



## OP7 – Enrolment Procedure

### Purpose

This procedure describes the student course enrolment process for Saddle On. It provides information on each stage of the enrolment process from enquiry to course commencement date.

### Compliance Referencing

AQTF Standards for Continuing Registration: Element 2.3  
Skills First Restricted VET Funding Contract

### Scope

All clients and staff

### Responsibility

All

### Student Enrolment Enquiries

Enquires for enrolment into Saddle On courses are taken via telephone, e-mail, website and in person. Up-to-date course information must be provided to the student.

Students may enquire about course content, structure and delivery; these questions should be directed to the relevant trainer.

### Student Enrolment Process

Students wishing to enrol in a competency unit or course are required to complete an Enrolment Form, Pre-training review, LLN Assessment and Eligibility for Government Funding Form (where applicable) and student declaration. The student's eligibility for Government funding should be assessed at this stage by the CEO (see Point 6). Upon completion, the student's application is submitted to administration.

Enrolments are accepted via the following methods:

- By mail
- In person
- By authorisation with a company purchase order or letter of authorisation which must accompany the enrolment form

The enrolment form and the pre-training review is to be processed by administration staff and the LLN assessment to be passed to the designated trainer for assessment (see Pre-Enrolment Section).

- Advise student of the Refund Policy
- Confirm in writing course arrangements i.e. course dates, times, venue and any other relevant information
- Forward any course material that may be required for student preparation
- Provide a copy of the pre-enrolment information (Student Handbook, Course Guide).

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- Evidence of student Funding Eligibility (if applicable) and student declaration form.

### Enrolling Students Under the Age of 17

When a student is identified as under 17 years of age, to be eligible to enrol in a Government funded program, the students must have approval to transition from school. The Transition from School Form (plus Exit Form) is completed and signed off by the school Principal of the Parent if home schooled. This is then submitted to the department for approval and provision of approval is received. This Department approval is required as evidence to enrol and commence in training.

Refer to attached information from VRQA that addresses requirements for both students under 17 (leaving school and those leaving home schooling).

### Pre-Training Review

A scheduled pre-training review is conducted between the student and the trainer to ascertain current literacy and numeracy skills. The student may inform the trainer of their request for RPL or credit transfer (See RPL procedure).

The assessed LLN form should assist in determining the learning strategies and materials appropriate for the student. Other information can be found in the enrolment form and through verbal interview. If LLN issues are identified in the LLN Assessment, the LLN Skills Assessment Interview and Addressing LLN forms should be completed.

The student's training plan is completed with the student at this stage, utilizing the information gained in relation to LLN. Refer to the training plan document for instructions. The pre-training review and subsequent completion of Training Plan must be completed within four (4) weeks of training commencement. A signed and completed copy of the training plan must be supplied to the student.

### Government Funding Eligibility (when applicable)

Prior to course commencement, the student must be assessed on their eligibility for Government-subsidised training. A student is eligible for funding when they meet both the general citizenship/residency requirements and *Skills First* requirements. These can be found in the current Skills First Restricted VET Funding Contract

### Determining Eligibility

The authorised RTO delegate will discuss the requirements and assess the student against the current criteria. The Skills First criteria is a guide available for Delegates to follow, if required.

The authorised RTO delegate must sight original documentary evidence, or a certified copy of original documentary evidence, and retain a copy as per the Skills First Evidence of Eligibility Form. This form must be completed in full, and signed by both the applicant and the RTO delegate. It is then to be retained in the student's file. Students who do not meet the criteria will not be eligible for funding and shall incur the full enrolment fee.

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### Fees

Saddle On will publish on their website indicative fees for the current year, and these are calculated in accordance with guidelines set out in the Service Agreement and any Service Agreement Notifications released (Government funded places only).

Fees will be charged and concessions granted in accordance with current guidelines.

### Fee Exemption Waivers

Saddle On does not hold any formal Fee Exemption Waivers allocations. However, Fees may be not applied in exceptional circumstances and with approval from CEO. This must be addressed at the enrolment stage with a written application clearly detailing the reasons for granting no fees. All documentation demonstrating an individual's eligibility must be kept and retained on the student's file – fee waivers will not be granted without evidence.

The enrolment paperwork should identify the funding arrangements including fee waivers and concessions so these can be reported through VETtrak to Skills Victoria accurately and timely.

### Concessions

A concession fee (20% of Funded Enrolment Fee) must be charged for enrolments in courses at Certificate IV level and below if the student, prior to commencement of training, holds a current and valid:

- Commonwealth Health Care Card;
- Pensioner Concession Card; or
- Veteran's Gold Card; or
- An alternate card or concession eligibility criterion approved by the minister

The concession fee also applies to the dependent spouse or children of the card holder. The fee is calculated and charged in accordance with current guidelines. The concession fee applies only to the enrolment fee, and does not extend to other fees such as services and amenities fee, textbooks etc. A copy of the concession card is to be kept on the student's file.

### RPL and Credit Transfers

The student must present a request for RPL, or Credit Transfer at the enrolment stage. They will then be required to complete the RPL application form and submit this with documentation supporting their request.

### Related Documents

RPL Procedure  
Enrolment Form  
Pre-Training Review  
Skills First Funding Eligibility Form

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