

VET Enrolment Procedure

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Table of Contents

Purpose	1
Scope	1
Legislative Context	1
Definitions	2
Actions	2
Verifying Program / Unit Data on Student Management System	2
Applications for Admission	3
Selection of Students	4
Enrolment of Students	8
Supporting Documents	13
University Statutes and Regulations	13
Responsibility	13
Implementation and Communication	13
Records Management	14
Records Disposal	14

Purpose

This procedure describes the VET Sector administrative processes for enrolling all students, including apprentices, VETDSS and VTAC students.

Scope

This procedure covers the stages of:

- Verifying Program Data on the Student Management System
- Applications for Admission
- Selection of Students
- Enrolment of Students

Pre-enrolment requirements and processes for prospective students are detailed in the VET Pre-enrolment Procedure.

Legislative Context

- [Standards for Registered Training Organisations 2015 - ASQA](#)
- [Education and Training Reform Act 2006- VRQA](#)
- [Education and Training Reform Regulations 2017 \(Schedule 7\) - \(VRQA\)](#)
- [Skills First Guidelines About Eligibility - DET](#)
- [Federation University Australia Statute 2021](#)
- [Federation University Australia \(Students\) Regulations 2022](#)
 - Part 2 - Division 3 - Enrolment
 - Part 2 - Division 4 - StudentFees and Charges

Definitions

Term	Definition
Campus Solutions:	Federation University Australia's Student Management System.
Program:	A series of units of vocational education and training, or the modules of a VET accredited program that combine to become a qualification from an accredited Training Package or skill set.
Program Selection Officer:	Person approved as an RTO delegate. This is an employee of the University who has been formally delegated this function from the CEO or equivalent, to determine prospective student's eligibility for enrolment and then select students to receive offers of program placement. Written evidence of such delegation must be retained.
Teaching Group:	A defined combination of program and units. A group is used to manage and track program delivery to enrolled students. Each Teaching Group is allocated a unique identifier.
Teaching Group Listing:	Lists all defined units within a Group available for enrolment.
Unit:	Is the unit of learning in a VET qualification and includes assessment requirements and the specification of the standards of performance required in the workplace as defined in a training package or accredited program. In Campus Solutions 'unit' may be replaced with 'course'.

Actions

Note: Enrolment processing will commence in December in the preceding year.

Verifying Program / Unit Data on Student Management System

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	Verify that the program being offered has been correctly entered on Campus	Program Manager Director, Skills and Education Delivery	If there are issues with the currency of the program or details have not been correctly entered refer to the VET Program Approval and Maintenance Procedure LT1334.

	Solutions and is available for enrolment.		<p>If the program is transitioning, expired or ceased the Program Manager is required to complete the Request for Enrolment in Transitioning Expired Qualifications Form to seek approval for any enrolments into these programs. The request must be initially approved by the Director, Skills and Education Delivery. This form must then be forwarded to Quality Services via quality@federation.edu.au. Quality Assurance Services will review the request, passing their recommendation onto the Deputy Vice-Chancellor (VET) for final approval. Quality Assurance Services will notify the Program Manager and PMC of the outcome.</p> <p>Tuition fees must have been approved and published.</p>
2.	Verify that teaching groups have been established for the program.	Program Manager	If teaching groups have not been established, provide delivery details to Program Management and Compliance (PMC) via Group Data form logged in the Service Now PMC portal.
3.	Ensure all School staff involved in enrolment have access to the current teaching group in Campus Solutions.	Program Manager	Selection of units need to be assigned from the AIR tree to each individual student's APT.

Applications for Admission

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	Complete Direct Application form, VTAC or Epsilon Registration.	Student	<p>For information on how to apply refer to http://federation.edu.au/future-students/study-at-feduni/apply/domestic/how-to-apply/applying-directly-to-feduni/tafe-applications</p> <p>Students may seek advice from Schools in completing the admission application.</p>

			Note: If using a manual enrolment form, the application form is part of the enrolment process. A separate application form is not required.
2.	Forward completed application to Program Selection Officers	Direct & VTAC applications - Admissions Office Epsilon applications - Epsilon Compliance Officer	VTAC and Epsilon applications are received electronically.
3.	Acknowledge receipt of the application and forward relevant program/enrolment information to the student.	Program Manager	

