



POLICY - ENROLMENT

Policy	Signet Institute of Australia implements a formalised enrolment process for both overseas and domestic students through written agreements which protect the rights and set out the responsibilities of each party, as well as the courses and related education services to be provided, tuition and non-tuition fees payable, and refund policies.
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Purpose	The purpose of this Policy & Procedure is to ensure consistency in the enrolment of students into courses offered by Signet Institute of Australia by providing guidance to staff in implementation of the range of functions surrounding the enrolment and confirmation of students.
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Schedule 6	<p><i>Requirements for protecting fees prepaid by individual learners, or prospective learners, for services</i></p> <p>These requirements do not override obligations and requirements of the Education Services for Overseas Students Act 2000 (Cth).</p> <ol style="list-style-type: none">1. The RTO holds an unconditional financial guarantee from a bank operating in Australia where:<ol style="list-style-type: none">a) the guarantee is for an amount no less than the total amount of prepaid fees held by the RTO in excess of the threshold prepaid fee amount for each learner for services to be provided by the RTO to those learners; andb) all establishment and ongoing maintenance costs for the bank guarantee are met by the RTO.2. The RTO holds current membership of a Tuition Assurance Scheme approved by its VET Regulator which, if the RTO is unable to provide services for which the learner has prepaid, must ensure:<ol style="list-style-type: none">a) the learner will be placed into an equivalent course such that:<ul style="list-style-type: none">○ the new location is geographically close to where the learner had been enrolled; and○ the learner receives the full services for which they have prepaid at no additional cost to the learner; orb) if an equivalent course cannot be found, the learner is paid a refund of any prepaid fees for services yet to be delivered above the threshold prepaid fee amount.3. Any other fee protection measure approved by the VET Regulator.
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Requirement	Registered training providers must formalise their enrolment of overseas students through written agreements which protect the rights and set out the responsibilities of each party, as well as the courses and related education services to be provided, tuition and non-tuition fees payable, and refund policies.
Tools & Templates	This P&P is supported by the Tools & Templates identified at each stage in the process.



Procedure

Receive application for admission	
<p>Applications for admission to Signet Institute of Australia must be completed using an Overseas or Domestic Student Application Form.</p> <ul style="list-style-type: none">• Applications for admission can be submitted either from a student directly or via an approved Agent.• All the documents provided by education agents should be verified with attested stamp or signature of education agent• Copies of supporting documents must be provided at the time of application either in person, electronically or by post.• The College accepts scanned documents submitted online in support of applications for admission to courses of study.• All supporting documents must be a true and complete records. An applicant may be asked to provide original documents or original certified copies of supporting documents upon request at any time.• An acknowledgment email is to be sent to the applicant with all relevant pre-enrolment information.	<p>Tools & Templates</p> <p>Template - Overseas Student Application Form</p> <p>Template - Domestic Student Application Form</p> <p>Responsibility</p> <p>Admissions Officer</p>
Output: A complete application is received	



Review and process the application from an overseas student

Assess eligibility of the applicant using Overseas Student Application Assessment Checklist and LLN and PTR assessment - the outcomes of these assessments must be addressed as follows:

- Verify application is complete and the correct information and supporting documents have been provided (including attachments)
- If application is incomplete (missing information or supporting documents), ask for missing, additional information and/or supporting documents.
- Applications that are complete and demonstrate the eligibility and suitability of the applicant for the course applied for can proceed to complete the LLN and PTR test which is verified and marked by a qualified assessor.
- When the applicant has successfully deemed competent in the LLN test and PTR Test then admissions officer proceeds towards preparation of a Letter of Offer.
- Letter of offer and Acceptance agreement is sent, along with a copy of the student handbook.
- Students sign the acceptance agreement and pays the initial fee.
- Admission Officer verifies payment and issues the Confirmation of Enrolment (COE) via PRISMS.
- Create new student record on the Signet Institute of Australia Student Management System (SMS)
- The aim is to complete processing of applications within 5 working days of receipt.
- If application is not valid, abandon the application.

Tools & Templates

Template - Overseas Student Application Assessment Checklist

LLN test

Template - Letter of Offer – Domestic Students

Template - Letter of Offer – Overseas Students

Responsibility

Admissions Officer/
Trainer & Assessor

Output: The validity of the application has been determined and decision on the application is finalised.

Review and process an application from a domestic student

Once the domestic student returns the completed application form, review the contents in order to identify:

- Verify application is complete and the correct information and supporting documents have been provided (including attachments)
- If application is incomplete (missing information or supporting documents), ask for missing, additional information and/or supporting documents.
- Applications that are complete and demonstrate the eligibility and suitability of the applicant for the course applied for can proceed to complete the LLN test and PTR test which is verified and marked by a qualified assessor.
- When the applicant has successfully deemed competent in the LLN and PTR test then admissions officer proceeds towards preparation of a Letter of Offer.
- Letter of offer and Acceptance agreement is sent, along with a copy of the student handbook.
- Students sign the acceptance agreement and pays the initial fee.
- Admission Officer verifies payment and confirms the enrolment.
- Create new student record on the Signet Institute of Australia Student Management System (SMS)
- The aim is to complete processing of applications within 5 working days of receipt.
- If application is not valid, abandon the application.

Tools & Templates

LLN test

Template -
Letter of Offer
– Domestic
Students

Template -
Letter of Offer
– Overseas
Students

Responsibility

Admissions
Officer /
Trainer &
Assessor

Output: The validity of the application has been determined and decision on the application is finalised.



Prior Knowledge, Skills and Experience	
<p>Signet Institute of Australia offers a range of training tailored to the needs of the students and based on the level of prior knowledge, skills and experience they have in the area of competence addressed by the course they wish to enrol in.</p> <p>The College will recognise prior learning, and grant course credits in accordance with the P&P– RPL & Credit Transfer</p>	<p>Tools & Templates</p> <p>P&P– Recognition of Prior Learning & Credit Transfer</p> <p>Responsibility</p> <p>Admissions Officer / Trainer & Assessor</p>
Output: Students prior knowledge, skills and experience recognised	

Process visa outcomes	
<p>For prospective overseas students, the following action are to be taken once their visa outcome has been determined:</p> <ul style="list-style-type: none">• If visa is declined cancel the enrolment process in accordance with P&P– Student Management• If visa is granted complete the visa details on Student Record.• If outcome of visa is not received before or upon commencement of the course, defer enrolment in accordance with P&P– Student Management	<p>Tools & Templates</p> <p>P&P– Student Management</p> <p>Responsibility</p> <p>Admissions Officer</p>
Output: Visa outcome actioned	

Unique Student Identifier (USI)	
<p>All students that enrol in Signet Institute of Australia must have a USI. If the student does not already have one, Signet Institute of Australia will assist them to obtain one during Orientation week.</p> <p>Admissions Officer must verify this number prior to updating Canvas (SMS). Ensure the security mechanisms for Canvas (SMS) are implemented to prevent unauthorised access, modification, or disclosure of a student's USI.</p>	<p>Tools & Templates</p> <p>Responsibility</p> <p>Admissions Officer</p>
Output: Student's USI Validated	

Key Performance Indicator
<p>The needs of students are correctly identified and addressed prior to enrolment</p> <p>Students are only enrolled in courses which meet their needs</p>