POLICY S7.8

ENROLMENT

1.0 INTRODUCTION

1.1 Context

The Australian Institute of Management Education and Training (AIM) upholds the principles of merit, access and equity, and recognition of prior learning for all applicants seeking admission to its nationally accredited vocational education and training courses or Training Products.

1.2 Purpose

This policy provides the principles under which applicants are notified of course entry requirements, selected, and admitted to AIM Training Products, and if required provided with additional support.

1.3 Scope

This policy applies to all applicants for admission to AIM Training Products and to staff.

1.4 Scope Exceptions

None

2.0 RESPONSIBILITIES

All those referred to under the Scope of this policy are responsible for complying with the terms of the policy.

3.0 POLICY

3.1 Principles

1. All relevant pre-enrolment and course entry requirements are provided to prospective students on websites, brochures, and other relevant documentation where every effort is made to ensure the information is factual, accurate, regularly updated and easily accessible by potential students and others.

2. AIM follows the course entry requirements, or the required knowledge, skills and experience, mandated or recommended by nationally developed Training Package qualifications and VET accredited courses.

3. AIM also has entry requirements that will assist students to successfully undertake and complete a course. These include a minimum number of year's work experience, level of language, literacy, numeracy other skills or factors such as age (i.e., over 18 years), computer equipment and continuous access to the internet.

4. Selection and admission for Training Products at AIM:
   a. is fair, equitable and transparent.
   b. is merit based.
   c. identifies students with capacity to succeed and those who may require support.
   d. encourages diverse and representative access, and takes into account where possible educational or social disadvantage and
   e. recognises formal, non-formal and informal prior learning.

5. Selection and admission to AIM Training Products is based on the published course entry requirements, and relevant legislative and government obligations, including the NSW Smart and Skilled subsidised training requirements and VET Student Loan requirements.

6. Student seeking Credit Transfer or Recognition of Prior Learning are recommended to apply at enrolment as it may have an impact on course structure and duration.

7. AIM reserves the right to not proceed with the delivery of a Training Product if there are insufficient applicants.

8. AIM may reject an application:
   a. if the application is shown to be incomplete, or made with fraudulent documentation or
   b. if the applicant behaves, or is found to have behaved, in a way that breaches the Student Code of Conduct
   c. if the application package was provided to the applicant in error.

9. Applicants seeking admission to an AIM Training Product are required to submit acceptable evidence that they meet the published entry criteria for their chosen course.

10. When students sign the Enrolment Form, they are committed to paying the Total Course Fees unless they cancel their course within the five (5) business days Provisional Enrolment period as defined in the *Withdrawal, Deferral, Extension, Transfer and Refund Policy or have accessed a VET student loan.*

11. AIM has a range of payment options that include:
    a. Paying upfront for the full cost of the qualification in one payment;
    b. Deferring all or part of the tuition fees with flexible payment options through AIM's finance partner, Zip Money;
    c. Other payment options, including funding options for eligible students of government supported training.
    d. VET Student Loans are available for eligible students for approved courses.

12. Enrolment information collected from students will be appropriate and relevant to the enrolment and AIM's regulatory obligations**.**

13. AIM will manage personal information with confidentiality and in accordance with AIM's *Privacy of Student Information and Records* Policy.

14. Students who have withdrawn from an AIM Training Product and request re-admission must follow the normal selection and admission process and entry is not guaranteed.

15. AIM complies with the Standards for Registered Training Organisations (RTOs) 2015 including the clauses related to marketing, recruitment and enrolment – clauses 1.2, 3.5, 4.1, 5.1-5.3, and 7.3.

16. AIM complies with the requirements of government legislation and funded training programs including the VET Student Loans Act 2016 and VET Student Loans Rules 2016, and NSW Smart and Skilled programs.

4.0   DEFINITIONS

- **Course commencement date** *Online*: The date that the student receives access to the online learning platform. *On-campus*: The date that the student attends their first training course for the qualification or unit of competency.
- **Credit Transfer (CT**) The process of awarding credit for a unit or units of competency or modules previously attained from another Registered Training Organisation (RTO) which are the same (or deemed as equivalent on the National Training Register) as the unit/s of competency or modules in a current course.
- **Enrolment** - Course enrolment is deemed to be complete when AIM receives a signed Acceptance of Offer from the student and payment of full course fees or and all entry requirements have been met.
- **Enrolment contract** - Refers to the formal agreement between the student and AIM for enrolment.
- **Enrolment form** - Form used by AIM to be completed by a prospective student as the first step of the admissions and enrolment procedure.
- **Provisional Enrolment Period/Cooling-off period** - An enrolment is provisional for five (5) business days, allowing AIM time to request additional information and for a student to access their course and ensure it meets their requirements. Students are liable for the full fee after the Provisional Enrolment Period.
- **Recognition of Prior Learning** (RPL) An assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine if they meet the requirements of a nationally recognised unit/s of competency. (See *Assessment Policy and Procedure*)
- **Safe Work Resources LLN Assessment Tool (LLN Robot***)* is an approved online skills review tool used to determine reading and numeracy levels
- **Training Product** - a nationally accredited training package qualification, skillset, unit of competency, or accredited course.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- AIM Terms and Conditions
- Assessment Policy and Procedure
- Credit Transfer Policy and Procedure
- NSW Smart and Skilled
- Privacy of Student Information and Records Policy and Procedure
- Student Handbook
- Student Guide to Smart and Skilled
- Standards for Registered Training Organisations (RTOs) 2015
- VET Student Loans Act 2016
- VET Student Loans Rules 2016
- VSL Tuition Fee and Refunds Policy
- VSL Withdrawal and Re-credit Procedure
- Withdrawal, Deferral, Extension, Transfer and Refund Policy

6.0 POLICY OWNERSHIP

Policy Owner	Executive Director AIM
Status	Reviewed July 2022
Approval Authority	Chief Executive Officer
Date of Approval	20 September 2022
Effective Date	26 September 2022
Implementation Owner	Registrar
Maintenance Owner	VET Compliance and Operations Manager
Review Due	11 August 2025
Content Enquiries	Registrar- Sertan Can Email: sertan.can@aim.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
S7.4	20 September 2022	VET Compliance and Operations Manager	Policy and procedure updated in accordance with revised Scentia governance approach
S7.5	20 April 2023	VET Compliance and Operations Manager	Updated fee payment information
S7.6	1 August 2023	VET Compliance and Operations Manager	Updated information related to Smart and Skilled
S7.7	4 October 2023	VET Compliance and Operations Manager	Addition of information related to VET Student Loans (VSL)
S7.8	13 October 2023	VET Compliance and Operations Manager	Added VSL in payment options