



## Student Enrolment Policy & Procedure

Students who wish to enrol with CTAS Education will be formally enrolled as per the below procedure. CTAS Education will endeavour to make this process as understandable and transparent as possible. We welcome everyone to participate in our courses providing they meet all pre-requisite requirements for the course they wish to enrol in.

Before commencement CTAS Education ensures that students are informed of training and assessment processes, support services available as well as their rights and obligations as a consumer and as a student.

### Traineeship Enrolment

CTAS Education staff will follow the below procedure for enrolling new traineeship students into CTAS Education:

- An Expression of Interest form can be completed by the employer and prospective student via the CTAS Education website [Traineeship Expression of Interest Form - CTAS Education](#)
- Apprentice Connect Provider (ACP) is notified by CTAS Education to sign-up the prospective student (if an 'expression of interest form' has been completed). Alternatively, an employer can contact their preferred ACP directly to organise the sign-up visit.
- The ACP will arrange and conduct their appointment directly with the prospective student and employer. Their appointment will involve signing the government contract for a traineeship.
- Once the ACP has processed required documentation and approval has been granted by the Apprenticeship Office, CTAS Education will then receive a Department of Training and Workforce Development (DTWD) Notification to commence training (student's training contract)
- CTAS Education Enrolment Coordinator will contact the service (workplace) of the new student and will email the 'enrolment email' to the student and the service (workplace). Which includes:
  - A link to the online enrolment form, which includes:
    - Personal details.
    - Gathering previous employment, education, qualification, experience details and any required documentation (e.g., prior qualifications)
    - Opportunity to apply for Recognition of Prior Learning (RPL)
    - Any additional needs information
    - Study reason and course information
    - Collecting or obtaining a Unique Student Identifier (USI) [www.usi.gov.au](http://www.usi.gov.au)
    - A Language, Literacy and Numeracy (LLN) assessment
    - Terms and conditions of enrolment
  - Provide a tuition fee quote (if applicable), identify payment method, e.g., setting up a payment plan. If a student is an 'existing worker trainee' (EWT), the fee declaration must be signed, dated and completed before the Training Plan is sent for signing.
  - Direction to the Student Handbook to read.
- A digital training plan is developed for the student and sent to the service, student, the parent/guardian (if the student is under 18 years of age) and the Trainer to obtain e-signatures.
- Once all required documentation is finalised and enrolment has been processed the Enrolment Coordinator advises the assigned Trainer, Training Coordinator and Student Services with a 'good to go' email.
- The Training Coordinator activates the student's profile and releases the first unit of assessments in the LMS which creates and sends the student an invitation to access the LMS.
- The Trainer will read enrolment form and documentation, assess the Language, Literacy and Numeracy (LLN) assessment to develop an understanding of the students LLN abilities and whether additional support will be required.
- The Trainer contacts the service to introduce themselves to the manager (if they don't already have students at the service) and the student and schedules the initial site visit.
  - The Trainer sends a calendar invitation to the service and student confirming the date/time of visit and what will occur during this visit. This should include:

Owner <b>CTAS Education ID 51849</b> <b>ABN: 54 127 621 167</b>	Creation or Revision Date: 24.10.2024	Student Enrolment Policy & Procedure	Version <b>7.0</b>	1
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- Notifying the manager that they will need to be available for 10-15mins to discuss and sign the responsibilities of the employer in the training contract, workplace supervisor requirements and answer any questions.
- Trainer conducts the initial site visit which should include:
  - Discussing the training and assessment process, unit components- required assessments, progress expectations, support available and workplace supervisor requirements.
  - Discussing and signing the RTO, student, and employer responsibilities.
  - Ensuring the student can access their Learner Dashboard in the Learning Management System (LMS), welcome guide, learning materials and/or eBooks.
  - Identify and discussing any LLN support, develop a student support plan if required.
  - The Trainer will assess the workplace and resources available to the student to ensure it's an appropriate environment for workplace-based training and complete the Resource and Workplace Checklist (if required).
- Once the initial visit is completed the Trainer will complete a 'sign-up visit report' and send this to the student and to the service.
- Student Services will issue an Enrolment Letter to the student with the first invoice (if applicable)

### School-Based Traineeship (SBT) Enrolment

CTAS Education staff will follow the below procedure for enrolling new school-based traineeship students into CTAS Education:

