

Student Enrolment Procedure

RTO Number 90198

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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	<ul style="list-style-type: none"> • Student Enrolment • Marketing and Advertising • Records Management • Credit Transfer • Recognition of Prior Learning • Fees and Refunds • Smart and Skilled
Related Procedures	<ul style="list-style-type: none"> • Capturing and Recording Student AVETMISS Information • Capturing and Recording Unique Student Identifier (USI) • Privacy • Student Enrolment • Credit Transfer • Recognition of Prior Learning • Student Support Needs • Academic Progression • Misconduct • Student Entry and Academic Suitability • Cancelling a VSL Student's Enrolment • Managing Student Files • Refund of Fees
Forms and supporting documents	<ul style="list-style-type: none"> • 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	August 2022

DOCUMENT HISTORY

Version	Issued	Author	Reason for Change
v1.0	August 2018	RTOEO	Removed information from the Student Services and created this procedure as a standalone.
v1.1	May 2019	RTOEO	Updated to include related procedures, privacy information and VET Student Loans
v2.0	August 2020	RTOEO	Amended the titles of the RTO new Committees Removed reference to PECL and Course Guide Added Student awareness of eligibility requirements Updated list of policies, procedures and Form and supporting documents. Updated the overview section

Version	Issued	Author	Reason for Change
v2.1	August 2021	RTOEO	Added the requirements to immediately inform students of any agreed program/service delivery changes.

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

Overview

- NSW Health RTO will provide students with:
 - Clear enrolment information to all successful applicants
 - Information on how to enrol in MHL and complete the AVETMISS and USI requirements
 - The Privacy Notice (embedded in the electronic enrolment form on My Health Learning)
 - The Program Guide which outlines specific program information, including assessment requirements, timetable, program requirements and other critical information.
 - Where applicable, students must complete appropriate forms for Smart and Skilled places and/or Vet Student Loans.
 - Are provided with the NSW Health current Student Handbook, which outlines general information about undertaking program.
- NSW Health RTO staff must immediately inform students of any agreed program/service delivery changes.

Definitions

AQF	Australian Qualification Framework (AQF)
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard. It is a nationally consistent data standard that ensures the accurate capture, reporting and analysis of Vocational Education and Training (VET) activities throughout Australia.
Census Date	For VET Student Loans (VSL) approved Programs: 20% of the way through the Unit of Study
LLN	Language, literacy and numeracy skills
MHL	My Health Learning – NSW Health State-wide Learning Management System
PG	Program Guide
RTOEO	NSW Health RTO Executive Office
TAS	Training and Assessment Strategy
UOC	Unit of competency
USI	Unique Student Identifier
VET	Vocational Education and Training
VET Products	AQF Qualification, Skill Set, Skill Cluster and standalone Unit of Competency
VSL	VET Student Loans

Procedure

Delivery Site Market Programs	<ul style="list-style-type: none">• Provide clear information to students on each VET program• Refer to RTEO Marketing Policy, Procedure, Guidelines and Templates• Ensure that information on eligibility requirements are clearly specified. For example:<ul style="list-style-type: none">- Completion of Expression of Interest (EOI)- LLN requirements- Pre-requisites- Pre-enrolment interview- Selection criteria <p>This information must match the TAS and the Program Guide.</p>
Student Read Information and Apply	<ul style="list-style-type: none">• Read all program information provided by the delivery site to make an informed decision, including the eligibility criteria• Ensure you meet and complete the requirements as applicable. For example:<ul style="list-style-type: none">- Completion of Expression of Interest (EOI)- LLN requirements- Pre-requisites- Pre-enrolment interview- Selection criteria• Apply to participate in training program using the information provided by the Delivery Site.
Delivery Site Approves enrolment into program	<ul style="list-style-type: none">• As applicable:<ul style="list-style-type: none">- Assess student suitability for the program- Interview the applicant- Confirm manager approval• Approve and notify student enrolment into the program (When a student is enrolled in a VET program, they will receive a system generated e-mail advising them to log into MHL and enter their USI and complete their AVETMISS information)• Check to see student USI and AVETMISS requirements are complete• If not, contact the student and provide them assistance and guidance on how to complete these requirements• For students who do not have access to MHL, provide paper base AVETMISS Form for them to complete and provide them with the Privacy Notice, once obtained, enter the student information into MHL• If successful:<ul style="list-style-type: none">- Complete student enrolment into the program- Inform students that their enrolment is complete• If unsuccessful:<ul style="list-style-type: none">- Contact the applicant and provide feedback, and- Recommend support options if applicable

Delivery Site
Provide assistance
regarding the
completion of
AVETMISS
including USIs
Refer to

- The USI needs to be created online by the student. If the student is unable to create their USI, the delivery site staff can create a USI on their behalf as long as consent is provided in writing.
- Ask students to provide the following information:
 - Written consent which allows the delivery site staff to create the USI on their behalf
 - Date of birth
 - Have at least two forms of identification ready from the list below. Ensuring their full name is the same across the identification documents and Stafflink where possible to minimise errors:
 - Driver's Licence
 - Medicare Card
 - Australian Passport
 - Visa (with Non-Australian Passport) for international students
 - Birth Certificate (Australian)
 - Certificate of Registration By Descent
 - Citizenship Certificate
 - Immigration Card

Delivery Site
Creating a USI on
behalf of the
student

Important

To make sure all students' training records are kept together, the USI will be linked to their name as it appears on the form of ID used to create the USI. The personal details entered on creation of the USI must match exactly with those on the form of ID.

- Have their personal contact details ready (e.g. email address, or mobile number, or address)
- Visit the USI Website at: <https://www.usi.gov.au/>
- Select the 'Create a USI' link and follow the steps
- Agree to the Terms and Conditions
- Follow the instructions to create the USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to the student's preferred method of contact (i.e. email, mobile phone message).
- Make note of the USI and verify it on MHL.

Delivery Site
Smart and Skilled

- In addition to the above process, students offered Smart and Skilled places must complete the Smart and Skilled Data Collection and Consent Form.
- On completion, return the Data Collection and Consent for to the RTOEO prior to commencement of any training.

NSW Health

Registered Training Organisation

St Leonards NSW

Level 2, 1 Reserve Road
St Leonards NSW 2065

Office hours:
Monday to Friday
8:00am – 5:00pm

T: 02 9844 6551

E: hsnsw-rto@health.nsw.gov.au

W: heti.nsw.gov.au/nswhealthrto
