VET Pre-Enrolment and Enrolment Procedure

Policy code:	ST1858
Policy owner:	Director, Student Services and Registrar
Approval authority:	Chief Learner Experience Officer
Approval date:	06 May 2025
Next review date:	16 April 2027

Table of Contents

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.

This procedure applies to all staff and all prospective VET students applying to undertake any program of study in VET at Federation University.

The Scope of this Procedure encompasses all relevant Legislative and Contractual requirements to ensure University compliance.

These Legislative and Contractual requirements are:

Standards for Registered Training Organisations (RTOs) 2015 – Standard 5:

Clause 5.1: Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies.

Clauses 5.2 to 5.4: Students to be provided with current and accurate information to enable an informed decision in relation to undertaking training with an RTO. Information regarding fees and charges for agreed services to be provided.

Students to provide evidence of fee concession and enrolment eligibility.

Section 4.1, Schedule 1 of the VET Funding Contract: must conduct a Pre-Training Review for each prospective *Skills First* and VETDSS Student, as part of enrolment, or before the commencement of training, to ascertain a suitable, and the most suitable, program for that individual to enrol in.

Sections 4.2 of Schedule 1 of the VET Funding Contract: must have a clear and documented process for conducting the Pre-Training Review. The business process must be consistent with the following objectives:

1. enable them to obtain the required skills to make them job-ready;
2. assist them to undertake further education; and/or
3. promote/enable participation in training for disadvantaged learners.

Section 4.3 of Schedule 1 of the VET Funding Contract: The Pre-Training Review must:

a. identify the individual's objectives for training and the likely job or further study outcomes from the development of new competencies and skills;
b. identify any competencies previously acquired (including through RPL, recognition of current competency (RCC) or credit transfer);
c. consider the individual's:
    i. existing educational attainment and capabilities;
    ii. literacy and numeracy skills; and
    iii. digital capability, where the proposed learning includes portions delivered online; and
d. identify whether the proposed learning strategies (including online delivery) and materials are appropriate for the that individual and, where necessary, steps to overcome any barriers.

Section 4.4 of Schedule 1 of the VET Funding Contract: must document why it determined the course each *Skills First* Student enrolled in was a suitable, and the most suitable, course for that individual, with reference to the information obtained through considering all items above.

Section 4.5 of Schedule 1 of the VET Funding Contract: must not enrol a *Skills First* Student in a program that is at an inappropriate level for that individual, including in courses on the Foundation Skills List that would not provide additional relevant competencies.

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 - (DJSIR)
- Federation University Australia Statute and Regulations

Definitions

Term	Definition
Campus Solutions	Federation University Australia's Student Management System.
Course	A series of units of vocational education and training, or the modules of a VET accredited course that combine to become a qualification from an accredited Training Package or skill set.
Program Selection Officer/ Student Administration	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 course placement. Written evidence of such delegation must be retained.
Teaching Group	A defined combination of course and units. A group is used to manage and track course 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 course. In Campus Solutions 'unit' may be replaced with 'course'.

VET Pre-Enrolment

The Pre-enrolment process is undertaken to ensure that the University has enrolled a well-informed learner who knows what to expect when they commence their training.

The process consists of:

- LLN and digital capability review
- Completion of Pre-Training Review
- Issuing of a current Statement of Fees
- Confirming Victorian Training Guarantee Eligibility
- Provision of information in relation to VET Student Loans, if applicable

These steps should be undertaken for each learner as described within this document.

1. Qualification Entry Requirements

	Activity	Responsibility	Steps
1.	Confirm the AQF entry requirements for course	Program Manager	Identify AQF entry requirements and ensure entry requirements for individual courses are current and included on the Course Guide, Course Finder, and other promotional material.
2.	Determine language literacy, numeracy and digital capability entry requirements for the course	Program Manager	Decisions about the current LLN skills and digital capability requisites of a VET course are based on the entry requirements mentioned in Appendix 2.

2. LLN and Digital Capability Review

VETASSESS is the system used for conducting, reviewing, and providing feedback of all student's LLN skills and digital capabilities prior to enrolment. The LLN skills and digital capabilities of the student are a critical component of determining a student’s suitability to undertake specific VET study.

The LLN and digital capability entry level requirements are determined by the following factors:

- recommendations of ACSF levels specified in the training package
- AQF level of the qualification
- LLN skills required to undertake specific units of competency (as recommended by industry and trainer/ assessor),
- LLN skills required to optimise student learning within course
- Ability to use relevant ICT based devices, applications, software, and services.

