



International Institute of Business and Information Technology (IIBIT) Enrolment Policy

Purpose

The purpose of this policy is to ensure that IIBIT complies with the Standards for RTOs 2015, in ensuring our enrolment process is clearly defined.

Policy Statement

IIBIT uses the Standards for RTOs 2015 to guide the provision of nationally consistent, high-quality training practices.

IIBIT will ensure that all students will enrol in a course prior to the commencement of the course, unless circumstances prevent this; i.e. student transfer from another RTO.

Responsibility

The CEO is responsible for the control and issuance of this policy.

Definitions

Student	A person who has completed and lodged an enrolment form with IIBIT in order to undertake training
Standards for RTOs 2015	Means the regulatory standards for training providers as set by The Council of Australian Governments' (COAG) Industry and Skills Council for endorsing vocational education and training (VET) standards.
Training course	A course/ unit or qualification developed by IIBIT that meets the training and assessment requirements of a qualification from a training package, one or more designated units of competency, or an accredited course. A Training course may also be non-accredited training. The training course may specify such matters as essential, core and elective units, the sequence and timing of training and assessments, any pre-requisites and the resources required. This may form part of a training and assessment strategy

Policy Principles

IIBIT is committed to ensuring that enrolling students are provided with necessary, timely and accurate information that relates to the requirements of the training program, payment, policies and procedures and responsibilities of the student.

Information provided by the student at enrolment will be confidential.

Students will be inducted into the course and orientated to the facility in the first session of their course.



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This will include information about:

- Policies and procedures
- Equal opportunity
- Complaints and appeals
- Code of conduct
- Assessment
- WHS implementation

IIBIT have a clearly defined enrolment process of which students are informed at the time of application. All enrolments for training programs offered by the IIBIT will be acknowledged within seven (7) days of receipt and confirmation will be sent to the contact person nominated on the enrolment form.

Students are responsible for completing enrolment requirements prior to the commencement of the course.

IIBIT is responsible for ensuring prospective students are fully informed prior to applying for enrolment. IIBIT is responsible for maintaining appropriate records of enrolments.

WorkReady

Where students would like to access subsidised training through WorkReady, they are also required to complete the following over and above IIBIT's enrolment process:

- Upfront assessment of needs test (UAN)
- Complete the WorkReady participant agreement form
- IIBIT to determine if the student meets the eligibility criteria
- IIBIT to open a training account
- Provide the student with the breakdown of the participant course fee (if any)

Related policies and documents

Related documents	<ul style="list-style-type: none"> • UAN Test • Enrolment form • Participant Agreement
Related Legislation	<ul style="list-style-type: none"> • Standards for Registered Training Organization (RTOs) 2015
Review	A review of this policy and its associated procedures is undertaken annually by the Chief Executive Officer.