

Student Enrolment Policy



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20/12/2017	Rebranding of Policy Format	LD		R1.0

Student Enrolment Policy

Purpose

To ensure that all students are fully aware of Comtech enrolment process. Students are advised of all pre enrolment requirements, identification requirements, fees and charges and refunds, student support, training and assessment, so that each student is fully informed before enrolment or commencement.

Further that all staff are aware of their obligations with regards to student enrolments and in doing so Comtech adheres to the Standards for Registered Training Organisation 2015 so that all enrolments are consistent and compliant.

Definitions

AVETMISS – Australian vocational education and training management information Statistical Standard which ensures the consistency and accuracy of vocational education and training information

Courses – Refers to all training delivered by Comtech’s scope of registration, which include VET accredited, fee for service, vocational and pre vocational courses

USI – Unique Student Identification Number – National student reference number. All students who enrol in a nationally recognized training course require a USI- This is a reference number made up of 10 numbers and letters which creates a secure online record of your recognized training which will give you access to your training records and transcripts and can be accessed online at any time. Your USI can be used if seeking credit transfer (identify) so as demonstrate prior learning when commencing further training. This is not your student number and must be created by you and not by Comtech.

LLN – Language, Literacy & Numeracy assessment – to identify a student’s ability to commence a course

SMS – Student Management System

GM- General Manager

OP – Operations Manager

NTM – National Training Manager

RTO- Registered Training Organisation

RTO Code – Unique number clearly identifying the training provider – Comtech RTO Code 90933

Standards for Registered Training Organisation (RTO’s) 2015 – Commonwealth legislation providing the mandatory requirements and framework for all registered training organisations.

VET- Vocational Education and Training

VQF-The VET Quality Framework consists of: -

- The Standards for NVR Registered Training Organisations
- The Fit and Proper Person's requirements
- The Financial Viability Risk Assessment requirements
- The Data Provisions requirements
- The AQF

Legislative compliance reference – (Standards for Registered Training Organisations 2015) – Standards 3.6, 4.1, 5.1, 5.2 &5.3

1. Prior to Enrolment

(Standard 4.1, 5.1, 5.2.5.3) – Comtech is obliged to ensure each prospective or current student is provided with the following;

- 1.1** Accurate description of all courses provided by Comtech, (as approved)
- 1.2** Accurate and detailed information of the training course they may wish to select, so as to enable a prospective or current student to make an informed decision regarding their training- This information must include:
- 1.3** Pre- Enrolment requirements
- 1.4** Recognition of prior learning or experience –A single unit of competency as completed or a full qualification will be recognized as per the evidence as provided- [LINK](#) to recognition of prior learning policy
- 1.5** Expected Course duration
- 1.6** Any materials/equipment/health and safety clothing which may be required
- 1.7** Fees- payment terms, when fees are to be paid and options how fees can be paid and information regarding government funded subsidy which may be available. All terms and conditions including deposits and or refunds and your rights as a consumer. [LINK](#) to Fees & Refunds Policy
- 1.8** Student's support services and complaints and appeals process – [LINK](#) to complaints & appeals policy, [LINK](#) to Student Support Policy
- 1.9** Assessment methods
- 1.10** A clear course description which will distinguish between nationally recognized training and any assessments which will result in the issuing of AQF certification

Prior to enrolment, Students shall be provided with advice about which course/qualification which is most appropriate to meeting their needs in considering the students existing skills, experience, competencies and job prospective. Also discussed will be the possibility of the need for additional support and expected outcomes. In doing so Comtech shall identify if a course is appropriate for the student to commence.

Enrolling with Comtech (Standard 5.1, 5.2, 5.3)

Comtech must ensure that all enrolment policies/forms and criteria are maintained, consistent and amended where required. All students are enrolled in keeping with Comtech national procedures.

2. Enrolment Process

2.1 LLN - Language, Literacy & Numeracy (LLN) Policy

Once a student has made an informed and clear decision to begin training with Comtech, they must first complete an LLN online assessment.

The aim of this assessment is to ensure that the 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.

2.2 Suitability Discussion

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

3. Enrolment

So as to correctly complete a Comtech enrolment form, (in accordance with AVETMISS specifications) all mandatory fields are clearly identified. In addition, students must provide the following;

3.1 USI – Unique Student Identification Number

Your USI is a unique 10-digit number made up of letters and numbers as provided by the Australian Government. This number is unique to each student, is nationally recognized and is mandatory for all students to supply to Comtech upon enrolment. Your USI creates a secure online record of all your recognized training and qualifications gained in Australia and all transcripts from 2016. This number can be accessed online at any time a is free to create.

If you are a new or continuing student undertaking nationally recognised training you need a USI in order to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment. For more information, please visit: [usi.gov.au](http://www.usi.gov.au), <http://www.usi.gov.au/create-your-usi/> on your PC or mobile device or contact them at Email: usi@education.gov.au Phone: 1300 857 536

Identification Documents – All students must provide 2 forms of ID to include;

1. Valid Passport/Driving Licence
2. Proof of residency – Medicare Card (Green)
3. Non -Australian resident – Passport of Nationality with valid visa

4. Privacy Notice

Under the Data Provision Requirements 2012, Comtech is required to collect personal information about all students and to disclose that personal information to the National Centre for Vocational Education Research (NCVER). All personal information as contained on an enrolment form and your training activity data may be used or disclosed by Comtech for statistical, regulatory and research purposes. Comtech may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorized agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operated, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

RELATED POLICIES:

Student information guide
Entry Assessment – LLN Policy
Student Support Policy & Procedure
USI Policy and Procedure
Student Enrolment Form
Code of Conduct for Students
Privacy & Personal Information Policy

This policy applies to:

All students

All admin staff
All sales
All operations managers, Finance
All State Managers, Compliance
National Training Manager, General Manager