



AUSTRALIAN INSTITUTE OF ENTREPRENEURSHIP

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Student Application, Selection, Enrolment and Orientation Policy

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Australian Institute of Entrepreneurship

Entrepreneurial way of thinking, training and building confidence

ABN No: 79 124 768 092 | RTO No: 21996 | CRICOS Provider No: 02999J

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Student Application, Selection Enrolment and Orientation Policy

Purpose

This policy is to set out the student selection and enrolment requirements for the students applying to undertake a nationally recognised course(s) at AIE.

Scope

This policy applies to all prospective students.

Objective

The policy ensures that students entering a nationally recognised course have an adequate knowledge and skills to successfully undertake the course and making sure that the admission criteria does not present any unreasonable barriers to undertake the course.

Policy Details

Persons seeking to enrol with the institute are assessed and admitted using fair, equitable and transparent procedures on the basis of clearly defined, consistent and equitable criteria.

The institute provides an opportunity for every prospective student to apply for recognition for prior learning or current competence or credit transfer in a course, based on the skills and knowledge gained through prior work, life experiences and education and training.

Process and Procedure

Selection Criteria for AIE

Note: these are the minimum requirements for all students. Specific course requirement may apply and these will be documented in the Training and Assessment Strategy for that course.

- The minimum age requirement is 18 years of age.

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- Entry into Certificate I and Certificate II courses require successful completion of Australian Year 10 or equivalent schooling in general.
- Entry into Certificate III and Certificate IV courses requires successful completion of Australian Year 11 or equivalent schooling in general.
- Entry into Diploma or above courses requires successful completion of Australian Year 12 or equivalent schooling in general.
- Mature age students can be admitted without minimum educational requirements where applicants are able demonstrate capacity to meet course requirements through interview with the Training Manager or personal statement or relevant work experience.
- Students who are from a non-English speaking background should be able to prove their English language ability to the required level of the courses. This can be assessed by
 - an interview with the Training Manger; or
 - Institute language literacy and numeracy exam (LLN exam); or
 - Acceptable English language exam scores, e.g. IELTS, PTE, TOFEL.

Course Level	Required English Score		
	IELTS	PTE	TOFEL
Certificate I, II and III	5 (with minimum each band 4.5)	36	35
Certificate IV and above	5.5 (with minimum each band 5)	42	46

Enquiry

The prospective student makes an enquiry directly to the Institute or through one of the Institute nominated representatives. The institute or its' representative provides the prospectus to the prospective student which contains:

- Detailed and up to date information on the course of interest, including course content, duration of study, commencement dates, indicative total fees and qualification awarded upon successful completion
- Requirements for acceptance into a course including the minimum level of English language proficiency and academic requirements
- Relevant institute policies, and
- Full details of the fees, refunds and complaint processes.

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Application

Students will complete the application form and submit to student administration or to the institute's representative. Students should submit the original or certified documents of relevant academic qualifications and or proof of English language proficiency as appropriate. Student administration or the institute's representative will make a copy of all the documents and give the original back to the student. All the photocopies taken of originals should be signed by student administration or by the institute's representative with a date confirming it is a copy of the original.

Where the Training and Assessment Strategy requires it, additional evidence may be requested and this must be reviewed as part of the assessment of eligibility prior to the letter of offer being issued.

Where this evidence includes evidence of previous employment for example, the evidence should be verified by calling the employer and confirming the employment details and the types of activities undertaken, to meet the requirements of the course.

Determining the suitability of the course for the applicant

It is in the best interests of both the RTO and the applicant that the course is suitable for the applicant, so prior to offering a place to the applicant the RTO will assess the applicant's suitability.

In determining the suitability, the RTO will take into account the following:

- That the applicant clearly understands the requirements of the course including time and effort required
- The implication of practical requirements including work placement, if any, are understood by the applicant
- Applicant's previous educational achievements
- Applicant's previous work experience and knowledge, particularly in relation to the course
- Applicant's aspirations and likely benefits in undertaking the course.

In addition, prior to making a determination, the principles and practices detailed in the Client Services Policy must be adhered to in order to assess the applicant's ability to complete the qualification.

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Letter of Offer and Acceptance of Agreement

Upon receipt of a completed application form and all the required documentation, student administration will ensure that all necessary entry requirements are met as per the course entry requirements and their suitability is assessed. To achieve this, the applicant may be required to attend an interview and or complete an LLN assessment. Student administration will refer any issues of concern to the Training Manager.

The Training Manger will contact the applicant and assess their ability and send the decision to student administration.

For successful applicants, student administration will issue the Letter of Offer and Acceptance of Agreement to the prospective student who met the course entry requirements or approved by the Training Manger.

For those that are assessed as not being suitable, student administration will issue a rejection letter explaining the reasons for the rejection to the applicant as to how they did not meet the course entry requirements.

Confirmation of Enrolment

The institute will confirm the enrolment and issue a Confirmation of Enrolment to the prospective student when all the following conditions have been met:

- The prospective student accepts the Letter of Offer, and returns the signed Acceptance of Agreement to the institute
- The prospective student has provided the necessary evidence to satisfactorily meet any conditions specified in the Letter of Offer
- The prospective student has paid the minimum course fee as indicated on the Letter of Offer.

Note: if the student is introduced by a third party agent, the student must be given a 10 working day cooling off period when they can opt to cancel (if they have not already started) and they will receive a full refund of ALL fees paid.

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Orientation

Courses commence with an orientation program, which all students are required to attend. Timetables, including campus location and room allocation and course structure information are provided to new students at the orientation. The orientation program is designed to introduce students to the key personnel and familiarise them with the premises and procedures as well as to welcome them.

Topics covered at the orientation include, but are not limited to:

- Student support services
- Emergency and health services
- Student security and safety
- Facilities and resources
- Complaints and appeals processes
- Students fees and payments
- RPL options specific to the course.

Unique Student Identifier

The RTO will request the Unique Student Identifier from an applicant on their application form. Where a student does not provide that information they will be requested at enrolment/orientation to sign up and get their USI. Where a student is unable to apply due to exceptional circumstances, the Institute will apply on behalf of the student. The student must complete a request form that contains the relevant privacy clauses available on the USI website.

Students will NOT be issued with the Statement of attainment or Certificate if they have not provided their USI. If a student exempted from having a student identifier, then the results of the training will not be accessible through the commonwealth and will not appear on any authenticated VET transcript prepared by the registrar.

Any evidence of identity collected for this purpose will be destroyed once a USI has been obtained unless it is specifically required for another purpose.

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Student Identifier Verification

Where a student has provided a Student Identifier, the institute (via its SMS) will verify that the USI is correct. If so it will be flagged as Verified. On completion or withdrawal, a student will (assuming all other criteria are met) be eligible to receive a Certificate or Statement of Attainment.

If the verification fails, then the Institute will investigate (with the assistance of the student) to discover why. Once issues is identified and corrected verification is repeated. The most common cause is that the spellings of names do not match those on the student identification material used at initial registration.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), AIE will securely destroy personal information which is collected from the student for the purpose of applying for a USI on a student's behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless AIE is required under any law to retain it.

The personal information that AIE provides to the Registrar, including student identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of student USIs is protected by the USI Act.

Roles and Responsibilities

- Training Manager is responsible for the selection criteria and approving the student enrolment.
- Student administration is responsible for managing the enrolment process.
- Student Administration is responsible for managing the orientation.

Related Forms

- Student Application Form
- Letter of Offer
- Acceptance of Agreement

Associated Documents

- Student Handbook
- Staff Handbook