

## 8. Skilled Up Enrolments

### Purpose

Skilled Up clients are provided with accurate and sufficient information to make an informed choice about their enrolment and/or agreement. The agreement between Skilled Up and the clients is clearly defined and accurate improvement to client information services are demonstrated.

### Scope

Skilled Up comply with the eligibility criteria under VET funding contract and follow the SRTOs 2015 clause regarding enrolment.

### Policy

After initial interview and prior to the commencement of training all students must;

- a) Complete Pre-Training Review (PTR) – Delegate MUST sign
- b) Complete Language, Literacy and Numeracy assessment via LLN Robot
- c) Complete Student Enrolment via VetEnrol.
- d) Sign Training Plan with confirmation of enrolment letter
- e) Complete Post enrolment feedback form
- f) Sign off orientation checklist.

The above forms can either be completed at an official Student Induction, Online or Face-to-Face with a delegate (enrolment officer/student liaison officer/BD) or Admissions Manager. These forms will be collated and audited by a delegate and saved under the student's file.

At Skilled Up our approach to enrolment and induction/orientation is to provide a pathway for students to make informed decisions about their training and assessment and enter a training pathway that is the right fit and free from discriminatory barriers.

To achieve this, we will:

- Inform prospective students about prerequisite requirements for their desired training program and pathways to obtain these before enrolment;
- Assess a student's language, literacy and numeracy skill levels to ensure they have adequate skills and abilities to meet the requirements of their desired training program;
- Provide accurate and ethical marketing and pre-enrolment information that enables them to make confident and suitable decisions about selected training programs;
- Determine if the student has any need for reasonable adjustment at the point of enrolment to allow training programs to be suitably adjusted;

- Ensure there are no barriers for people with a disability;
- Provide comprehensive administrative support that allows the student to complete enrolment efficiently and commence training at an agreed time and place; and
- Inform prospective students about alternate pathways to training such as gaining credit for current competence or recognition of prior learning pathways.
- The Skilled Up registered training organisation must comply with relevant Commonwealth, State or Territory legislation and regulatory requirements relevant to its operations and its scope of registration.
- The Skilled Up registered training organisation must ensure that its staff and clients are fully informed of legislative and regulatory requirements that affect their duties or participation in vocational education and training
- The Skilled Up must provide the following fee information to each client:
  - The total amount of all fees including course fees, Enrolment fees and any other charges (refer fee and refund policy).

## Procedure

Giving Information on enrolment prior to enrolling student.

- Individual or corporate students may enrol online due to COVID19, Skilled Up will provide the assistance during the enrolment process.
- Before enrolment form link is sent to student, Admissions Manager/delegate will conduct PTR and LLN assessment MUST be completed with student to identify their needs and support.
- During this PTR process, delegate will go through with students to identify their needs and provide them the course information and funding eligibility requirements.
- Students will be required to complete an enrolment form (vetenrol) after initial Pre-training review and completing the LLN assessments, where Skilled Up delegate gives advice to the student regarding suitability of the desired course.
- Student MUST read the Skilled Up policies and procedures, visit Skilled Up website and read the course information before the enrolment process.
- Prior to enrolment, student needs to understand his/her rights and obligations as a student before or during PTR/LLN assessment.
- Enrolments are processed as they are received and a Welcome letter (confirmation of enrolment (CoE), training plan of course confirmation, student handbook is sent electronically to the student one week prior to the student commencement date. Statement of Tuition Fees is sent to students prior to their commencement.
- Skilled Up will not collect pre-paid fee of more than \$1500 from the students.

### 1. Verifying student eligibility for course enrolment and funding availability

- Skilled Up authorised delegates are to confirm which course/s the student is applying to enrol in.
- Skilled Up authorised delegates are to confirm if the student is able to enrol at level requested by checking if pre-requisites are required to enter the course.
- Student is to fill in all areas and sign the student declaration on the “enrolment eligibility form”
- Skilled Up authorised delegates are then to confirm all student areas are complete correctly on the “enrolment eligibility form” and the declaration has been signed.

