

## Enrolment

**Last Updated:**

30 October 2017

**Director Approval:**

**Lisa Materano (original signed)**

Reference: Standard 5.1, 5.2, 5.4, 'Each learner is properly informed and protected'  
*Standards for Registered Training Organisations (RTOs) 2015*

This policy commences from Version 1.0 from 30 October 2017.

**Purpose:**

BLI provides students with pre-enrolment and enrolment information, to ensure that students are informed about the training, assessment and support services to be provided and about their rights and obligations and BLI's responsibilities under this Standard. This information is provided prior to enrolment.

**Scope:**

- Students
- Trainers/Facilitators
- Administration Officers
- Directors

## Policy and Procedure

1. BLI undertakes to enrol those who have applied in the appropriate manner and been chosen by the selection officers for a training product appropriate to meeting the learner's needs, taking into account the learners existing skills and competencies.
  
2. It is also the responsibility of BLI to provide each potential student with pre-enrolment information as follows:
  - the code, title and currency of the training product to which the learner is to be enrolled, as published on the National Register, including the course outline.
  - the training and assessment, and related educational and support services the RTO will provide to the learner including the:
    - i) estimated duration;
    - ii) expected locations at which it will be provided;
    - iii) expected modes of delivery;
    - v) any work placement arrangements.
  - BLI's obligations to the learner, including our responsibility for the quality of the training and assessment in compliance with the Standards, and for the issuance of the AQF certification documentation.
  - The learner's rights including the BLI complaints and appeals process
  - The learner's obligations in relation to requirements to successfully complete their chosen training, and any materials, resources, computer, or internet access as required.
  - Information as relevant for the learner of government funding in relation to the delivery of services.
  - Where there are any changes to agreed services, the RTO advises the learner as soon as practicable, including in relation to any third party arrangements or a change in ownership.
  
3. Enrolment is conditional upon:
  - Accurate and complete information being supplied by the applicant to BLI.
  - The completion of the required BLI Application for Program Placement form.
  - The undertaking of the student to abide by the policies and procedures of BLI.



- The payment of the course fees (as applicable).
  - The availability of places on the program(s) being applied for.
  - Student acknowledgement of their rights and responsibility
4. The signed enrolment offer constitutes a student's agreement with BLI for the following:
- Information provided in the application form is complete and correct
  - Has meet the requirement for Language Literacy and Numeracy
  - Agrees to the enrolment conditions
  - Agrees to the payment for the course
  - Agrees to be bound by the RTO policy and regulations
5. BLI will implement their Access and Equity Policy as part of its enrolment procedures.
6. BLI will implement their Refund Policy as part of its enrolment procedures.
7. BLI will issue a notice when the student application is accepted. This notice will contain the following details:
- Student Name
  - Course Name and code
  - Course dates
  - Training location
  - Payment plan and due date
  - Fees and refund information
8. Potential students are offered the option of RPL (Recognition of Prior Learning). Access to a copy of BLI's RPL policy and procedure is available to the potential student via the BLI website, and wherever applicable the potential student will be encouraged to apply for RPL.
9. All student records is stored onsite at the BLI Office under control of the BLI Administration Manager, for a period of not less than 6 months after student completion. Student and course details will be kept electronically in the student management system for no less than 30 years. Assessment samples will be retained for a period of not less than 6 months after student completion.