



Admissions and Enrolment Procedure

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Distribution

NAME	TITLE
	All Staff and all Learners

Approval

NAME	POSITION	SIGNATURE	DATE
Eddie Blass	Founder & CEO		

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1. Purpose

- 1.1 This document specifies Inventorium RTO Pty Ltd's (Inventorium RTO) admission and enrolment procedure. It sets out guidance to staff and learners regarding Inventorium RTO's admission and enrolment practices for Vocational Education and Training (VET).
- 1.2 The procedure acts as a mechanism:
 - 1.2.1 to protect learners and provide them with the information required to make an informed decision on the course they apply for and enrol into.
 - 1.2.2 to ensure each learner meets the entry requirements for their chosen course to give them the greatest opportunity of success.
- 1.3 Having a robust admission and enrolment process to maintain the integrity and quality of the Australian education sector by ensuring the admission standards:
 - a) are transparent, clear and equitable as per the Access and Equity Policy;
 - b) are accessible and publicly available for prospective and current learners and staff;
 - c) allow learners with relevant prior learning to be considered for credit transfer and RPL;
 - d) align with Inventorium RTO's course entry requirements as defined in the Training & Assessment Strategies (TAS);
 - e) are revised regularly in conjunction with the course review process; and
 - f) ensure learners' prior knowledge and skills translate to academic success.

2. Admission procedure

- 2.1 After determining their personal interest and satisfaction of the published entry requirements, a prospective learner can express interest in undertaking an Inventorium RTO course via phone, email or the *Application Enquiry* contact form on the Inventorium RTO website.
- 2.2 The Administration and Enrolment Coordinator or delegated Inventorium RTO representative then conducts a brief assessment of eligibility, and if eligible for enrolment, the prospective learner is invited to complete Inventorium RTO's *Enrolment Application Form*. Access to this form is supplied via email.
- 2.3 After submitting the *Enrolment Application Form*, a prospective learner will be provided, in print or through referral to an electronic copy, current and accurate information regarding the following:

- a) The requirements for acceptance into a course, including educational qualifications or work experience required and whether course credit may be applicable;
- b) The Language, Literacy and Numeracy (LLN) levels required for entry and how this will be assessed;
- c) The course content and duration, qualification offered if applicable, modes of study and assessment methods;
- d) Details of any arrangements with another registered provider, person or business to provide the course or part of the course (if applicable);
- e) Indicative course-related fees including advice on the potential for fees to change during the Learner's course and applicable refund policies;
- f) Information about the grounds on which the learner's enrolment may be deferred, suspended or cancelled;
- g) A summary of the Inventorium RTO's obligations to the learner;
- h) A summary of the learner's obligations;
- i) A summary of the learner's rights, including details of the Inventorium RTO's complaints and appeals process.

2.4 Once submitted, the application is received by the Administration and Enrolment Coordinator or delegated Inventorium RTO representative.

2.5 At this stage, the application is checked for completion and assessed by the Administration and Enrolment Coordinator or delegated Inventorium RTO representative to ensure that all required information has been provided and entry requirements have been met. If determined necessary, a prospective learner may be asked to supply additional documentation to demonstrate they satisfy the entry requirements of the course for which they are applying. In this situation, the Administration and Enrolment Coordinator or delegated Inventorium RTO representative will contact the prospective learner to request the documentation.

2.6 The Administration and Enrolment Coordinator or delegated Inventorium RTO representative will review and assess the application and determine if the prospective learner has met the entry requirements. This will include the assessment of evidence against benchmarks set out in the TAS and pre-course information/marketing in relation to recent study. Where applicants demonstrate evidence of completion of the Senior Secondary Certificate of Education or a Certificate IV or higher-level program in Australia and in the English language, this will be accepted as evidence of academic capacity at ACSF Level 3-4 and the completion of the LLN assessment tool may be waived. Where this is not evidenced, applicants will be required to undertake a standardized assessment of their Language, Literacy and Numeracy (LLN) skills. A third party LLN assessment tool will be used for this purpose.

The Administration and Enrolment Coordinator or delegated Inventorium RTO representative may also request the prospective learner to provide additional information and attend an interview via phone, internet or in person if deemed necessary to ensure their academic suitability. The interview and LLN results will be recorded as part of the admission process.