- Skilled Up authorised delegates are then to collect and copy appropriate identification from the student to confirm funding eligibility and sign that the original document has been sighted. If the ID is unable to be copied due to the location then it must be verified through Document Verification System (DVS). If the original documentation has not been sighted by the Skilled Up authorised delegate it must be a certified copy by an authorised person. Students using certified photocopies of their original documents will be required to present or mail them to the RTO. For the purpose of the Evidence of Eligibility and Student Declaration, certified photocopies that are scanned are not sufficient to meet this requirement and they will be verified by the Skilled Up delegate through DVS.
- Skilled Up authorised delegates are to complete a JSA form with student (if required)
- Skilled Up authorised delegates are to discuss funding eligibility with the student and any student cost involved confirming the cost of the course with the student as per Skilled Up fees and charges service agreement. The service agreement has an allowance for a payment plan if required.
- Skilled Up authorised delegates are then to fill in the “Skilled Up authorised delegates only” area and signed “enrolment eligibility form”.

## 2. Student is enrolled only after the above procedure is completed.

Skilled Up authorised delegates are to ensure that:

- Pre enrolment discussion with student carried out as per procedure.
- Confirm with student what course they would like to enrol in
- Confirm if there are any pre-requisites for this course as per Skilled Up as per training and assessment policy and procedure.
- Confirm student has completed the “enrolment eligibility form” correctly.
- Student sign the “student declaration” and date it.
- Student complete JSA form (if required)
- Collect and copy all identification requirements sighted as original and signed the document as original sighted. If documents have been mailed in by the students they must be signed by an authorised person noted on enrolment form and verified through DVS.
- Complete “Skilled Up authorised delegates area” of the “enrolment eligibility form”
- Sign “enrolment eligibility form” as Skilled Up authorised delegate
- Student complete the pre-training review
- Student complete Direct debit form (if required)
- Explain the written agreement with the student and complete all documentation with them
- Confirm student signs written agreement/s
- Sign written agreement as Skilled Up authorised delegate
- Confirm student signs training plan and sign as Skilled Up authorised delegate
- Process payment of invoice with the administration team. – upfront payment or have completed direct debit form completed
- Complete the Skilled Up authorised delegates Checklist.

- Give completed “enrolment eligibility form” and identification to administration staff for processing in VETtrak to have “letter of offer and written agreement and invoice/receipt printed and mailed to student.
- Hand over all paperwork to administration team for student file to created – student is now enrolled
- Confirmation of enrolment (COE) to be sent to the student.
- Confirmation Email/SMS to be sent confirming start date of the course.

## Skilled Up Staff Responsibilities

### Step one: Obtaining pre-enrolment information

- Admission Manager obtains the enrolment form from student to enter the student information in VetTrak.
- Student must sign the enrolment form and agree on terms and conditions stipulated in Enrolment form in the acceptance section.
- Academic/Operational Director ensures and checks the accuracy of the information of courses and details on the enrolment form for AVETMISS data entry.
- Skilled Up will audit the files during their quarterly internal audit.

### Step two: Pre-Training Review (PTR)

- Once students submit the Expression of Interest, Admission Manager or Director Academic/Operations or delegate will conduct the Pre – Training Review after the student has completed the LLN assessments.
- Director Academic/Operations or delegate signs off the Pre-Training Review (PTR) form
- Delegate will inform student that he/she can now complete the enrolment form via (VETEnrol)
- Director Academic/Operations Director or delegate will advise student if there are any changes in the offer due to the outcome of PTR such as student is not eligible or has a very low ACSF outcome from the LLN assessment.
- Admission Manager or Delegate will complete the training plan and training schedule including face to face workshops and assessments due date. This has to be agreed and signed by the student.

### Step Three: Recognition of Prior Learning (RPL)

- Admission Manager gives advice on how student can apply for RPL.
- RPL option may arise during PTR based on the course information provided.
- Students may be encouraged to apply for RPL on the basis of their previous learning
- If the student is eligible, Academic/Operational Director will provide the details and Application Form for RPL including RPL tool kit.

### Step Four: Confirmation of Enrolment/Welcome Letter

- Admission Manager will follow up with student to complete the formulation of enrolment
- Admission Manager will complete the documentation requirement to enrol the student and enter the data into VetTrak.

- One week prior to commencement, Admission Manager or delegate will send the confirmation of enrolment email with welcome letter to students with the following attachments:
  - o Confirmation of Enrolment (COE) Letter.
  - o Student handbook
  - o Post enrolment feedback form
  - o Orientation Pack
  - o Orientation checklist to sign off.
  - o Training plan/Timetable
  - o Statement of Fee
- Three days prior to commencement, Skilled Up will send the commencement reminder to the students advising the date, time and trainer information.
- Two days prior to commencement, Zoom link and resources will be sent to student before commencement of the training.

