

Student Eligibility Policy



COMTECH
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Student Eligibility Policy

Purpose

Comtech is obliged to ensure that all students, in advance of commencement, must be fully aware of each aspect of their training course and the basic skills and competencies required to complete the Course.

Comtech must ensure that in advance of enrolment or commencement that each student is appropriately assessed against Australian Core Skills Framework (ACSF) levels, so as to determine a student's abilities. It is the responsibility of Comtech to identify if a student requires additional support so as to ensure their ability to complete their training.

Comtech is obliged to retain all information collected and ensure that all notification of business and signed training plans are returned to state funding organisation within the required time limits.

Definitions

| | |
|-------------------|---|
| AASN | Australian Apprenticeship Support Network |
| ASQA | Australian Skills Quality Authority |
| ACFS | Australian Core Skills Framework |
| LLN | Language, Literacy & Numeracy |
| SMS | Student Management System |
| SNR | Standards for NVR Registered Training Organisations |
| RTO | Registered Training Organisation |
| Axcelerate | Student Management System |

Legislative policies – Standards for Registered Training Organisations (RTOs) 2015 – Section 5.1, 5.2

Comtech Guidelines

Prior to Enrolment

1. Pre Enrolment – students must complete a mandatory pre enrolment questionnaire

Pre enrolment enables Comtech to identify if;

- a) A student is a suitable candidate for the training course they may wish to commence;
- b) Where in the industry a student is working, so as to determine their existing experience, if any;
- c) A student has completed other competencies and received a Statement of Attainment,
- d) What a student's expected outcome is from their training course

Completion of the pre enrolment form does not guarantee acceptance into a training course at Comtech.

All information provided within a completed pre enrolment form is considered as to a student's eligibility.

2. Pre-Enrolment Meeting

In advance of all Trainee/apprentice enrolments, Comtech sales advisors will meet with the student and their employer and a representative from AASN, to discuss all information as set out in the pre enrolment form, so as to ensure each student and their employer are fully informed as to each aspect of the training course.

Pre enrolment discussion will ensure all parties are aware of;

- Fees and charges (including concessions and state funding)
- Course content
- Course duration
- Comtech obligations to our students
- Student responsibilities as a Comtech student
- Comtech student support policy
- Code of Conduct

3. Enrolment

Where a student is considered eligible for a training course, the enrolment process can commence and is only completed where all of the following steps are finalised.

3.1 LLN – Language, Literacy & Numeracy (LLN) Assessment.

The LLN assessment is to ensure that each student has the required level of ability so as to commence their chosen course. Upon completion, the assessment results will be compared to the required level for the chosen course.

Where a student does reach the required LLN requirements, the student can then continue to complete their Enrolment form.

If the student does not reach the required LLN requirements, the student will be referred to an LLN Support office to develop a support plan as required.

3.2 Suitability Discussion

Where a student does not meet the required LLN requirements, students must attend for a detailed discussion with Comtech Training officer. The discussion will identify if the student has proficient English skills with regards to verbal, reading, writing and math, and also a student's expectation from the course they wish to commence.

- a) Following consultation with a student, realistic and possible outcomes are to be identified and established with the student. These outcomes are documented and accessible to the student.
- b) The trainer will provide clear instructions on what needs to be achieved and what support will be provided to help the student achieve the agreed outcomes. The student should have a very clear understanding of their current level of competency and the level of skill and knowledge required to achieve competency.
- c) If it is evident that the student is still experiencing difficulties at this stage, a second interview will be undertaken with the student outlining possible options. Referral to external agencies at this point may be required i.e. Foundation Skills Specialist. If in agreement the student will be referred to such a specialist for ongoing assessment assistance.

3.3 Additional Support Options

Following the initial assessment and through ongoing monitoring of students, it may be identified that additional support is required for a student during the course. Support options can be:

1. Additional trainer and/or mentor support
2. Individual assistance
3. Additional course hours
4. Advice as to online learning support resources
5. Reduced student to trainer ratio
6. Individual support plan to be created
7. Employer training support services
8. Disability Support Officer
9. Aboriginal Liaison
10. Counselling

Where the need for additional support is identified, this must be immediately identified to the trainer/assessor and Comtech staff to complete a Student Support Form.

3.4 Student Disability Support

Where a student nominates their disability on their enrolment, Comtech will ensure that the student meets with the Comtech Disability Support Officer to establish the client's suitability and individual requirements so as to enable them to complete the requirements of the enrolled competency or competencies and to discuss any reasonable adjustment that Comtech can provide to facilitate their successful completion of the competency or competencies.

It is acknowledged that Comtech has certain competencies on scope that may be unsuitable for a person with disabilities. If enrolling in one of these Units of

Competency, the Disability Support Officer will discuss any possible alternative options with the client.

3.5 Comtech Obligations

- 3.5.1** On completion of the eligibility process, where a student does not meet the eligibility criteria, Comtech must notify the State Training Directorate within 14 days.
- 3.5.2** On completion of the eligibility process, where a student does meet the eligibility criteria, all training plans must be returned to all parties within 14 days.
- 3.5.3** On receipt of notification from Government State Training Departments, Comtech is obliged to;
 - 3.5.3.1** Sign and return the approved training plan proposal to apprenticeship centre (QLD &NSW) or;
 - 3.5.3.2** Upon notification from Government State Training Department, WA & ACT, consider and accept the notification of business.
- 3.5.4** Where Comtech receives Notification of Business (and accepted the NOB within 14 days ACT) or has returned an approved training plan proposal to Government State Training Departments and has received the completed enrolment form, code of conduct, privacy notice, student declaration and has provided the required enrolment documentation, Comtech are obliged to issue each student (ACT & VIC) with a logbook.

3.6 Data Retention

All of the information as collected in the enrolment process is retained both in the students individual file and uploaded to the student management system. Where it is evident that a student may need additional support this is documented in the student management system and the trainer informed.

All information as collected by Comtech is confidential and is available to each student upon request by the student. All students are aware of the privacy statement which is required by AVETMISS standards and the requirement to complete the student declaration.