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|  <p>Pacific College of Technology Since 2002 CRICOS: 02668F</p> | Pacific College of Technology | Authorised by | Principal |
| | | Effective Date | 01 June 2017 |
| | Enrolment procedure: <i>Smart and Skilled</i> programme | | |

1. Purpose:

This procedure outlines the roles and responsibilities for enrolling and inducting students under the *Smart and Skilled* programme. Any matters not listed on this document will be governed by Smart and Skilled Contract Operating Guidelines 2017 available from <https://www.training.nsw.gov.au/>

A copy of these policies is also available on the College web-site: www.pct.edu.au

2. Scope:

This procedure applies to the enrolment of students enrolling in qualifications under the NSW Government's *Smart and Skilled* programme.

3. References

- i. Standards for registered training organisations 2015
- ii. *Smart and Skilled* guidelines: determination of eligibility and supporting evidence
- iii. Feedback, appeals and complaints procedure
- iv. College student enrolment and induction policy
- v. College student withdrawal and refund policy
- vi. Unique student identifier

4. Procedure

| No. | Item | Responsibility |
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| 1. | Pre-enrolment information | |
| 1.1 | Ensure information relating to the qualification being delivered is accurate and available to students from the Pacific College of Technology web-site. | Admin team |
| 1.3 | Provide relevant information to students prior to courses or units commencing through information and/or induction sessions, marketing materials, etc. This must include: | Admin team |

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| | <ul style="list-style-type: none"> · the qualification title and code, as well as the unit code/s being delivered; · course start and end dates, including days when delivery will not be held; · modes of delivery and location/s of training delivery; · practical placements, if appropriate, and details of any work placements; · fees and charges, including payment options; · name and contact details of any third party providing training and/or assessment, and any related support services provided to students on behalf of the College; · all Pacific College of Technology regulatory and other responsibilities to students to ensure successful completion of the course, including the feedback, appeals and complaints procedures; and · requirements of the unique student identifier number (USI) in enrolment process; e.g. proof of personal identity | |
| 2. | Pre-enrolment review | |
| 2.1.1 | All components for pre-training review must pre-date each student's enrolment. | Admin team |
| 2.1.2 | Opportunities to seek credit transfer and recognition of prior learning must be presented to potential students during the pre-training review. | Admin team |
| | Language, literacy and numeracy | |
| 2.2.1 | Students complete on-line language, literacy and numeracy assessment where applicable | Admin team |
| 2.2.2 | Collate and review scores to ascertain that students are appropriately placed in courses for their language, literacy and numeracy abilities. | Admin team |
| | Unique student identifier (USI) | Admin team |
| 2.3.1 | Refer to the unique student identifier – student information | Admin team |

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| 2.3.2 | Undertake unique student identifier on-line application on behalf of students, only on completion by the student of the College unique student identifier privacy notice. | Admin team |
| 3. | Eligibility confirmation | |
| 3.1 | Conduct <i>Smart and Skilled</i> eligibility assessment with students in accordance with procedures determining eligibility for funding. | Admin team |
| 4. | Formalising enrolment | |
| 4.1 | Ensure a College enrolment form is completed for each student, and for each course of study in which they are participating. | Admin team |
| 4.2 | Ensure all questions requiring an answer on the College enrolment form are completed | Admin team |
| 4.3 | e-mail <i>Welcome to the Pacific College of Technology</i> letter once enrolment has been confirmed. | Admin team |
| 4.5 | Ensure a training plan is prepared and signed by the student, a copy is provided to the student, and a copy retained in individual student files. | Trainer |
| 5. | Student withdrawal | |
| 5.1 | Any withdrawal request must be made in writing - refer to the student withdrawal procedures. | Admin team |

Forms/records

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| Pacific College of Technology Enrolment Form |
| Pacific College of Technology Student Induction form |
| Pacific College of Technology Student AVETMISS Information form |
| Pacific College of Technology Student Contact Details Update form |
| Student Fee Payment Plan form |
| Training Delivery Plan |
| Pacific College of Technology USI Privacy Notice |
| Pacific College of Technology Welcome Letter |