**Note:** Enrolment process flow chat (Appendix A)

## Delegate

Business Development Manager

Admission Manager

Enrolment officer

Director Academics/Operations

### 8.1. Eligibility Criteria.

#### Purpose

This process has been developed to ensure that Skilled Up has systems in place to guarantee that individuals meet the eligibility criteria in order to access Government Subsidised training under the VET Funding Contract.

#### Policy

1. Skilled Up must have a clear and documented business process for the determination of eligibility of individuals for government subsidised training (prior to commencement in training) under this Schedule 2. The business process and related documentation demonstrating that appropriate checks have been performed to establish each individual's eligibility must be made available to the Department (or persons authorised by the Department) for audit or review purposes.

3. Skilled Up must comply with the *Guidelines for Determining Student Eligibility* and Supporting Evidence as issued by the Department from time to time.

4. Skilled Up must apply the following requirements to determine whether an individual is eligible for government subsidised training under their Schedule 1 and thereby be an Eligible Individual for the purpose of the VET Funding Contract

4.1. Relevant evidence is to be sighted by Skilled Up for each Eligible Individual, prior to commencement in training, in accordance with the *Guidelines about Determining Student Eligibility and Supporting Evidence*.

4.2. The evidence described in the *Guidelines about Determining Student Eligibility and Supporting Evidence* must be recorded by Skilled Up in a form prescribed by the Department or in a form which records the exact information as the form prescribed by the Department and must be made available to the Department (or persons authorised by the Department) for audit or review purposes.

5. To be eligible, an individual must meet Victorian Training Guarantee requirements as follows:

a) An individual must be:

- i) an Australian citizen; or
- ii) a holder of permanent visa; or
- iii) a New Zealand citizen;

and

b) enrolling in and commencing training in a program provided by the Skilled Up between the commencement date and 31 December 2022 inclusive; and

c) physically present in the State of Victoria at all time at which they are undertaking the training and assessment

The only exception to this “physical presence” requirement is where a Skills First student 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 they are enrolled in may be delivered online during the period they are interstate or overseas.

6. In addition to meeting the requirements of Clause 2.2 – 2.4 of this Schedule 1, an individual is only eligible to:

a) An individual who is under 20 years of age (as at 1 January in the year of commencement of training) is eligible to enrol in any Skills First Subsidised training.

b) An individual who is 20 years of age or order (as at 1 January in the year of commencement of training) is eligible to enrol Skill First subsidised training in:

- i) a program that is at a higher AQF level than the highest qualification held at the time of the scheduled commencement of training (“upskilling”);
7. Determining the number of courses in which an individual is eligible to enrol in 2022
- a. an individual is eligible to commence a maximum of two government subsidised courses in 2022
  - b. an individual is eligible to undertake a maximum of two government subsidised courses at any one time in 2022
  - c. an individual undertakes a maximum of two Skill Frist subsidised program at any one time (the 2 at a time limit) and
  - d. commence a maximum of two government – subsidised programs in their lifetime that are at the same AQF level (the ‘2 level in a lifetime’ limit)

### Exceptions to the eligibility exemptions

A. Skilled Up may exempt an otherwise ineligible individual from particular eligibility requirements or limits on the amount of training that can be subsidised only if it is permitted to do so in accordance with PART C of VET funding contract schedule 1

B. Skilled Up MUST also refer to PART C of VET Funding contract Schedule 1 and the Guidelines about eligibility for information about specific programs or circumstances that are not to be taken into account in determining an individual’s eligibility.

### Proxy Declarations for individuals in exceptional circumstances

1. In the circumstance where a student is unable to provide the appropriate identification to support their citizenship/residency status, Skilled Up will exhaust all options of obtaining the identification prior to seeking a proxy declaration. In the scenario where a student is unable to provide the required identification due to financial hardship, Skilled Up will endeavour to assist where possible.
2. If the student is unable to obtain the required identification for any other reason, Skilled Up will provide a detailed explanation of the situation and what actions have been taken to obtain the identification through the enquiries section of SVTS. Once the enquiry has been submitted to SVTS Skilled Up will await the response. If SVTS approve this as a proxy declaration, the communication will be printed and placed with the student’s enrolment form and kept in the Skilled Up file in place of the identification.

