

# Enrolment Policy

San College of Education accepts enrolments from any potential trainee. Some programs though may have a limited number of vacancies and these will be filled in a chronological order up on completion of the enrolment form and full payment of any course fees (if applicable)

If an individual does not meet entry requirements of a particular course, all attempts are made to assist them to identify alternative courses of action.

All Students who are enrolling in either a course or a traineeship must complete an enrolment form.

## **Proof of identity upon enrolment**

San College of Education requires all students who enrol with the college, to enter their full name on their enrolment form, and provide proof of identity upon enrolment.

Proof of identity can include:

- Driver's licence
- Proof of Age card
- Passport
- SAH name badge
- Birth certificate
- Student Cards from other educational institutions with a photograph attached

San College of Education will record details of the proof of identity that was provided upon enrolment in its student records.

## **Student identification numbers**

San College of Education will issue a unique student identification number to each student who enrolls with the college.

The student's identification number will remain the same for that person irrespective of the number of times they re-enrol with San College of Education.

It is not the practice of San College of Education to include the student identification number on qualifications or statements of attainments.

## **Identity and Certification**

The name that the student has written on their enrolment form and verified by their proof of identity, will be what is printed on any AQF qualifications or statements of attainment issued by San College of Education.

This procedure is designed to ensure that every aspect of the training / assessment process is transparent to the trainee. It also ensures that every trainee is informed of San College of Education processes prior to commencing a program of study.

## **Confirmation Letters**

All enrolments will receive a mailed confirmation letter / receipt. Students are asked to call the College on 9487 9211 if they have not received a confirmation letter within seven days of enrolment.

## **Adjustments to learning resources**

Every effort is made to identify any trainee learning difficulties and to accommodate them. Items, which may be negotiated, can include:

- Venue
- Timetable
- Session times and duration
- Delivery methodology
- Assessment methodology

## **Prior / upon enrolment**

Prior / upon enrolment at San College of Education, all prospective trainees will be sent out the following information:

- Confirmation letter and receipt (if the student has not already received)
- Client selection, enrolment and induction / orientation procedures
- Course information including vocational outcomes
- Fees and Charges Policy including the refund policy and exemption clauses
- Provision for language, literacy and numeracy assistance.
- Client support including support external to the RTO
- Flexible learning & assessment procedures
- Welfare and guidance services
- Appeals and complaints procedures
- Disciplinary procedures
- Staff responsibility for access and equity as provided for in the RTO's code of conduct
- Information on RPL processes and procedures
- Recognition of Qualifications issued by other RTO's
- Directions to the location of the training room

This information may be contained in the form of the Student Handbook & / or Code of Practice documents, confirmation letters, advertising brochures or other approved marketing approval.

## **Traineeships:**

If enrolling in a traineeship with San College of Education and SAH, then a Australian Apprenticeship Centre (AAC) will also discuss with the trainee information relating to:

- Purpose / role of the AAC in the training process
- National Code of Practice for AAC
- Requirements of the Training contract and explanation of the contract
- AAC contact details.

## **Orientation to class room**

San College of Education Trainers and Assessors are required to discuss as part of student orientation the following topics at the first session of the training program:

- Explain venue safety and toilet facilities
- Facility arrangements
- Fire Safety and Evacuation policy and procedures (Including nearest evacuation meeting place)
- Ensure all participants have received a copy of the SANCE code of practice and student handbook.
- Distribute trainee logbook and explain its purpose and use
- Explain all aspects of the training program and also the procedures relating to assessments
- Negotiate any changes to arrangements with the participants