Selection of Students

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	Appoint program selection officers and establish process for undertaking selection.	Director, Skills and Education Delivery	<p>The Program Selection Officer must be an approved RTO delegate. This is an employee of the RTO who has been formally delegated this function from the CEO or equivalent. Written evidence of such delegation must be recorded and retained.</p> <p>An authorised RTO delegate is an approved delegate who has authorisation to sign and approve a manual enrolment form and complete the online eligibility. Approved RTO delegates only will be given access to Campus Solutions Maintain Applications.</p> <p>Authorised Delegate Form</p> <p>A list of authorised delegates is maintained by the Federation TAFE.</p> <p>Managing diversity requirements should be taken into account.</p>
2.	Physical presence in Victoria	Program Manager/Program Selection Officer	Where training and/or assessment is provided to an eligible individual the individual must be physically present in the State of Victoria at ALL times at which they are

			<p>undertaking the training and/or assessment.</p> <p>Where an eligible individual is temporarily located interstate or overseas for a defined period as part of an industry or practical placement associated with their training, up to 50% of the total scheduled hours applying to the training and/or assessment in which the individual is enrolled may be delivered online during the period the individual is interstate or overseas.</p>
3.	Conduct Pre-Training Review/LLN	Program Manager/Program Selection Officer	<p>All students must undergo Pre-Training Review and LNN testing prior to enrolment - refer to the VET Pre-Enrolment Procedure:</p> <p>VET Pre-Enrolment Procedure</p>
4.	Determine eligibility for a government subsidised place	Program Manager/Program Selection Officer	<p>Selection should be undertaken based on the program selection criteria.</p> <p>Eligibility Guidelines, evidence and enrolment requirements for government subsidised training can be found in the current Dual Sector VET Funding Contract Skills First Program.</p> <p>Information on government initiatives can be found in the current version of the 'Guidelines About Eligibility – Skills First Program'. This provides information on government initiatives and programs where eligibility exemptions may be granted and the compliance obligations of the RTO.</p> <p>The RTO is required to sight the original or a certified copy of the eligibility of evidence and retain a signed copy verifying sighting of the documentation in the student's file.</p> <p>The RTO must inform the eligible individual how their enrolment will</p>

			<p>impact their access to further government subsidised training.</p> <p>The RTO is required to sight and retain a copy of evidence that the student has, as part of the program's accreditation, met any particular entry requirement for that program.</p>
5.	Determining eligibility and relying on information obtained about a student for a subsequent enrolment	Program Manager / Program Selection Officer	<p>If the RTO has sighted and retained evidence of a student's citizenship and where relevant their age, it may use this evidence for any subsequent enrolments for that student, with only that RTO provided that:</p> <ul style="list-style-type: none"> • the evidence has not expired when a subsequent enrolment occurs; • the information continues to be retained for audit, review or investigation purposes; • the RTO makes all other assessment of the student's 'Skills First Entitlement' for each subsequent enrolment. <p>The RTO must inform the eligible individual how their enrolment will impact their access to further government subsidised training.</p>
6.	Unique Student Identifier (USI)	Program Manager / Program Selection Officer	<p>All individuals undertaking nationally recognised training delivered by a registered training organisation need to provide their USI before enrolment.</p> <p>This is the individual's education identifier for life. It also creates an online record of the individual's training attainments in Australia</p> <p>A USI is required in order to receive Commonwealth financial assistance ie. VET Student Loan as well as to obtain the qualification or statement of attainment.</p> <p>Individuals can create their own USI and find out more information at www.usi.gov.au</p>

			<p>If an individual does not have a USI they can give their consent to the University to apply for it on their behalf by completing the Unique Student Identifier (USI) Consent Form</p>
7.	Unique Student Identifier (USI) Exemption	Program Selection Officer/Student	<p>If you wish to express a genuine personal objection to being assigned a USI, complete the Commonwealth Statutory Declaration form which requires you to outline your genuine personal objection and demonstrate that you are aware of the potential consequences of not being assigned a USI.</p> <p>You must include all the information required in the Statutory Declaration, which you must sign before an authorised witness before sending to the Student Identifiers Registrar. You should note that if you do not provide all the information required in the Statutory Declaration form, you will be asked to submit a new complete form.</p> <p>Students with exemptions are not eligible for Commonwealth Financial Assistance.</p> <p>The full privacy policy, at www.usi.gov.au/documents/privacy-policy outlines the way in which the Student Identifiers Registrar will manage your personal information, including information on accessing or correcting your information. See more about USI exemptions here.</p>
8.	Statement of Fees	Program Manager/Program Selection Officer	<p>All students must be provided with a statement of fees prior to enrolling.</p> <p>Please contact Student Finance in regard to the Statement of Fees template.</p>