Refer to Appendix 2 for decision making rules for determination of the minimum LLN skills and digital capabilities required to undertake study within specific VET qualifications.

The LLN and digital capability Review will be completed as part of the application process.

	Activity	Responsibility	Steps
1.	Commence the application process	Student Administration, Program Support Officer or Student via online portal, Student Management System CRM	The application process is to be completed prior to enrolment to allow time to conduct the LLN and digital capability review.
2.	Determine and implement reasonable adjustments for students with a disability	Disability Services	Where a student identifies themselves as having a disability and requests assistance, the Disability and Learning Access

			Unit (DLAU) will be notified via CRM and will contact the student to assist in the negotiation of reasonable adjustments, to be implemented as relevant in both preparatory workshops and the administration of the LLN review.
3.	Enrol prospective student in LLN and digital capability review	CRM	The appropriate LLN and digital capability review tool is provided by VETASSESS. The appropriate test module is allocated, based on the course being applied for. The information collected will be inputted into CRM.
4.	Mark the LLN and digital capability review	VETASSESS	The LLN and digital capability review is automatically marked against the assessment criteria specified. Students will be automatically advised through the CRM if they have met the required ACSF level or if they are “Working towards” the required ACSF level.
5.	Record the LLN and digital capability performance of the applicant	VETASSESS/CRM	The results achieved by the applicant are recorded and retained by VETASSESS and in CRM, with 24x7 access for delegated Federation staff, available for 1000 days.
6.	Notify prospective student of results	VETASSESS/CRM	A letter informing the applicant of their review result is sent automatically via the email address provided by the Applicant.
7.	Provide trainer/assessors access to prospective students' LLN and digital capability review results	Program Support Administrative Officers/ CRM	The prospective students' LLN results are stored by VETASSESS in the CRM and the Trainers / Assessors, Admin staff and LLN TAFE study support team will self-serve through the VETASSESS portal for the information they require.
8.	File notification in student file.	Trainer/Assessor	The Trainer / Assessor must ensure that a copy of the student’s LLN and digital capability results letter is placed in their file and retained digitally within CRM.

			Copies must be retained in accordance with the [Records Management Procedure]().

3. Pre-training review completion

A Pre-Training review is completed as part of the online assessment by an authorised member of Student Administration. Information and evidence concerning Recognition of Prior Learning (RPL), Recognition or Credit Transfer is compiled and assessed alongside the LLN, Digital Capability Review, existing educational attainment, capabilities, aspirations, and interests. Trained staff in student admin review all information against the requirements of the TAS A to determine if the course is suitable and appropriate for the students application to proceed. Steps as listed below

	Activity	Responsibility	Steps
1.	Review results of LLN and digital capability review	Student Administration/Program Area	This information is compared with LLN and digital capability entry level requirements of the course for which the applicant has applied. This information is discussed with the Program Areas for the development of appropriate LLN support, where required.
2.	Make determination on how to proceed with application	Student Administration	Identify if the applicant has achieved LLN and digital capability skills and the required ACSF level. If the applicant has been identified as “working towards” the required ACSF level, refer to Appendix 1 for guidance in interpreting student results. Applicants eligible for VET Student Loan (VSL) applying for a Diploma qualification who do not hold a year 12 qualification must be ‘working at level 4 / exit level 3’ in the ACSF in both reading and numeracy or they will not be able to defer fees to VSL. (Refer to Section 2 – LLN and Digital Capability Review) If the student is identified as “working towards” the ACSF level, the LLN review score obtained by the prospective student should be recorded on the pre-training review form as ‘x’ of ‘y’ questions

			correct. Any additional support offered to the applicant must also be documented on the pre-training review. Any gap between the applicant's digital capability and the requirements of the course should also be noted on the pre-training review. Applicants intending to enrol into certificate course levels I to IV, that do not achieve the determined ACSF level may be granted enrolment into the desired VET course with some additional LLN support arrangements such as selected units from LLN support or additional coaching or may be recommended to apply for an alternative course of study such as an appropriate foundation skills course and reapply to the intended course at a later date. This is determined by the trainer conducting the pre-training review in accordance with Appendix 1 and should be noted on the pre-training review online form in CRM. Considerations should be given to the industry requirements and the student's previous experience working in the industry area. Refer to Appendix 1: Determining Learning Support Options for VET students.
3.	Complete the Pre-Training Review form	Trainer and Assessor/ATSO	Where an applicant is identified as 'working towards the required ACSF level, the trainer must document details of additional support offered. If the trainer determines that no additional support is required, a clear rationale for the decision is noted via the online application in the CRM. In addition, Section 7, 'Employer Pre-Training Review', must be