- An Expression of Interest form can be completed by the school VET Coordinator and prospective student via the CTAS Education website [Traineeship Expression of Interest Form - School-Based Traineeship - CTAS Education](#)
- CTAS Education will contact clients that have services in the local area of the prospective SBT's location, to identify if there is a suitable host service willing to accept and employ them.
- The prospective SBT will be required to meet the employer/manager of the service and complete any requirements.
- Once employment is finalised, the nominated Apprentice Connect Provider (ACP) is notified by CTAS Education to sign-up the prospective student (if an 'expression of interest form' has been completed). Alternatively, an employer can contact their preferred ACP directly to organise the sign-up visit.
- The ACP will arrange and conduct their appointment directly with the prospective student, parent/guardian, and employer. Their appointment will involve signing the government contract for a school-based traineeship.
- Once the ACP has processed required documentation and approval has been granted by the Apprenticeship Office, CTAS Education will then receive a Department of Training and Workforce Development (DTWD) Notification to commence training (student's training contract)
- CTAS Education Enrolment Coordinator will contact the service (workplace) of the new student and will liaise with them and their manager advising of the enrolment process.
- An 'enrolment email' is then sent to the student and the service (workplace). Which includes:
  - A link to the online enrolment form, which includes:
    - Personal details.
    - Gathering previous employment, education, qualification, experience details and any required documentation (e.g., prior qualifications)
    - Opportunity to apply for Recognition of Prior Learning (RPL)
    - Any additional needs information
    - Study reason and course information
    - Collecting or obtaining a Unique Student Identifier (USI) [www.usi.gov.au](http://www.usi.gov.au)
    - A Language, Literacy and Numeracy (LLN) assessment
    - Terms and conditions of enrolment
  - Provide a tuition fee quote (if applicable), identify payment method, e.g., setting up a payment plan.
  - Direction to the Student Handbook to read.
- A digital training plan is developed for the student and sent to the service, student, the parent/guardian, the school's VET Coordinator or relevant representative and the Trainer to obtain e-signatures.

Owner <b>CTAS Education ID 51849</b> <b>ABN: 54 127 621 167</b>	Creation or Revision Date: 24.10.2024	Student Enrolment Policy & Procedure	Version <b>7.0</b>	2
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- Once all required documentation is finalised and enrolment has been processed the Enrolment Coordinator advises the assigned Trainer, Training Coordinator and Student Services with a 'good to go' email.
- The Training Coordinator activates the student's profile and releases the first unit of assessments in the LMS which creates and sends the student an invitation to access the LMS.
- The Trainer will read enrolment form and documentation, assess the Language, Literacy and Numeracy (LLN) assessment to develop an understanding of the students LLN abilities and whether additional support will be required.
- The Trainer contacts the service to introduce themselves to the manager (if they don't already have students at the service) and the student. The Trainer is required to identify the SBT's days of work and schedules the initial site visit at an appropriate time.
  - The Trainer sends a calendar invitation to the service and student confirming the date/time of visit and what will occur during this visit. This should include:
    - Notifying the manager that they will need to be available for 10-15mins to discuss and sign the responsibilities of the employer in the training contract, workplace supervisor requirements and answer any questions.
- Trainer conducts the initial site visit which should include:
  - Discussing the training and assessment process, unit components- required assessments, progress expectations, support available and workplace supervisor requirements.
  - Discussing and signing the RTO, student, and employer responsibilities.
  - Ensuring the student can access their Learner Dashboard in the Learning Management System (LMS), welcome guide, learning materials and/or eBooks.
  - Identify and discussing any LLN support, develop a student support plan if required.
  - The Trainer will assess the workplace and resources available to the student to ensure it's an appropriate environment for workplace-based training and complete the Resource and Workplace Checklist (if required).
- Once the initial visit is completed the Trainer will complete a 'sign-up visit report' and send this to the student and to the service. Visit reports can also be sent to the school's VET Coordinator or relevant representative, if it has been requested or is preferable.
- Student Services will issue an Enrolment Letter to the student.

### **Fees for Service (FFS) Enrolment**

CTAS Education staff will follow the below procedure for enrolling new Fees for Service (FFS) students into CTAS Education:

- When a prospective student contacts CTAS Education regarding enrolment into a qualification in a Fees for Service arrangement, the Enrolment Coordinator can commence the enrolment process with the student immediately.
- An 'enrolment email' is then sent to the student. Which includes:
  - A link to the online enrolment form, which includes:
    - Personal details.
    - Gathering previous employment, education, qualification, experience details and any required documentation (e.g., prior qualifications)
    - Opportunity to apply for Recognition of Prior Learning (RPL)
    - Any additional needs information
    - Study reason and course information
    - Collecting or obtaining a Unique Student Identifier (USI) [www.usi.gov.au](http://www.usi.gov.au)
    - A Language, Literacy and Numeracy (LLN) assessment
    - Terms and conditions of enrolment
  - Provide a tuition fee quote, identify payment method, e.g., setting up a payment plan. If a student The fee declaration must be signed, dated and completed before the Training Plan is sent for signing.
  - Direction to the Student Handbook to read.
- A digital training plan is developed for the student and sent to the student, the parent/guardian (if the student is under 18 years of age) and the Trainer to obtain e-signatures.