9.	Approve enrolment.	Program Manager / Program Selection Officer	<p>The evidence of eligibility and student declaration must be completed in conjunction with the student by an authorised delegate of the University.</p> <p>The approved RTO delegate. This is an employee of the RTO who has been formally delegated this function from the CEO or equivalent and written evidence of such delegation is available at audit.</p> <p>A list of authorised delegates is maintained by the Federation TAFE.</p>
10.	Offer a place to successful applicants and provide information about the enrolment process, enrolment dates, program fees and charges, including a statement of fees and the refund policy.	Program Manager / Program Selection Officer	<p>Ensure eligibility evidence and declarations are provided and completed by both RTO delegate and student prior to commencement of training.</p> <p>Students must commence training prior to the 31st of December in the enrolment year to receive funding.</p>
11.	Provide unsuccessful applicants, where appropriate, with advice regarding alternative programs.	Program Manager / Program Selection Officer	Advise students of alternative study options or pathways.
12.	Ceasing delivery to students prior to completion of program	Director, Skills and Education Delivery	If training to an individual is cancelled prior to the completion of their program the University must advise students of alternative study options or pathways.

Enrolment of Students

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	Assign units/courses from the AIR tree to the students APT and set student to self-service.	Program Manager in consultation with student	Ensure credit transfers and RPL's, if applicable, have been identified and approved when assigning units/courses from the AIR tree to the student's APT.
2.	Provide student with Training Plan & unit outline.	Program Manager	The training plan unit enrolment form and unit outline make up the training plan.

			<p>This must be signed by both the student and if applicable an employer of a student participating in workplace based training and the RTO delegate and filed with the student file in the Federation TAFE within 4 weeks of the commencement of training or 90 days for apprentices.</p> <p>A signed copy must be provided to the student.</p>
3.	Notify students to complete their online enrolment.	Program Manager/Program Selection Officer	<p>All students under the age of 18 must have their enrolment countersigned by a parent/guardian. This also applies to apprentices and trainees.</p> <p>Under 18 parent/guardian consent form</p> <p>To receive an exemption from school attendance, an individual must participate in training on a full-time basis or participate in a combination of training and employment.</p> <p>Prior to enrolling a student who will be under 17 years of age at the time their training commences, the RTO must sight and retain evidence the student has been granted an exemption from attendance as follows</p> <p>a) If the student has completed Year 10 the RTO must sight and retain a copy of the signed and completed endorsement page from the 'Exemption From School Application' form OR correspondence or a certificate signed by the School Principal or a Department Regional Director</p> <p>b) if the student has not completed year 10 the RTO must sight and retain a copy of correspondence or a certificate signed by the Department Regional Director</p> <p>c) is not currently, or has never been, enrolled in a Victorian School (for example, students</p>

			<p>enrolled in home schooling, or students who have moved to Victoria from interstate or overseas) the RTO must sight and retain correspondence or a certificate signed by the Department Regional Director. For a) b) and c) the RTO must ensure it identifies the RTO and the training to be undertaken OR identifies the relevant employer if the student is to undertake an apprenticeship/traineeship. Note: If the student stops attending training and is at the time still under 17 the RTO should notify the relevant Regional Office of the Department to inform them the individual is no longer attending training.</p> <p>Students can enter their current concession card details in their online application or present a physical copy to Federation University staff member. The University will allow a grace period of up to 60 days to enable the student to present a valid concession card, dated on or before the commencement of training.</p> <p>The original card must be sighted and a declaration retained on the students file in Student HQ indicating the date it was sighted.</p> <p>The declaration must show:</p> <ul style="list-style-type: none"> • name of authorised delegate who sighted the evidence • date the evidence was sighted that their name and card number were verified to match a current and valid concession entitlement in the DVS Card type <p>The RTO must check a student's entitlement for a fee concession as part of enrolment and PRIOR to the commencement of training</p>
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4.	If a manual enrolment form, forward to Student HQ for processing.		<p>If a manual enrolment, ensure all eligibility evidence has been provided and declaration has been signed and dated prior to the commencement of training by both the student and RTO delegate.</p> <ul style="list-style-type: none"> • Include unit enrolment sheet with enrolment form and a copy of current concession declaration if applicable • Student HQ staff will conduct audit checks to ensure the enrolment form is complete and meets compliance and contract requirements
5.	Check enrolment form has been completed and authorised.	Student HQ	Using the Student HQ checklist ensure enrolment is completed correctly and meets compliance requirements
6.	Process enrolment in Student Management System.	Student HQ	This includes issuing students with a unique identification number and identification card.
7.	Material fees if applicable	Student HQ/Program Support Officer	<p>Complete the Material Fee Form - selecting relevant material fees for the student.</p> <ul style="list-style-type: none"> • New students – PSO to upload Material Fee form in CRM application, Student HQ to process • Continuing students – PSO to complete and process material fee form and provide a copy to the student
8.	File enrolment form.	Student HQ	Ensure copies of current concession declaration and government initiative referral forms are filed with the enrolment form and signed and dated by the RTO delegate or Student HQ staff member.
9.	VET Student Loan Programs	Student	The eCAF (electronic CAF) is generated by the Commonwealth Government eCAF website. Eligible individuals are advised by email when their online application is ready for completion and submission. The email is