			completed for Trainees and/or Apprentices. ATSOs are responsible for obtaining this and putting into the student file. See Australian Apprenticeship Traineeship Delivery (VET) Procedure. Federation TAFE Program Areas may, at their discretion, request a pre-training interview with prospective students.
4.	Ensure the applicant is aware of funding eligibility	Student Administration	If funded as VTG student, ensure that applicant is aware of funding eligibility requirements as specified by VET Funding Contract. A VET Student Loan (VSL) Information Booklet is available from Student Administration and should be provided to students. Notification will be provided via CRM to the applicant of funding eligibility requirements. Program Areas may request selection and suitability interviews, if required.

4. Victorian Training Guarantee eligibility

	Activity	Responsibility	Steps
1.	Check Victorian Training Guarantee VTG eligibility criteria for all students	Student Administration/Program Area	Check the criteria as below • Citizenship • Foundation Courses • VET Funding Contract • Student & RTO Declarations • Authorised Delegates • Proxy Declarations
2.	Ensure copies of VTG evidence are made, and certified for all applicants	Student Administration	Where an applicant's evidence is verified through the appropriate portal to the Document Verification Service, evidence is retained and can be recalled by providing appropriate people with access to the Student Administration software. A student declaration maybe be used if a

			does not want their personal details kept on record. Where an applicant's evidence is verified manually in person, copies of all required VTG evidence must be made and certified, dated and attached with applicant's enrolment form. Where VTG evidence is sighted in person, copies of VTG evidence must be sent to Student Services to be held with the student enrolment file. All copies of VTG evidence are to be retained in the CRM system.
3.	Check Apprenticeship/traineeship eligibility requirements	Trainer/Assessor	Australian Apprenticeship Traineeship Delivery (VET) Procedure

5. Statement of Fees

	Activity	Responsibility	Steps
1.	Prepopulate Statement of Fees template for applicant	Trainer/Assessor or Department Administration/Student Administration	Staff member populates the Statement of Fees Generator (Microsoft Form) with details relevant to the applicant and submits. Statement of Fees file will be emailed direct to the staff member. Data within the Statement of Fees is maintained by Student Finance. Prior to the commencement of training, the Training Provider must give each Skills First Student a Statement of Fees that includes, at minimum: a. the code, title, and currency of the course; b. the total cost to them for their course, considering any Fee Concession or Fee Waiver entitlement;

			c. the approximate value of the government contribution expressed in dollars; and d. any other applicable fees, such as student services, amenities, goods, or materials. This is automated with CRM, and students will be given an indicative statement of fees after their application is completed.
2.	Provide applicant with a Statement of Fees	Student Administration/CRM	Each Statement of Fees must be individualised for each enrolling student and include the student's name. An invoice will be generated after the student accepts their enrolment and sent to their Federation University student email address and is available via MyStudent Centre.

6. VET Student Loans (VSL) - Administration, students' rights and obligations

	Activity	Responsibility	Steps
1	Provide eligible students with information on how VET Student Loans operate and the students' rights and obligations	Student Administration/CRM	A VET Student Loans (VSL) Information sheet is available from the Student Fees website and must be given to all students in a VSL eligible course during the pre-enrolment process. The information sheet developed by Student Finance is attached to a student's offer letter/email in CRM. Link to Studyassist

VET Enrolment

Verifying Course / Unit Data on Student Management System

	Steps	Who is responsible?	Comments

1.	Verify that the course being offered has been correctly entered on Campus Solutions and is available for enrolment.	Program Manager	If there are issues with the currency of the course or details have not been correctly entered refer to the VET Program Approval and Maintenance Procedure AG1334. If the course is transitioning, expired or ceased the Program Manager is required to seek approval for any enrolments into these courses. The request must be initially approved by the Director, Skills and Education Delivery. This approval is then communicated to the Program Manager and Student Administration to allow the enrolment. Tuition fees must have been approved and published.
2.	Verify that teaching groups have been established for the course.	Program Manager	Teaching groups are established, providing delivery details to Program Management and Compliance (PMC) via Group Data form logged in the Service Now PMC portal.
3.	Ensure all Program Area staff involved in enrolment have access to the current teaching group in Campus Solutions.	Program Manager	Selection of units need to be assigned to each individual student's APT via the AIR Tree or a TGET (teaching group enrolment template).