## Ensuring eligible individuals are Victorian residents.

Skilled Up ensures that an eligible individual has a physical presence in Victoria. If the student has temporarily located interstate or overseas for a defined period, no more than 50% of the total scheduled hours applying to the training service in which the eligible individual is enrolled may be delivered online (via Zoom) during this defined period. If an eligible individual is located outside Victoria for indefinite period, then Skilled Up may suspend or defer study till eligible individual is physical relocated in Victoria for both face to face or Zoom classes.

### Procedure

1. Skilled Up Admissions Manager/Enrolment Officer/delegate **will not** enrol individuals to complete training under the VET Funding Contract who are:

- a) enrolled at school that **will not** be undertaking a School Based Apprenticeship/Traineeship) or
- b) a prisoner held at a correctional facility or
- c) a person who is detained under the *Mental Health Act 1986*; or the *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997* or the *Sentencing Act 1991* at the Thomas Embling Hospital or
- d) A person who is detained (other than on weekend detention) under the *Children, Youth and Families Act 2005* or the *Sentencing Act 1991* or who is held on remand in one of the following youth justice facilities:
  - i) Malmsbury Juvenile Justice Centre
  - ii) Parkville Youth Residential Centre

as per the Eligibility Exclusions outlined in VET Funding Clause

2. For the purpose of determining eligibility of an individual, the Skilled Up Representative will meet with the individual to complete the Skilled Up Enrolment Form. The completion of the enrolment form provides the required information to determine if the student is an Eligible Individual by reviewing the relevant fields in this document.

3. Skilled Up **will not** enrol an individual that is unable to provide the required information/evidence to meet the criteria to be found as an Eligible Individual in accordance with the *Guidelines for Determining Student Eligibility and Supporting Evidence* at the time of enrolling. Unless in exceptional circumstances, and only when approved by the Department.



4. The following requirements are included within the Skilled Up enrolment form to determine whether an individual is eligible for government subsidised training and therefore, be considered an Eligible Individual for the purpose of the VET Funding Contract:

a) Citizenship Status

- i. is the individual an Australian or New Zealand Citizen
- ii. is the individual a holder of Permanent Visa

b) Age as at the 1<sup>st</sup> of January

- i. is the individual under 20 years of age as at 1 January in the year of commencement of training and seeking to enrol in nationally recognised training?
- ii. is the individual 20 years of age or over? If so they must be enrolling into a higher qualification level than the highest qualification held at the time of the scheduled commencement of training. This can be determined by reviewing the 'Previous Qualifications held' section of the enrolment form.

c) Previous qualifications held (*including a Delta record check*)

- i. If the student is 20 years of age or older they must be enrolling into a qualification higher than the highest qualification currently held. The individual's highest qualification currently held should be listed in this section of the enrolment form.
- ii. if the individual is a holder of a qualification issued by the Australian higher education provider that is at AQF level 5 (Diploma) or higher they are **not** eligible for government subsidised training under the 2015 VET Funding Contract for a qualification on the Foundation Skills List.

d) Current and/or Scheduled Funded Training Declaration

- i. An individual is eligible to commence a maximum of two government subsidised courses in a calendar year.
- ii. Where an individual is enrolled in a course(s) that is scheduled to commence at a later date in that calendar year, this course(s) must be counted for the purpose of Clause 2 of the 2021 VET Funding Contract ~ Schedule 1.
- iii. Where an individual commenced training in a course(s) in the previous calendar year and is continuing into the current calendar year, this qualification(s) will be classified as part of their two government subsidised courses per year until it is complete. Once completed, the individual is

eligible to enrol into another course. An individual is eligible to undertake a maximum of two government subsidised courses at any one time per year.

- iv. If the individual is enrolled in the Commonwealth Government’s ‘Skills for Education and Employment’ program they are not eligible for government subsidised training under the 2021 VET Funding Contract for a qualification on the Foundation Skills List.

e) Student Eligibility

- i. The individual must be able to provide relevant evidence of identification in accordance with the *Guidelines about Determining Student Eligibility and Supporting Evidence*. This evidence may include;

- An Australian Birth Certificate (not Birth Extract)
- A current Australian Passport
- A current New Zealand Passport
- A naturalisation certificate
- A current **green** Medicare Card
- A signed declaration by a relevant referee
- Formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence.

