

## ENROLMENT POLICY

July 2025

### PURPOSE

MiTraining ensures that learners are enrolled in training that is appropriate to their needs, skills and goals, and that they are supported to successfully participate in training and assessment.

### SCOPE

This policy applies to all enrolments into nationally recognised training delivered by MiTraining. It applies to prospective learners, enrolled learners, staff and contractors involved in the enrolment process.

### POLICY PRINCIPLES

MiTraining ensures that:

- learners receive accurate and sufficient information to make informed decisions
- enrolment decisions are based on review of learner suitability
- learner capability is assessed in the context of the training product requirements
- learner support needs are identified and addressed prior to and during enrolment
- enrolment decisions are documented and evidence-based
- enrolment processes are fair, consistent and transparent
- regulatory information required for training and reporting is collected

### INFORMATION FOR PROSPECTIVE LEARNERS

Prior to enrolment, MiTraining provides clear and accurate information including:

- training product code and title
- course duration and delivery arrangements
- assessment methods and study expectations
- entry requirements or prerequisites
- fees and payment arrangements
- learner support services
- recognition of prior learning (RPL) options
- complaints and appeals processes
- certification issued upon successful completion

This information is available through MiTraining's website, course materials and student information resources.

## ENROLMENT PROCESS

Learners may enrol through MiTraining's enrolment process, including online or assisted enrolment where required.

As part of enrolment, MiTraining collects the information necessary to:

- create a learner record
- determine training suitability
- meet AVETMISS reporting requirements
- support the learner throughout their training

Learners must agree to MiTraining's terms and conditions before enrolment is finalised.

## LEARNER SUITABILITY

All enrolments include a review to determine whether the training product is suitable for the learner.

The review considers:

- the learner's existing skills, knowledge and experience
- the learner's goals and expectations
- language, literacy and numeracy capability relevant to the course (where applicable)
- digital literacy (where applicable)
- access to a workplace or required resources (where relevant)
- the learner's ability to meet course and assessment requirements

The outcome of the review will be:

- Suitable → enrolment proceeds
- Suitable with support → support strategies are implemented
- Not suitable → enrolment is declined or an alternative pathway is recommended

All decisions are documented.

## LANGUAGE, LITERACY AND NUMERACY (LLN)

MiTraining makes an assessment of LLN capability for selected learners as part of enrolment.

This may include:

- review of prior qualifications
- review of enrolment responses and interactions
- targeted LLN assessment where required

Where LLN needs are identified, MiTraining may:

- provide additional support
- implement reasonable adjustments
- refer the learner to appropriate services
- recommend an alternative training pathway where required

## **LEARNER SUPPORT**

Where support needs are identified, MiTraining will:

- document the required support strategies
- implement support prior to and during training
- monitor learner progress and adjust support where required

Support is provided in accordance with the Learner Support and Access & Equity Policy.

## **LEARNER DECLARATION**

Prior to enrolment finalisation, learners must confirm that they:

- understand the course requirements
- have received all relevant information
- are aware of available support services
- agree to the terms and conditions of enrolment

## **UNIQUE STUDENT IDENTIFIER (USI)**

Learners undertaking nationally recognised training must provide a Unique Student Identifier (USI).

MiTraining cannot issue AQF certification documentation without a verified USI unless an exemption applies.

Where required, MiTraining may assist learners to create a USI with the learner's consent.

## **RECOGNITION OF PRIOR LEARNING (RPL)**

Learners are informed of the opportunity to apply for Recognition of Prior Learning (RPL).

RPL allows learners to receive recognition for skills and knowledge gained through previous study or work experience.

## **ENROLMENT REFUSAL**

MiTraining may decline an enrolment where:

- the training product is not appropriate for the learner's needs
- the learner does not meet entry requirements
- the RTO cannot provide the support required for the learner to successfully undertake the training
- the learner is unable to meet essential course requirements

Decisions regarding enrolment refusal will be fair, transparent and documented.

## **COURSE WITHDRAWAL OR DEFERMENT**

Learners may withdraw from or defer their enrolment in accordance with MiTraining's withdrawal and refund processes.

## SUSPENSION OR CANCELLATION OF ENROLMENT

MiTraining may suspend or cancel enrolment where a learner:

- breaches the Code of Conduct
- fails to meet course participation requirements
- fails to meet payment obligations
- engages in serious misconduct

Learners will be notified in writing and may appeal the decision in accordance with the Complaints and Appeals Policy.

## RECORDS MANAGEMENT

All enrolment records will be maintained in accordance with MiTraining's Records Management Policy.

This includes retention of:

- enrolment information
- pre-training review outcomes
- LLN review evidence
- learner support requirements and actions

## RELATED DOCUMENTS

- Learner Support and Access & Equity Policy
- Recognition of Prior Learning (RPL) Procedure
- Complaints and Appeals Policy
- Records Management Policy
- Student Handbook
- Code of Conduct

## NOTES

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*Approved By:*

*Chief Executive Officer*

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*Reviewed:*

*July 2025*