## Policy: Application and Enrolment

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>EIT15a</th>
<th>Version:</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Adopted/Approved:</td>
<td>9/10/13</td>
<td>Date Last Reviewed:</td>
<td></td>
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<tr>
<td>Date of Next Review:</td>
<td>9/10/14</td>
<td>Review Frequency:</td>
<td>1 year</td>
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<tr>
<td>Authorised by:</td>
<td>Academic Board</td>
<td>Reviewed by:</td>
<td></td>
</tr>
<tr>
<td>Policy Owner:</td>
<td>E-Learning Manager</td>
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<tr>
<td>Responsible for Review:</td>
<td>E-Learning Manager and Accreditation Manager</td>
<td></td>
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<tr>
<td>Review Process:</td>
<td>E-Learning Manager, Accreditation Manager and E-Learning Coordinators</td>
<td></td>
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<tr>
<td>Document Management:</td>
<td>W:\Data - ALL Standard\Policies and Procedures\EIT Policies and Procedures</td>
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<tr>
<td>Communication</td>
<td>All staff will be automatically notified by email when the reviewed policy has been authorized. Staff will also be notified in the fortnightly team meetings and in the E-Learning team meetings. All meetings will be minuted.</td>
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**Policy context:** This policy relates to:

### NVR Standards

SNR15, 16 & 17

### Legislation or Other Requirements

- National Vocational Education and Training Regulator Act 2011
- VET Quality Framework

### Other Policies

All EIT Overarching and Supplementary Policies

*Note: All EIT policies can be found in W:\Data - ALL Standard\Policies and Procedures\EIT Policies and Procedures\VET policies*

### Forms and Other Documents

- Course Brochure
- E-learning FAQ Document
- Enrolment Form Parts 1 & 2
- Student Handbook
- Course Confirmation Email
- Power Pro
APPLICATION & ENROLMENT POLICY

- Marketing Database
- Individual Course Folders
- Email Enquiry Templates
- ESI Learning Plan

DEFINITIONS:
Refer to EIT VET Policy Glossary
W:\Data - ALL Standard\Policies and Procedures\EIT Policies and Procedures\VET policies

EVIDENCE:
See internal EIT folders for locations of the above “Forms and Other Documents”

Policy Information:

POLICY:
EIT is committed to ensuring that its application and enrolment process:

- provides potential students with accurate and timely information;
- captures the information necessary to accurately assess the potential students suitability to study at EIT; and
- meets all the necessary statutory requirements.

SCOPE:
This policy applies to all students

PROCEDURES:
EIT will achieve this policy by:

- Ensuring that all students are provided an enrolment form which sets out their rights and obligations
- Ensuring that information is provided to assist students choose the correct course(s)
- Advising students about the support and assistance available to them at EIT
- Ensuring that the written agreement is signed or otherwise accepted by that student (or the student’s parent or legal guardian should that student by under 18 years of age) concurrently with or prior to the acceptance of course money from the student.
- Ensuring our enrolment form is easy to understand and complete
- Providing the student with information on their options for Recognition of Prior Learning
- Advising the students within 1 week if their application has been accepted with:
  - Course Confirmation Email
  - If relevant, a list of Academic conditions that the student must meet prior to enrolment
  - A copy of the relevant policies
<table>
<thead>
<tr>
<th>PROCESS</th>
<th>Refer to:</th>
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<tbody>
<tr>
<td></td>
<td>• Application and Enrolment Process Map</td>
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<tr>
<td></td>
<td>• Application and Enrolment - ESI electives Process Map</td>
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END OF DOCUMENT