**and if** the student’s age is relevant to their eligibility and the document produced from the list above does not include a date of birth:

- A current driver’s licence, or
- A current learner permit, or
- A Proof of Age card, or
- A ‘Keypass’ card

- f) If a student presents a photocopy of a document then this photocopy must be certified by someone listed on attachment 4 of the “guidelines about determining student eligibility”

5. The business process and related documentation used by Skilled Up to conduct the eligibility check must be made available to the Department for audit or review processes.
6. Skilled Up will only provide Training Services within the State of Victoria to each Eligible Individual who has a physical presence in Victoria. This will be determined based on the residential address that the student has noted on the enrolment form.

7. Individuals undertaking training with Skilled Up under the following arrangements must present the relevant Referral Form to Skilled Up prior to enrolment;
  - a) Asylum Seekers and Victims of Human Trafficking Initiative;
  - b) Retrenched employees
  - c) Automotive Supply Chain Training Initiative
  - d) Workers in Transition program\*
8. Students accessing the VET funding program retrenched employee fund will need to provide Skilled Up with a Training referral letter dated 1 January 2021 onwards issued by the Department, and a copy of notification if employment. This may include any of the following:
  - a. A separation certificate
  - b. A letter of separation from their previous employer on company/receiver letterhead; or
  - c. A statement of service including the date cessation; or
  - d. A letter specifying that retrenchment will occur in a nominated date from current employer on company/receiver letterhead; or
  - e. A Centrelink employment separation certificate provided that the reason for separation falls within the following categories “a shortage of work”, unsuitability for this type of work’, or redundancy.
9. Skilled Up will take copies of these document and sign and date in accordance to when the original was sighted.
10. Skilled Up must retain a copy of the relevant Referral Form and copies supporting documentation for audit or review purposes.
11. Skilled Up must sight relevant evidence (as listed above) and provided within the enrolment form which is the exact information as prescribed by the Department for each student prior to commencing training. This document must be made available by Skilled Up to the Department (or persons authorised by the Department) for audit or review purposes.
12. Skilled Up ensure that all eligible individual physical resident during their structured training in Victoria. Eligible individual driving or Victorian birth certificate will collect at the time of induction. Student Relationship manager will contract students to check the student progress and discuss their physical resident as well any support required during the training program.
  - For withdrawal, suspension and deferral please refer to Skilled Up SRTOs’ withdrawal, suspension and deferral policy and 3.6 in Skill First Policy Manual

Admissions Manager

Enrolment officer

Business Development Manager

### *8.1.1. Assessing and Evidence Eligibility.*

#### **Policy:**

- Skilled Up **MUST** determine whether an individual is eligible to receive Skills first funding before the enrolment.
- Skilled Up has a clear and documented business process for determining an individual is eligible for Skills First subsidised training.
- Skilled Up will comply with all the requirements in clause 2 of VET funding contract schedule 1.
- Skilled Up will retain all evidence of eligibility under student admin file.
- Skilled Up **MUST** conduct eligibility audit in each quarterly internal audit (Sample files or maximum files of students enrolled in the quarter).

#### **Delegate**

Admissions Manager

Enrolment officer

Business Development Manager

### *8.1.2. Pre-Training Review (PTR)*

#### **Purpose**

This process has been developed to ensure that Skilled Up has systems in place to ensure that a Pre-Training Review of current competencies, including literacy and numeracy skills prior to training are conducted for each Eligible Individual.

## Scope

To comply with the legislative requirement under SRTOs 2015, identifying the client needs. Skilled Up will ensure the students are aware of the training program, assess their course suitability, identify support and check LLN.

## Policy

1. For each Eligible Individual (please see eligibility check policy and procedure), Skilled Up must conduct a Pre-Training Review (PTR) of current competencies including literacy and numeracy skills prior to commencement in training. The Pre-Training Review must:
  - a) Identify any competencies previously acquired (Recognition of Prior Learning (RPL), or Credit Transfer)
  - b) Finding the reason for taking the course (for example, seeking job in the industry)
  - c) Ascertain the most appropriate qualification for that student to enrol in, including consideration of the likely job outcomes from the development of new competencies and skills; and
  - d) Ascertain that the proposed learning strategies and materials are appropriate for that individual in consideration of Language, Literacy and Numeracy.
  - e) Identify the proposed learning strategies where necessary, steps to overcome any barriers
  - f) Student must not exceed two courses in one calendar year
  - g) Identify the individuals' objectives for enrolling in the course
2. Skilled Up **must** have a clear documented business process in place for conducting the Pre-Training Review that demonstrates how Skilled Up determines which qualification/s the student enrolled in and why this was the most appropriate training option for that student. Delegate will complete the PTR form and LLN assessment before sending the VetEnrol link to complete the enrolment form.
3. The Skilled Up business process and related documentation used by Skilled Up to conduct the Pre-Training Review must store in student admin file and will be made available to the Department for audit or review processes
4. Skilled Up must not enrol an Eligible Individual in a course or qualification that is at an inappropriate level for that student, including but not limited to enrolling students in courses on the Foundation Skills List that would not provide additional relevant competencies

