

Enrolment

Last Updated:

1 December 2015

Director Approval:

Lisa Materano (original signed)

This policy covers standards 5.1, 5.2

This policy commences from Version 2.0 from 1 December 2015.

Purpose:

Blended Learning International 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 obligation. This information is provided prior to enrolment.

Scope:

- Students
- Trainers/Facilitators
- Administration Officers
- Directors

Policy and Procedure

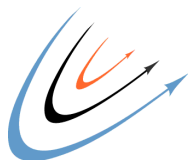
1. Blended Learning International undertakes to enrol those who have applied in the appropriate manner and been chosen by the selection officers for a course of study.

2. It is also the responsibility of Blended Learning International to provide each potential student with pre enrolment information documents as follows:
 - Course outline contains the following information
 - Student Handbook Contains the following information
 - Fees and refund policy contains the following information
 - Where the Employer arranges for their employee to attend a course a Letter of agreement is required between the employer and the RTO

These documents are available upon request to the RTO General Manager

3. Enrolment is conditional upon:
 - Accurate and complete information being supplied by the applicant to Blended Learning International.
 - The completion of the required Blended Learning International Application for Program Placement form.
 - The undertaking of the student to abide by the policies and procedures of Blended Learning International.
 - The payment of the course fees (if 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 Blended Learning International for the following:
 - Information provided in the application form is complete and correct
 - Has meet the requirement for Language Literacy and Numeracy
 - Has understood the student handbook
 - Agrees to the enrolment conditions



- Agrees to the payment for the course
 - Agrees to be bound by the RTO policy and regulations
5. Blended Learning International will implement the Access and Equity Policy as part of its enrolment procedures.
6. Blended Learning International will issue a Letter of Offer when the student application is accepted. The Letter of Offer will contain the following details:
- Student Name
 - Course Name and code
 - Course dates
 - Training location
 - Payment plan and due date
 - Fees and refund information
7. Potential students are offered the option of RPL (Recognition of Prior Learning). Access to a copy of Blended Learning International's RPL policy and procedure is available to the potential student via the Blended Learning International website, and wherever applicable the potential student will be encouraged to apply for RPL. This is especially true for applicants who already possess relevant nationally recognised qualifications awarded by other RTOs.
8. A hard copy of all student records is stored onsite at the Blended Learning International Office under control of the Blended Learning International Administration Manager, for a period of not less than 24 months. After this time, these records will be kept in the student management system for no less than 30 years.
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