- 2.7 If at this stage, the prospective learner is deemed to have met the published entry requirements for a course, and demonstrated their academic suitability for a course, the Inventorium RTO will send the prospective learner a Letter of Offer and Enrolment Agreement, which includes information about the terms and conditions of their enrolment and confirmation that orientation will take place within the first scheduled class.
- 2.8 If at this stage, the prospective learner is deemed to have met the LLN entry requirements for a course, but it has been identified that they may require some additional support in this area, the allocated Facilitator will be advised that the student's progress should be monitored. The Inventorium RTO will send the prospective learner a Letter of Offer and Enrolment Agreement, which includes information about the terms and conditions of their enrolment and confirmation that orientation will take place within the first scheduled class.
- 2.9 If at this stage, the prospective learner is deemed to not have met the published entry requirements for a course, or demonstrated their academic suitability for a course, the Inventorium RTO will contact the prospective learner to discuss the option of enrolling in an enabling course or suitable lower AQF level course if applicable. Normal application assessment would again be applied.
- 2.10 If the prospective learner is satisfied with the contents, they are required to sign the Letter of Offer and the *Student Enrolment Agreement* indicating their understanding and acceptance of the terms and conditions of their enrolment and return copies to the Inventorium RTO. At this time, the prospective learner will need to make the first payment for the course tuition fees including other applicable charges as outlined in the Letter of Offer.
- 2.11 At this stage of the process, the prospective learner becomes an enrolled learner (or simply 'Learner').
- 2.12 A reminder is sent to the learner two weeks prior to the agreed course commencement, confirming the date, time and online link.
- 2.13 Orientation will be completed at the first scheduled class. The Inventorium RTO checks to ensure that the learner has paid, confirms their contact details are accurate, schedules their timetable, and guides them through key policies and procedures, including academic progress, attendance, assessment, and grievances.

3. Additional student support

- 3.1 During the enrolment application process, all prospective learners are asked to identify any pre-existing learning difficulties, disabilities or other conditions that may inhibit their learning or ability to undertake their chosen course.
- 3.2 When the application is checked initially by the Administration and Enrolment Coordinator or delegated Inventorium RTO representative, if a prospective learner has identified any pre-existing learning difficulties, disabilities or other conditions that may inhibit their learning or ability to undertake their chosen course, they notify the RTO Manager, who is responsible for reviewing all additional student support needs including appropriate reasonable adjustment as per the Assessment Policy.
- 3.3 At this stage, the RTO Manager will review the information provided by the prospective learner, including the outcome of the LLN assessment, and if required, request additional information.
- 3.4 After all the required information has been collected, the RTO Manager will make a determination on Inventorium RTO's ability to provide the required support to the prospective learner. If external advice or support is required, the RTO Manager will arrange the engagement of a suitable external third party, with any costs agreed with and incurred by the prospective learner.
- 3.5 If it is deemed that the Inventorium RTO can provide the required support to the prospective learner, then the application will continue to be processed as normal. After successful enrolment and prior to course commencement, the agreed support strategies will be implemented. All affected staff will then be informed.
- 3.6 Implemented support strategies will be reviewed at the completion of each unit to ensure the learner is being supported in an appropriate manner to ensure the student's ability to progress and complete their course.
- 3.7 If it is deemed that the Inventorium RTO cannot provide the required support to the prospective learner, then the Inventorium RTO will work with the prospective learner to identify another provider that has the necessary support available. The prospective learner's application will be rejected in this situation.

4. Methods for determining authenticity of academic qualifications

- 4.1 Academic qualifications submitted by a prospective learner can be authenticated by:
 - a) Original documents (i.e., award and transcript of results); or
 - b) Copies of the original documents (i.e., award and transcript of results) that have been notarised by a Justice of the Peace or equivalent authority.
- 4.2 Should the Administration and Enrolment Coordinator or delegated Inventorium RTO representative suspect that an academic document presented has been altered or fraudulently created, contact is made with the conferring institution to validate its authenticity.
- 4.3 If it is concluded that the academic document presented was fraudulently created or obtained, or if authenticity could not be established, the application will be rejected.
- 4.4 For overseas qualifications, applications for equivalency will be assessed using qualifications recognition tools such as Country Education Profiles (CEPs). However, it is entirely at the discretion of the Inventorium RTO to make judgements about equivalence of qualifications and other eligibility criteria for the purposes of assessing applications.
- 4.5 Academic records, credentials or other supporting documents written in foreign languages must be translated in English at either an approved translation services in foreign country or translation services center approved by National Accreditation Authority for Translators or Interpreters (NAATI) in Australia.

5. Methods for determining authenticity of claims in a cv/résumé relating to claimed work experience

- 5.1 All claimed work experience that is offered as evidence of eligibility for entrance to a specific VET course of study must be relevant to that VET course of study. Past employers may be contacted to verify work experience on a case-by-case basis.

6. Responsibilities

6.1 The Inventorium RTO implements a RASCI Responsibility Matrix to assign and display responsibilities of individuals to carry out a process within the organisation.

R - Responsible – the person who is responsible for carrying out the entrusted task, monitoring compliance and maintaining records.

A - Accountable (also Approver) – the person who is responsible for the whole task and who is responsible for what has been done.

S - Support – the person who provides support during the implementation of the process.

C - Consulted – the person who can provide valuable advice or consultation for the process.

I - Informed – the person who should be informed about the process.

	CEO	Head of Operations and Compliance	RTO Manager	Administration and Enrolment Coordinator	Student Services Coordinator	Facilitators
R				X		
A	X					
S		X			X	
C			X			
I						X