*For example, it would be inappropriate to enrol a student assessed at Australian Core Skills Framework Level 3 in all core skills area in either Certificate I in General Education for Adults or Certificate II in Skills for Work and Vocational Pathways*

5. Consider the individual's during PTR:
  - a. Existing education attainment and capabilities during the Pre-training review
  - b. Complete the LLN assessment via LLN Robot
  - c. Digital capability, where the individual needs to access the Skilled Up online resources, completing the assessment in PDF writable file or attending the Zoom virtual classes due to COVID19 pandemic.
6. Skilled Up PTR MUST document why it is determined that the program Skill First student enrolled in was suitable, and the most suitable, program for that individual, with consideration all items in VET Funding Contract Clause 4.3 of Schedule 1.
7. Skilled Up will provide information during PTR regarding two courses per calendar year for Skills First subsidised training.

The Pre-Training Review must be completed prior to student taking LLN assessment and office only page MUST be completed once LLN assessment is completed and the outcome is documented, prior to the student's commencing enrolment.

## Procedure

Skilled Up will ensure that the Pre-Training Review is conducted for all Eligible Individuals prior to the commencing enrolment (please check Eligibility criteria policy and procedure)

1. The Skilled Up Delegate or Business Development Consultant (Skilled Up Employee) will complete the PRT form, LLN assessment will be conducted through LLN Robot and Skilled up Admissions Manager (delegate) will conduct an interview to complete the office use only section of PTR form.
2. Student must complete LLN assessment via LLN Robot. Skilled Up delegate will monitor the test or call to verify the LLN test and Pre-Training Review with the student to:
  - a) Determine whether any arrangements for additional language, literacy, numeracy or other support is required. If necessary, this will be discussed, explained and documented on the Pre-Training Review
  - b) Identify any competencies previously acquired. Ensure that the student understands the concepts of RPL and CT, and review the student's work / life experience to identify any relevant prior formal / informal learning that may be applied to the course they wish to enrol in. Individuals with prior formal training or relevant experience to the qualification they are enrolling into will be encouraged to apply for RPL or CT.
  - c) The Skilled Up delegate will ask each student to advise if they have completed any previous formal training. If so, the individual will be asked to provide documentation of this such as a Statement of Attainment. If applicable the Trainer/Assessor will document on the Training Plan any units that can be applied as a CT or RPL. These would also be documented on a Credit transfer form with

the supporting documentation attached to enable Skilled Up's administration team to process this within their Student Management System (SMS).

- d) Ensure that the qualification that the student is enrolling into:
  - i) is the most appropriate training option
  - ii) determine that the likely job outcomes and development of new skills align to the individual's needs.
  - iii) Is the appropriate AQF level in comparison to the level of skills measured against the ACSF graph on the Spiky Profile.

A brief explanation will be provided on the Pre-Training Review which outlines why the qualification the individual wishes to enrol into is the most suitable option

- e) Ascertain that the proposed learning strategies and materials are appropriate for that individual and apply reasonable adjustment where necessary
  - f) Ensure that the training location has access to required equipment and resources for training and assessment (as per facilities checklist)
  - g) Discuss and review the Training Plan which must be signed by all applicable parties
  - h) Ensure that the enrolment form has been completed
  - i) Fees and charges explained
  - j) Student handbook discussed
  - k) Responsibilities of the student in regard to attendance of classroom training
  - l) Responsibilities of the student and mentor in relation to workplace-based training
  - m) Assessment centre explained and academic/non – academic support available to student
3. Skilled Up will make available the Pre-Training Review to the Department as requested for audit or review purposes
  4. Skilled Up will not enrol an Eligible Individual in a course or qualification that is considered as an inappropriate level for that student.