Applications for Admission

	Steps	Who is responsible?	Comments
1.	Complete Direct Application form, VTAC or Epsilon Registration.	Student	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 Students may seek advice from Program Areas in completing the admission application.

			Note: If using a manual enrolment form, the application form is part of the enrolment process.
3.	Acknowledge receipt of the application and forward relevant course/enrolment information to the student.	Student Administration	Automated process through CRM.

Selection of Students

	Steps	Who is responsible?	Comments
1.	Appoint program selection officers and establish process for undertaking selection.	Student Administration	The Selection Officer is 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. An authorised RTO delegate is an approved delegate who has authorisation to sign and approve a manual enrolment form and complete the online eligibility. **Authorised Delegate Form** A list of authorised delegates is maintained by TAFE Student Administration. Managing diversity requirements should be taken into account.
2.	Physical presence in Victoria	Program Manager/Selection Officer	Where training and/or assessment is provided to an eligible individual the individual must be physically present in the State of Victoria or within specific postcodes near the borders at ALL times at which are undertaking the training and/or assessment. You can rely on the postcode the student provides as their home address to check whether they are in an identified border region. 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.
3.	Conduct Pre-Training Review/LLN	Student Administration	All students must undergo Pre-Training Review and LLN testing prior to enrolment as part of the application process. These steps are outlined earlier under VET Pre-Enrolment and completed through the CRM. All students under the age of 18 must have their enrolment countersigned by a parent/ guardian. This also applies to apprentices and trainees. Under 18 parent/guardian consent form 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.
			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 **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 **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 **c)** is not currently, or has never been, enrolled in a Victorian School (for example, students 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. Students can enter their current concession card details in their online application or present a physical copy to a Federation University staff member approved to sight and complete concession card declarations. 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. The original card must be sighted and a declaration retained on the students file in Student Administration indicating the date it was sighted. The declaration must show: • 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 The RTO must check a student's entitlement for a fee concession as part of enrolment and PRIOR to the commencement of training
4.	Determine eligibility for a government subsidised place	Student Administration	Selection should be undertaken based on the course selection criteria. Eligibility Guidelines, evidence and enrolment requirements for government subsidised training can be found in the current Dual Sector VET Funding Contract Skills First Program. 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 courses where eligibility exemptions may be granted and the compliance obligations of the RTO. The RTO will retain a transaction record showing eligibility was confirmed via the "Document Verification Service CRM" and store this document in the CRM. Or if manual verification is required sight the original or a certified copy of the eligibility of evidence and retain a sighted copy of the documentation in the student's application via the CRM. The RTO must inform the eligible individual how their enrolment will impact their access to further government subsidised training. The RTO is required to sight and retain a copy of evidence that the student has provided, as part of the course's accreditation, and meet any particular entry requirement for that course.

5.	Determining eligibility and relying on information obtained about a student for a subsequent enrolment	Student Administration	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: • 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 students 'Skills First Entitlement' for each subsequent enrolment. The RTO must inform the eligible individual how their enrolment will impact their access to further government subsidised training. Withdrawals - Re-commencing a subject enrolment after a withdrawal – Government funded units only. When a student withdraws with attendance (hours attended) and comes back and recommences the same unit, you must reduce the Scheduled Contact Hours (SCHs) by the number of hours previously reported as Hours Attended.
6.	Unique Student Identifier (USI)	Student Administration	All individuals undertaking nationally recognised training delivered by a registered training organisation need to provide their USI as part of the enrolment process. This is the individual's education identifier for life. It also creates an online record of the individuals' training attainments in Australia A USI is required to receive Commonwealth financial assistance ie. VET Student Loan as well as to obtain the

			qualification or statement of attainment. Individuals can create their own USI and find out more information at www.usi.gov.au 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
7.	Unique Student Identifier (USI) Exemption	Student Administration/Student	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. 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. Students with exemptions are not eligible for Commonwealth Financial Assistance. The full 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.
8.	Statement of Fees	Student Administration	All students must be provided with a statement of fees prior to enrolling.