			<p>sent from the eCAF website and needs to be completed within the required timeframe and prior to the census date.</p> <p>The following information and documents must be collected and verified in relation to a student applying for a VET Student Loan:</p> <ul style="list-style-type: none"> • Information about the student's identity and date of birth • If the student is under 18, either a signed parental consent form or evidence that the student is independent • Information and documents to verify the student meets the citizenship and residency requirements in section 11 of the Act; and • If the student has applied for a TFN but not been issued a TFN, a certificate from the Commissioner that the student has applied for a TFN. <p>Individuals who have deferred their fees to a VET Student Loan will be advised by email to login into the eCAF system to complete a short survey to indicate their study intent and to confirm their continued engagement and participation in their program. Failure to comply may affect the individual's ability to continue to defer their fees. This is referred to as 'VET Student Loans engagement and progression'.</p>
10.	VET Student Loans – Replacement Provider	Student HQ	<p>The RTO is to ensure students enrolling in a replacement course with the provider:</p> <ul style="list-style-type: none"> • Are granted course credits for parts of the original course successfully completed by the student, as evidenced by a statement of attainment issued in accordance with the Australian Qualification Framework

			<ul style="list-style-type: none"> The student is not charged tuition fees for a replacement component of the replacement course.
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Supporting Documents

- [Australian Apprenticeship Traineeship Delivery \(VET\) Procedure](#)
- [VET Recognition of Prior Learning \(RPL\) and Credit Transfer Assessment Procedure](#)
- [VTAC Guide](#)
- [Federation Handbook - Federation University Australia](#)
- [Enrolment Fees - Federation University Australia](#)
- Request for Enrolment Transition and Teachout Quick Reference
- [Request for Enrolment in Transitioning Expired Qualifications Form](#)

Forms.

- [Authorised Delegate Form](#) (PDF 117.9kb)
- [Dual Sector VET Funding Contract - Initiative Schedule](#) (PDF 232.1kb)
- [VET \(TAFE\) Enrolment Variation Form](#) (PDF 836.3kb)
- [VET Enrolment Form Government Funded](#) (PDF 1260.1kb)
- [VET Enrolment Form Non Government Funded](#) (PDF 942.8kb)
- [VET Request for Unique Student Identifier](#) (PDF 945.2kb)

University Statutes and Regulations

- [Federation University Australia Statute 2021](#)
- [Federation University Australia \(Students\) Regulations 2022](#)
 - Part 2 - Division 3 - Enrolment
 - Part 2 - Division 4 - Student Fees and Charges

Responsibility

- Chief Learner Experience Officer (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Director, Student Services and Registrar (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Approval Authority.
- Specific responsibilities are included in Actions.

Implementation and Communication

The [VET Enrolment Procedure](#) will be implemented and communicated throughout the University via:

1. Announcement on the FedNews webpage;
2. Memo to Schools/Departments
3. Inclusion in the University's Policy Library;
4. Staff training;

5. Information sessions.

Records Management

Note to Policy Editors: Please check with the Central Records that the content in this section is compliant with PROV.

Title	Location	Responsible Officer	Minimum Retention Period
Enrolment Form (Including concession and fee waiver documentation)	Student HQ	Manager Student HQ	7 years after enrolment has expired
Selection Records (Including Direct Application Form)	School	Director, Skills and Education Delivery	1 year
Training Plan	School	Director, Skills and Education Delivery	2 years

Records Disposal

University records must only be disposed of in accordance with the University's Records Disposal Process as outlined in the [Records Management Procedure](#). Authorisation must be obtained from the Head of School/Centre/College, Records Management Services and the Director of Academic Services or their delegate prior to disposal. Records must not be destroyed where it is known that those records may likely be required in evidence, either now or in the future