### *8.2. RPL, RCC and CT identification*

During the enrolment process students will be made aware of Skilled Up's RPL and CT Process. This process explains how a student can go about applying for an RPL and CT.

All queries will be addressed by the Skilled Up representative during enrolment (or in the case of an online enrolment, within 24 hours) and student will be directed to the relevant forms and processes.

*Refer to Skilled Up RPL & CT Process*

#### *8.2.1. RPL application*

If a student applies for an RPL/RCC they will be required to complete the RPL/RCC Kit for the corresponding course. All evidence will be submitted to Skilled Up for review.

*Refer to Skilled Up RPL RCC CT Process*

#### *8.2.2. CT application*

All students wishing to apply for a Credit Transfer must complete Skilled Up's Credit Transfer Application Form and submit to Skilled Up for review.



Refer to Skilled Up RPL RCC CT Process

### 8.2.3 Recording RPL, RCC and CT results

After the RPL, RCC or CT application has been granted/denied all relevant documentation and records will be updated into Skilled Up's SMS and saved.

- a) Skilled Up Assessor will record and update results into SMS
- b) All records will be saved into student file by an Administrator

Also see skilled Up's Records Management Policy

## Delegate

Admissions Manager

Business Development Manager

RTO Manager

### 8.3. Eligibility Exclusions.

1. An individual is not eligible for government subsidised training under the VET Funding Contract if the individual is:

- a) A student enrolled in a school (excluding School Based Apprentice/Trainee). This includes:
  - i) any government, non-government, independent or Catholic school; or
  - ii) a student registered for home schooling in Victoria

*Government schools are responsible for funding these opportunities for VET within the school curriculum through their Student Resource Package (SRP) allocation, including targeted VET in Schools funding.*

- b) within the meaning of the *Corrections Act 1986*, a prisoner held at a prison, including but not limited to:
  - i) Hopkins Correctional Centre (Ararat)
  - ii) Barwon Prison
  - iii) Beechworth Prison
  - iv) Dame Phyllis Frost Centre
  - v) Dhurringile Prison
  - vi) Langi Kal Kal Prison
  - vii) Loddon Prison
  - viii) Marngoneet Correctional Centre
  - ix) Tarrengower Prison
  - x) Metropolitan Remand Centre
  - xi) Melbourne Assessment Prison
  - xii) Fulham Correctional Centre
  - xiii) Port Phillip Prison



- c) A person who is detained under the *Mental Health Act 1986*; or the *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997* or the *Sentencing Act 1991* at the Thomas Embling Hospital
  - d) A person who is detained (other than on weekend detention) under the *Children, Youth and Families Act 2005* or the *Sentencing Act 1991* or who is held on remand in one of the following youth justice facilities:
    - i) Malmsbury Juvenile Justice Centre
    - ii) Parkville Youth Residential Centre
2. The exclusions described in Clauses 2.1 (b), (c) and (d) of Schedule 1 do not apply to young people on community based orders made under the *Children, Youth and Families Act 2005*, or individuals held in Judy Lazarus Transition Centre who, subject to Clause 2 of Schedule 1, may be eligible for funding under this Schedule 1 as they are able to physically access training outside of a custodial setting without supervision.

#### 8.4. Job Trainer.

- 1. As part of the Skilled Up funded training program, individuals who are eligible to participate in JobTrainer and are seeking admission to a program that is an AQF qualification will be exempt from the JobTrainer funded programs.
- 2. To participate in the JobTrainer initiative an individual must be:
  - a. 17 to 24 years of age at the time of commencement of training;
  - b. a job seeker (as specified in Clause 16.13); or
  - c. enrolling in a JobTrainer priority program as identified on the JobTrainer Funded Programs Report.
- 3. For the purpose of JobTrainer, a job seeker is an individual who:
  - a. a) holds a current and valid Health Care Card issued by the Commonwealth, Pensioner, Concession Card or Veteran's Gold Card, or is the dependant spouse or dependant, child of a card holder;
  - b. has a separation certificate from their employer;
  - c. has a letter from an employer or company receiver on company letterhead stating that they have been made, or will be made, redundant or retrenched; or
  - d. does not have one of the forms of evidence in paragraphs (a) to (c) but has made and
  - e. signed a self-declaration that they are currently unemployed.