Owner <b>CTAS Education ID 51849</b> <b>ABN: 54 127 621 167</b>	Creation or Revision Date: 24.10.2024	Student Enrolment Policy & Procedure	Version <b>7.0</b>	3
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- Once all required documentation is finalised and enrolment has been processed the Enrolment Coordinator advises the assigned Trainer, Training Coordinator and Student Services with a 'good to go' email.
- The Training Coordinator activates the student's profile and releases the first unit of assessments in the LMS which creates and sends the student an invitation to access the LMS.
- The Trainer will read enrolment form and documentation, assess the Language, Literacy and Numeracy (LLN) assessment to develop an understanding of the students LLN abilities and whether additional support will be required.
- The Trainer contacts the student and schedules the initial site visit.
- The Trainer sends a calendar invitation to the student confirming the date/time of visit and what will occur during this visit.
- Trainer conducts the initial site visit which should include:
  - Discussing the training and assessment process, unit components- required assessments, progress expectations, support available and workplace supervisor requirements.
  - Discussing and signing the RTO and student responsibilities.
  - Ensuring the student can access their Learner Dashboard in the Learning Management System (LMS), welcome guide, learning materials and/or eBooks.
  - Identify and discussing any LLN support, develop a student support plan if required.
  - The Trainer will assess the workplace and resources available to the student to ensure it's an appropriate environment for workplace-based training and complete the Resource and Workplace Checklist (if required).
- Once the initial visit is completed the Trainer will complete a 'sign-up visit report' and send this to the student.
- Student Services will issue an Enrolment Letter to the student with the first invoice.

### **First Aid Enrolments (current Certificate III in ECEC students)**

CTAS Education staff will follow the below procedure for enrolling current Certificate III in ECEC students into a First Aid course at CTAS Education:

- Relevant course is identified, and the student is assigned to the course and added to the attendance list.
- The First Aid Training Coordinator releases the First Aid unit *HLTAID012 Provide First Aid in an education and care setting* on the LMS which will provide access to Pre-Course Learning Assessment.
- The student is required to complete the Pre-Course Learning Assessment prior to the face to face in class training and assessment course.

### **First Aid Enrolments**

CTAS Education staff will follow the below procedure for enrolling new First Aid students into CTAS Education:

- When a prospective student contacts CTAS Education regarding enrolment into a First Aid course, the Enrolment Coordinator/First Aid Coordinator can commence the enrolment process with the student immediately.
- An 'enrolment email' is then sent to the student, including specific course details and gathers relevant information.
  - A link to the online enrolment form, which includes:
    - Personal details.
    - Gathering previous employment, education, qualification, experience details and any required documentation (e.g., prior qualifications)
    - Opportunity to apply for Recognition of Prior Learning (RPL)
    - Any additional needs information
    - Study reason and course information
    - Collecting or obtaining a Unique Student Identifier (USI) [www.usi.gov.au](http://www.usi.gov.au)
    - Terms and conditions of enrolment
  - Provide a tuition fee quote, identify payment method, e.g., setting up a payment plan.
  - Direction to the First Aid Student Handbook to read.
- Once all required documentation is finalised and enrolment has been processed the student is assigned to the relevant course.

Owner <b>CTAS Education ID 51849</b> <b>ABN: 54 127 621 167</b>	Creation or Revision Date: 24.10.2024	Student Enrolment Policy & Procedure	Version <b>7.0</b>	4
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- The First Aid Training Coordinator will read enrolment form and documentation and will identify if any additional needs or learning difficulties have been documented. This will assist whether additional support will be required.
- The First Aid Training Coordinator activates the student's profile and releases the Pre-Course Learning Assessment in the LMS which creates and sends the student an invitation to access the LMS.
- The student is required to complete the Pre-Course Learning Assessment prior to the face to face in class training and assessment course.

### **Students under 18 years**

For any students who are enrolling in a course with CTAS Education and are under 18 years old, will require their parent's/guardian's signature on their enrolment form and on their training plan (if applicable).

### **Credit Transfers and Recognition of Prior Learning**

CTAS Education accepts and provides credit to students for units where they can provide a certified statement of results. For more information, please see the CTAS Education Credit Transfer Policy.

Recognition of prior learning (RPL) is the formal recognition of the skills and knowledge a person has previously obtained, regardless of how or where these skills may have been developed, i.e., through formal or informal training, work experience, voluntary work, and life experiences. The opportunity to apply for RPL is available for students to apply for if they wish. It is the responsibility of CTAS Education to determine the eligibility of students completing the qualification or enrolled units of competence through the RPL process.

Owner <b>CTAS Education ID 51849</b> <b>ABN: 54 127 621 167</b>	Creation or Revision Date: 24.10.2024	Student Enrolment Policy & Procedure	Version <b>7.0</b>	5
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