

# STUDENT ENROLMENT POLICY AND PROCEDURE



**Date of Implementation:** 12 March 2025

**Authorisation:** Chief Executive Officer

## 1.0 PRIVACY

This policy and procedure apply to domestic students who wish to enrol in a Lead Institute course.

The enrolment process is the first contact that most students will have with Lead Institute and therefore, Lead Institute aims to be positive and informative throughout the process.

## 2.0 POLICY

Lead Institute provides prospective students with information about, including but not limited to, fees, assessment, and Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC) prior to enrolment to ensure that the student can make a sound decision based on all the relevant aspects of the training they wish to undertake. Information provided will:

- Refer to all applicable qualifications/courses by the appropriate code and title.
- Outline the currency of the qualifications/courses in question.
- Outline the duration of the training and the assessment requirements.
- Specify modes of delivery and delivery locations.
- Discuss fees and charges.
- Specify entry requirements into the training.
- Advise students it is an offence for a disqualified person to apply for or renew a Working with Children Check (Blue Card).
- Specify any work/practical placement requirements attached to the training.
- Provision of information regarding Credit Transfer and/or Recognition of Prior Learning.
- Provide information specific to student contributions and responsibilities.
- Outline if any training/assessment is to be conducted under third party/sub-contracting arrangements.

Lead Institute will advise all students and potential students of any changes to services offered by Lead Institute which may impact them directly.

Potential students who wish to enquire and pay funds at that time are not necessarily accepted or enrolled into a course. These potential students must meet the LLND requirements and accept the conditions of the course as all other students. A full refund is available for unsuccessful potential students (see Fees Charges and Refunds Policy). The website must have a disclaimer stating that by paying money does not guarantee or enrol the student into the course and that the money is fully refundable.

### 3.0 PROCEDURE

Potential students seeking to enrol with Lead Institute will be assessed for entry to study through the same published entry requirements and through the same process, regardless of their background, circumstances, or eligibility for funding. Entry requirements for each of our courses are published on our website, while general information about enrolment can be found within the Student Enrolment Policy and Procedure.

Once a student has reviewed the information that pertains to their chosen path of study, they are to complete the Application and Suitability Enrolment Form and return it to Lead Institute's Student Support Team. The student's upfront fees will be calculated (no more than \$1500), and the student will be invoiced.

Once the student has paid their upfront fees, a Student File will be created for them, and their details will be entered on the Student Management System (SMS). Lead Institute's Student Support Team should ensure that all other necessary documentation and information have been collected from the student using the Enrolment Checklist.

To ensure that Lead Institute potential students select a course that they have the prerequisite Language, Literacy, Numeracy and Digital requirements, the student is required to complete a Literacy and Numeracy (LLND Robot <https://lead-institute.lln.training/login>) test to identify any potential areas of difficulty that they may have or any skill gaps that may need to be addressed. Below is the process is undertaken to review this LLND:

A: Information received from this test will be analysed by the facilitator. Students identified as needing additional assistance will be contacted by the facilitator. Privacy and Confidentiality will be discussed with the student.

B: The Facilitators will discuss with participants at the commencement of each training session or course, the topic of Access and Equity. The Facilitator will request that any outstanding Special Needs forms be submitted to the Administration Department of Lead Institute.

C: Any unresolved queries relating to access/equity issues will be referred to the Chief Executive Officer (for instance, if they cannot be resolved by the Facilitator).

D: The Chief Executive Officer will then contact the participant to discuss their access/equity issue and make appropriate arrangements which may include notifying the training venue, arranging a meeting with the participant and the Facilitator, arranging extra assistance from the Facilitator or external assistance as required.

E: File notes will be made of the action taken in each case where access/equity assistance is required, and the outcome recorded for the participant.

