



Admissions and Enrolment Policy

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1	15/05/23	Eddie Blass	Initial Document
2	31/07/24	Policy Review Team	Amendment to USI process
	Jul 2025	Policy Review Team	Next Scheduled Review

Distribution

NAME	TITLE
All staff	All staff
All Learners	All Learners

Approval

NAME	POSITION	SIGNATURE	DATE
Eddie Blass	CEO	E Blass	15/05/23
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Contents

1	Purpose	4
2	Scope	4
3	Definitions.....	5
4	Policy Statement	5
4.1	Admission and Enrolment.....	5
4.2	Entry Requirements.....	5
5	Unique Student Identifier (USI)	6

1 Purpose

This document specifies Inventorium RTO Pty Ltd.'s (the Inventorium RTO) admission and enrolment policy. It sets out guidance to staff and learners regarding the Inventorium RTO's admission and enrolment practices for Vocational Education and Training (VET).

The Policy acts as a mechanism to protect learners and provide them with the information required to make an informed decision on the course they apply for and enrol into. It ensures a process is followed to ensure each learner meets the entry requirements for their chosen course to give them the greatest opportunity of success.

The Policy ensures that learners commence their studies in an appropriate course and increases the supply of qualified and skilled graduates into industry and the community.

Having a robust admission and enrolment process maintains the integrity and quality of the Australian education sector by ensuring the admission standards:

- Are transparent, clear and equitable as per the Access and Equity Policy
- Are accessible and publicly available for prospective and current learners and staff
- Allow learners with relevant prior learning to be considered for credit transfer and RPL (as per the Credit Transfer and RPL Policy)
- Align with the Inventorium RTO's course entry requirements as defined in the Training & Assessment Strategies (TAS)
- Are revised regularly in conjunction with the course review process
- Ensure learners' prior knowledge and skills translate to academic success.

2 Scope

This document applies to all staff, prospective learners and learners in the Inventorium RTO. It also applies to any people contracted by the Inventorium RTO to undertake admission and enrolment related activities.

3 Definitions

Credit transfer (CT) is a system whereby successfully completed units of study and/or units of competencies contributing towards a qualification can be transferred from one course to another.

Recognition of prior learning (RPL) is a process for giving candidates credit for skills, knowledge and experience gained through working and learning. RPL can be gained at any stage of their lives, through formal and informal learning, in Australia or overseas, through work or other activities such as volunteering.

Applicant refers to a prospective learner that has submitted an application to enrol in a course.

Prospective Learner refers to a learner that is yet to complete all the enrolment steps to become fully enrolled in their chosen course.

Learner refers to a prospective learner that has accepted an offer to study with the Inventorium RTO and has completed the enrolment process.

Delegated Inventorium RTO Representative refers to an Inventorium RTO team member that has been allocated a specific task to complete as part of their duties.

4 Policy Statement

4.1 Admission and Enrolment

Admission and enrolment to Inventorium RTO is determined based on the respective published entry requirements of the course of study, including previous academic achievements and previous work experience.

All learners must meet the entry requirements for the respective course. In this way, the Inventorium RTO is satisfied that applicants for a course have an adequate basis of knowledge and skills to successfully undertake and complete that course.

4.2 Entry Requirements

The entry requirements for each course are detailed in the corresponding Training and Assessment Strategies and on each course information page on the Inventorium RTO website and other marketing collateral.

The Inventorium RTO ensures that entry requirements do not present unreasonable barriers to access as per the Access and Equity Policy.

All prospective learners are provided with the opportunity to apply for credit transfer (CT) or recognition of prior learning (RPL) at the time of enrolment.

Prior academic records and credentials supplied by any prospective learner at the time of enrolment for the purposes of credit transfer (CT) or recognition of prior learning (RPL) will be verified and assessed in accordance with the Credit Transfer and RPL Policy.

5 Unique Student Identifier (USI)

The Inventorium RTO will collect, verify and report USI numbers for all enrolled students as required under Commonwealth legislation. Note that not all students are eligible for a USI.

Before Inventorium RTO can issue a qualification or statement of attainment to a learner, it must either:

- A. Collect and verify the learner's existing USI, or
- B. create a USI on behalf of a learner with their permission.

To perform either of these actions, the applicant must provide permission for the Inventorium RTO to apply the USI on their behalf as declared in the enrolment application form. The Administration and Enrolment Coordinator or delegated Inventorium RTO staff member will access the USI Registry System at the time of the learner's enrolment, or as soon as it is practicable to gain the required documentary evidence to register for a USI.

The Administration and Enrolment Coordinator or delegated Inventorium RTO staff member will ensure the learner's file is updated to include the Learner's USI. The learner's information will be handled in accordance with the requirements under Commonwealth legislation. Inventorium RTO will not issue AQF certification documentation to an individual without being in receipt of a verified USI, unless an exemption applies.