Student Enrolment Policy

RTO Number 90198

Document Number	TRIM Ref: DOC22/3936
TRIM Document Classification	GOVERNANCE - Academic - Policies
Publication Date	February 22
Contact	Executive Manager, NSW Health RTO
Consultation	NSW Health RTO Strategic and Steering Committee NSW Health RTO Operations and Compliance Committee
Applies to	NSW Health RTO
Related Policies	• Marketing and Advertising • Smart and Skilled • Records Management • Credit Transfer • Recognition of Prior Learning • Fees and Refunds
Related Procedures	• Capturing and Recording Student AVETMISS Information • Capturing and Recording Unique Student Identifier (USI) • Privacy • Credit Transfer • Recognition of Prior Learning • Student Support Needs • Academic Progress • Misconduct • Student Entry and Academic Suitability • Cancelling a VSL Student's Enrolment • Managing Student Files • Refund of Fees
Forms and supporting documents	• NSW Health RTO Student Handbook • Program Guide • Application for Credit Transfer • RPL Application • Student Assessment Workbook • Enrolment Data Collection Form – AVETMISS • Enrolment Data Collection Form – Smart and Skilled • RTOEO Student Support Guidelines, RTOEO Master Student Support Questionnaire • RTOEO Master Student Support Plan • RTOEO Master Student Support Meeting • RTOEO Master Student Support Monitoring
Review date	February 2023

DOCUMENT HISTORY

Version	Issued	Author	Reason for Change
v1.0	February 2021	RTOEO	A new policy. Separated the information from the Records Management Policy.
v1.1	February 2022	RTOEO	Removed reference to Academic and non-Academic Misconduct and replaced with Misconduct in the Definition section.

Issued by the Executive Manager, NSW Health RTO under the authority of the Chief Executive (CE)

Definitions

ARS	Assessment Record Summary
ASQA	Australian Skills Quality Authority, National Regulator for RTOs
Assessment	The process for collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.
Assessment Tools	Includes, context and conditions of assessment, tasks to be administered to the student, an outline of the evidence to be gathered from the candidate and evidence criteria used to judge the quality of performance (i.e. the assessment decision-making rules). This term also takes in the administration, recording and reporting requirements, and may address a cluster of competencies as applicable for holistic assessment. NSW Health RTO uses the following documents: • Student Assessment Workbook (SAW) • Assessment Decision Criteria (ADC) • Competency Mapping Matrix (CMM), and • Associated policies, procedures and guidelines
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard.
Certificate	Issued to students who complete a full qualification (i.e. deemed competent for each UOC within the qualification).
CT	Credit Transfer
MHL	My Health Learning – The NSW Health state-wide learning management system (LMS) that is used to manage student enrolments and progressions.
Program	AQF Qualification, Skill Set, Skill Cluster and standalone Unit of Competency, as well as accredited full and short courses and modules.
ROR	Record of Results – Issued with the Certificate. This document lists all the UOCs attained for the qualification.
RPL	Recognition of Prior Learning
SOA	Statement of Attainment - Issued to students who complete one or more UOCs including a skill set/skills cluster, stand-alone Unit of Competency or partially completes a full qualification.
RTOEO	NSW Health RTO Executive Office
UOC	Unit of Competency
USI	Unique Student Identifier
VET	Vocational Education and Training
VSL	VET Student Loans
VET Products	AQF Qualification, Skill Set, Skill Cluster and standalone Unit of Competency.

Scope

1. This policy applies to all staff including, any person working in a permanent, temporary or casual capacity, whether full time or part time, including volunteers, consultants, contractors, visiting staff (paid or honorary), board and advisory committee members and any person performing a public official function.

2. Staff are required to comply at all times with this policy and procedures

Policy

- NSW Health RTO will provide students with clear information regarding Vocational Education and Training (VET) programs so students can make informed decision prior to application and enrolment.

- Each program has clear entry requirements which students will need to meet in order to be accepted into the program.

- On enrolment, NSW Health RTO will endeavour to identify and manage student support needs to ensure students meet their learning outcomes.

- On enrolment, NSW Health RTO will accommodate student requests for Credit Transfer and Recognition of Prior Learning.

- All NSW Health RTO programs require students to meet minimum English language levels before enrolment. NSW Health RTO uses the LLN Robot system to assess the LLN level of students.

- Details of entry requirements into each VET program are included in the Program Guide provided to students by each NSW Health RTO delivery site.

- NSW Health RTO will provide clear enrolment information to all successful applicants.

- Enrolment into all VET Programs (full qualifications/skill sets/skill clusters and single units of competency) is managed via My Health Learning (MHL).

- All students:
    - Must have a Unique Student Identifier (USI) on enrolment and provide their USI to administrative staff
    - Must complete their AVETMIS data requirements on My Health Learning prior to enrolment
    - Are provided with the Privacy Notice (embedded in the electronic enrolment form on My Health Learning)
    - Where applicable, complete appropriate forms for Smart and Skilled places and/or Vet Student Loans
    - Are provided with the NSW Health current Student Handbook

- For students who have not completed the requirements for the Unique Student Identifier (USI) and AVETMISS a certificate will be issued, however, it will be held by the RTOEO until the student provides the required information.

- All student enrolment records are kept safely, according to the NSW Health RTO Records Management Policy and Privacy Procedure.

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