.