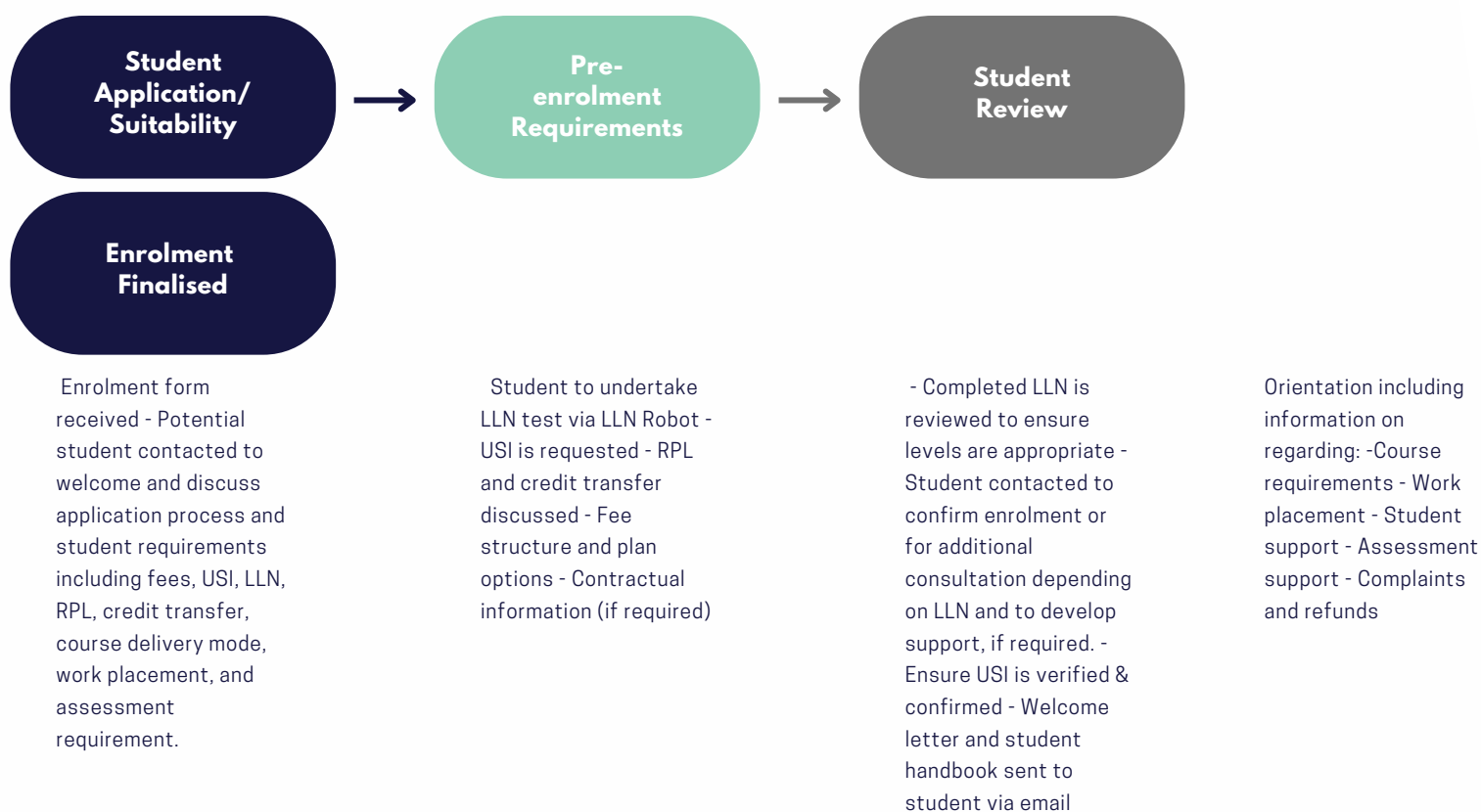
Upon enrolment, all students will be requested to complete an Individualised Support Plan (ISP). Prior to the commencement of training, all participants will have the opportunity to discuss any specific learning needs with their facilitators/assessors. Students will be asked during their welcome to the course to raise any access and equity issues they may face with the administration staff of Lead Institute.

Students will be asked to disclose any disability and/or additional needs during the enrolment process. Lead Institute may also choose to implement other procedures to help determine the level of numeracy and literacy of each potential student. Both of these procedures contribute to ensuring that Lead Institute is able to assist students; it identifies in extra need and support with the most appropriate resources.

The student will then receive a copy of their Learning and Assessment material in preparation for their studies. These documents will be the responsibility of the student for the duration of the course. Any lost material that needs replacing may incur a replacement fee.

On the commencement of training, the student will be provided with further information about the college and its operating policies and procedures before proceeding.

Once the student and trainer are satisfied that there are no further outstanding queries or information to be covered, training will commence.



## 4.0 UNIQUE STUDENT IDENTIFIER

All students who enrol with Lead Institute will be asked to either obtain a Unique Student Identifier or provide their previously issued USI to the Enrolment team. Students cannot commence their studies without a valid USI. If you have not created a USI before, please refer to the USI website:

<https://www.usi.gov.au/students/get-a-usi> Students who feel that they require assistance in applying for a USI may request this assistance from the Lead Institute Enrolment team. Please note the following:

- Lead Institute will require students to provide their consent prior to assisting them in obtaining a USI.
- Every USI presented to Lead Institute by a student will be checked for validity.
- Lead Institute will not be able to issue any certificates or Statements of Attainment until a student obtains a valid USI (unless an exemption applies under the Student Identifiers Act 2014).

At all times, the staff of the Lead Institute must abide by legislation and guidelines which host and support the implementation of the USI within the VET sector.

## PUBLICATION

This policy is available through publication on the website, [www.leadinstitute.edu.au](http://www.leadinstitute.edu.au) and in summary within the Student Handbook.

## RELATED DOCUMENTS

SUPPORTING DOCUMENT Student Handbook

SUPPORTING DOCUMENT Retention Archiving and Destroy Register

SUPPORTING DOCUMENT Enrolment Checklist

SUPPORTING DOCUMENT Individualised Support Plan

SUPPORTING DOCUMENT FORM Application and Suitability for Enrolment

## ASSOCIATED POLICIES AND PROCEDURES

POLICY AND PROCEDURE Commitment to All Legislative and Regulatory Requirements

## RESPONSIBLE OFFICER

The **responsible officer** for the implementation and training for this Policy and Procedure is the Chief Executive Officer and Operations and Quality Assurance Manager.

## AMENDMENTS

VERSION HISTORY		
VERSION	DATE	DESCRIPTOR
V1.0	10 February 2024	New developed policy
V2.0	12 March 2025	Annual review conducted

### Authorised by

**Title:** Operations and Quality Assurance Manager

**Date:** Authorised: 12 March 2025