			When enrolment is finalised, the Student needs to review and accept the fees and confirm their enrolment in Campus Solutions.
9.	Approve enrolment.	Student Administration	The evidence of eligibility and student declaration must be completed in conjunction with the student by an authorised delegate of the University - 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. A list of authorised delegates is maintained by TAFE Student Administration.
10.	Offer a place to successful applicants and provide information about the enrolment process, enrolment dates, course fees and charges, including a statement of fees and the refund policy.	Student Administration	Ensure eligibility evidence and declarations are provided and completed by both RTO delegate and student prior to commencement of training. Students must commence training prior to the 31st of December in the enrolment year to receive funding.
11.	Provide unsuccessful applicants, where appropriate, with advice regarding alternative courses.	Program Manager or trainer and assessor	Advise students of alternative study options or pathways and how to enrol.
12.	Ceasing delivery to students prior to completion of course	Pro Vice-Chancellor and Chief Executive TAFE	If training to an individual is cancelled prior to the completion of their course the University must advise students of alternative study options or pathways.

Enrolment of Students

	Steps	Who is responsible?	Comments
1.	RPL	Trainer or Assessor	Ensure credit transfers and RPL's, if applicable, have been identified and approved when assigning units/courses from the AIR tree/ TGET to the student's APT.

2.	Assign units from the AIR tree/ TGET to the students APT and set student to self-service.	Program Support Officer/Student Administration in consultation with student	Assign units.
3.	Provide student with Training Plan & unit outline.	Program Manager	The training plan unit enrolment form and unit outline make up the training plan. 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. A signed copy must be provided to the student.
4.	Notify students to complete their online enrolment	Student Administration	Students notified via the CRM to complete their enrolment.
5.	If a manual enrolment form, forward to Student Administration for processing.		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. • Include unit enrolment sheet with enrolment form and a copy of current concession declaration if applicable • Student Administration staffwill conduct audit checks to ensure the enrolment form is complete and meets compliance and contract requirements
6.	Check enrolment form has been completed and authorised.	Student Administration	Using the Student Administration checklist ensure enrolment is completed correctly and meets compliance requirements
7.	Process enrolment in Student Management System.	Student Administration	This includes issuing students with a unique identification student number.
8.	Material fees if applicable	Student Administration/Program Support Officer	Complete the Material Fee Form - selecting relevant material fees for the student.

			• New students – PSO to upload Material Fee form in CRM application, Student Administration to process • Continuing students – PSO to complete and process material fee form and provide a copy to the student
9.	File enrolment form.	Student Administration	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 Administration staff member.
10.	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 sent from the eCAF website and needs to be completed within the required timeframe and prior to the census date. The following information and documents must be collected and verified in relation to a student applying for a VET Student Loan: • 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. 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 course. 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'.
11.	VET Student Loans – Replacement Provider	Student Administration	The RTO is to ensure students enrolling in a replacement course with the provider: • 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 • The student is not charged tuition fees for a replacement component of the replacement course.

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.

- Appendix 1 - Determining LLN support options for VET students (DOCX 61.8kb)
- Appendix 2 - Pre-training review LLN (PDF 155.6kb)
- Authorised Delegate Form (DOCX 41.4kb)
- Corrections VET (TAFE) Enrolment Form (PDF 1173.8kb)
- Corrections VET (TAFE) Enrolment Variation Form (PDF 764.1kb)
- Dual Sector VET Funding Contract - Initiative Schedule (PDF 232.1kb)
- LLN Support Enrolment Form (PDF 871.9kb)
- VET (TAFE) Enrolment Variation Form (PDF 836.3kb)
- VET (TAFE) LLN Variation Form (PDF 845.7kb)
- Vet Enrolment Form APRETC/GWO/BST/BSTR (PDF 879.3kb)

- VET Enrolment Form Government Funded (PDF 1283.8kb)
- VET Enrolment Form Non Government Funded (PDF 942.6kb)
- VET Request for Unique Student Identifier (PDF 945.2kb)
- VicRoads Licensed Vehicle Tester - VET (TAFE) Enrolment Form (PDF 882.1kb)

University Statutes and Regulations

- Federation University Australia Statute 2021
- Federation University Australia (Students) Regulations 2022
  - Part 2 - Division 3 - Enrolment
  - Part 2 - Division 4 - StudentFees 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
Authorised Delegate List	Student Administration	Coordinator TAFE Student Administration	Permanent
Authorised Delegate form	Student Administration	Coordinator TAFE Student Administration	Permanent
Enrolment Form	Student Administration	Manager Student Administration	7 years after enrolment has expired

(Including concession and fee waiver documentation)			
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