

ENROLMENT POLICY

1. PURPOSE

This Policy outlines how SLSWA RTO 51104 manages pre-enrolment information, enrolment processes and learner data collection to ensure learners are provided with sufficient information to make informed decisions and to ensure compliance with:

- Standards for RTOs 2025 (WA)
- Student Identifier Act 2014
- National VET Data Policy

This Policy forms part of the SLSWA Governance & Risk Management Framework.

2. SCOPE

This Policy applies to:

- All nationally recognised training delivered by SLSWA RTO 51104
- Public and corporate enrolments
- Third Party and Auspice delivery arrangements

Terminology

For the purposes of this policy, the term **learner** refers to any individual enrolled in, or seeking to enrol in, training delivered by SLSWA RTO 51104.

Some training and assessment materials may refer to **candidates** where this relates specifically to assessment activities.

3. PRE-ENROLMENT INFORMATION

Prior to enrolment, SLSWA provides accurate and current information including:

- Training product code and title
- Entry requirements and prerequisites
- Delivery mode, location and training environment (where relevant)
- Duration
- Assessment requirements
- Training and assessment arrangements
- Course fees and refund conditions
- USI requirements
- Learner rights and obligations
- Available support services
- Complaints and appeals process

This information is provided via:

- SLSWA website
- Course booking system
- Learner Handbook

Information is reviewed periodically to ensure accuracy and currency.

Where enrolments are facilitated through Third Party or Auspice arrangements, SLSWA remains responsible for ensuring that pre-enrolment information is accurate and that enrolment records are maintained within SLSWA's student management system.

4. ENTRY REQUIREMENTS

SLSWA ensures learners meet:

- Training product prerequisites
- Physical capability requirements (where applicable)
- Language, Literacy, Numeracy and Digital (LLND) readiness requirements proportionate to the complexity of the training product
- Age requirements (where applicable)

Where potential language, literacy, numeracy or digital learning support needs are identified, learners may be referred to support options outlined in the SLSWA Learner Protection & Support Policy.

Learners are responsible for providing accurate information at enrolment. SLSWA may request and verify evidence where entry requirements, prerequisites or eligibility conditions apply, including verifying qualifications or statements of attainment with issuing organisations where required.

5. UNIQUE STUDENT IDENTIFIER (USI)

SLSWA:

- Collects and verifies USI prior to issuing AQF certification
- Assists learners to create a USI if required
- Does not issue AQF certification without a verified USI (unless exempt)
- Reports AVETMISS data to NCVET in accordance with national VET data requirements

Where a learner is exempt from providing a USI under legislation, SLSWA will retain evidence of exemption.

6. LEARNER DECLARATION

At enrolment, learners confirm that they:

- Have read and understood course information
- Meet entry requirements
- Understand assessment requirements
- Agree to comply with relevant SLSWA policies and course requirements

7. CHANGE OF DETAILS

Learners must notify SLSWA as soon as practicable of any changes to their:

- Name
- Contact details
- Address

Official documentation is required to update a learner's name on certification records prior to re-issuance of certification.

8. NON-DISCRIMINATORY ACCESS

SLSWA enrolment practices are fair and non-discriminatory.

Reasonable adjustment is provided in accordance with the Learner Protection & Support Policy.

9. CHANGES TO SERVICES

Where significant changes occur to agreed training or assessment services, learners will be informed as soon as practicable.