

<b>POLICY</b>	<b>Enrolment Process</b>
<b>2015 VET Standards:</b>	<b>Standard 5</b>
<b>MCC Ref:</b>	<b>MCC-2-E1</b>
<b>Purpose</b>	<p>MCC will ensure that all enrolments for courses are completed correctly and in accordance with:</p> <ul style="list-style-type: none"> <li>• ASQA and National Vocational Regulator Standards for Registered Training Organisations (RTOs) 2015.</li> <li>• 2017 VET Funding Contract- Victorian Training Guarantee Program including related Schedules and Guidelines.</li> <li>• Evidence of Eligibility and Student Declarations</li> </ul> <p>Student selection is based on the principles of assess and equity and consistent with the specific course requirements (pre-requisites).</p>
<b>Scope</b>	<p>This policy provides information for Students (including Skills Victoria Students) about enrolment policy and procedures to VET courses of study offered by the MCC. Procedures are open, fair and transparent for making decisions about the selection of students, which are based on the published clearly-defined requirements.</p> <p>The enrolment of students into a Full course (full qualification) or short course (statement of attainment) will be the responsibility of the MCC authorised delegates in accordance with this policy and procedure.</p> <p>All MCC authorised delegates must read this Student Enrolment policy and procedures and <b>attachments</b> and attend an information session, outlining their responsibilities when enrolling students.</p> <p>All MCC authorised delegates must sign <b>MCC Authorised Delegates Compliance Register</b> before they enrol any student into any course. MCC shall not use an consultants or third parties in any part of the enrolment process.</p> <p>MCC Staff shall not offer incentives to individuals to induce them to undertake government subsidised training</p>
<b>Content</b>	<p>MCC shall ensure that all applicants seeking admission will be treated fairly and equitably. It has open, fair and transparent admission procedures that are based on clearly defined entry criteria used for making decisions about the selection of students. Students are selected on merit, based on the published criteria, and on an individual case by case basis. Throughout the process of selection and admission, all applicants are treated courteously and expeditiously.</p> <p>All applicants who are eligible for funding under the Skills Victoria funding program</p>

	<p>are advised of the additional criteria during the Pre-Admission Process. Applicants are neither advantaged nor disadvantaged by their eligibility for the Skills Victoria funding program.</p> <p>Entry criteria and application procedures are published in the Institute’s brochures and on the Institute’s website.</p> <p>The Institute consistently applies procedures for verifying applicants’ credentials and the granting of Course Credit. This ensures that students entering a VET course of study have an adequate basis of knowledge and skills to successfully undertake the studies proposed.</p> <p>Offers are for admission to a specific VET course of study on MCC’s scope, and may be made on a conditional basis; if the applicant does not fulfil any condition(s) imposed by MCC may not enter the VET course of study. These conditions may include, pre-requisites, English Language, Literacy and Numerous (“LLN”) ability and/or achievement of an academic requirement where evidence of attainment was not available at the time of application.</p> <p>In cases where the applicant is assessed as not being eligible to enter the VET course of choice, a review of alternative VET courses of study occurs and, where possible, the applicant is advised of any he/she is eligible to enter.</p> <p>Applicants with past study in other VET courses of study or significant work experience may apply for exemptions (Course Credit) through the Course RPL Policy and Procedure (including Recognition of Prior Learning).</p> <p>Records are retained of the admission procedure, and students may access their individual records in accordance with the MCC Privacy Procedure.</p> <p>MCC does not offer enrolment in a subsidized course to any person currently enrolled in a secondary school in Australia</p> <p>MCC’s General Manager shall ensure that an Authorised Delegates assessment and enrolment of individuals complies with the eligibility criteria (Guidelines for Determining Student Eligibility and Supporting Evidence)</p>
<b>Definitions</b>	<p>Eligibility means an individual that an Authorised Delegate assesses as satisfying Guidelines for Determining Student Eligibility and Supporting Evidence (Reviewed and confirmed by MCC’s General Manager)</p>

PROCEDURE	STUDENT ENROLMENT
VET 2015 Standards:	<b>Standard 5</b>
MCC Ref:	<b>MCC-2-E1</b>

<b>Action/Method</b>	<p><b><u>Pre-training review Admission – Discussion Procedure (see pre-training review information and documentation on website and provided during pre-training review process)</u></b></p> <p>In order to ensure that the potential student has been informed prior to making a decision to enrol at MCC, potential students are directed to MCC website and marketing information. The student then has the opportunity to discuss with an authorised delegate to discuss;</p> <ul style="list-style-type: none"> <li>a) (1) Eligibility to Guidelines for Determining Student Eligibility and Supporting Evidence</li> <li>a) (2) Course availability and mode of delivery,</li> <li>b) expected Course duration, days of study and study requirements outside of classroom workshops (face to face training) which are optional.</li> <li>c) (1) previous formal training requesting copies of any relevant qualifications (full certificates and statements of attainment) and</li> <li>c) (2) Recognition pathway, RPL is offered and explained to all prospective students, and the documentation required to implement and successfully secure recognition (see MCC recognition policy and procedure)</li> <li>c) (3) pathways to further study or employment.</li> <li>c) (4) Credit transfer is offered and explained to all prospective students, and the documentation required to implement and successfully secure (see MCC Credit transfer policy and procedure)</li> <li>d) If the student is enrolling in a course that has pre-requisites attached to the course, the student is required to provide evidence to support their entry into the course (identification which shows Victorian residency, e.g. driver’s license). Authorised delegate must request and retain a copy of this evidence.</li> <li>e) Training and assessment requirements</li> <li>f) understanding of pre-enrolment information supplied (<a href="http://civilforcetraining.edu.au/pre-enrolment-information">http://civilforcetraining.edu.au/pre-enrolment-information</a>) (including Support services available to the student)</li> <li>g) Fees and charges including Course fees, Book fees and Administration Fees</li> <li>i) hardship / Concessions / Job Seeker Waivers available (see below)</li> <li>h) Student rights and obligations (MCC SIG) and MCC Guarantee to the Student</li> </ul>
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	<p>i) campus locations and a general description of facilities, equipment, and learning and supportive resources available to students;</p> <p>j) requirements for satisfactory academic progress, complaints and appeals policies and procedures;</p> <p>k) informed of the obligations of maintaining evidence to support Eligibility Exemptions and</p> <p>l) Government Funding criteria (eligibility)(see below)</p> <ul style="list-style-type: none"> <li>- Asylum Seekers and Victims of Human Trafficking Initiative</li> <li>- Workers in Transition Program</li> <li>- Single and Teenage Parents Training Initiative</li> <li>- Young People Transitioning from Care Initiative</li> <li>- Retrenched Workers</li> <li>- Indigenous Australian Initiatives</li> </ul> <p>(complete in hard copy or electronically, the information and declarations specified in the Evidence of Eligibility and Student Declaration form at Attachment 3).</p> <p>M) An individual is not eligible for government subsidised training under the VET Funding Contract if the individual is:</p> <p style="padding-left: 40px;">a) a student enrolled in a school (excluding a School Based Apprentice/Trainee).</p> <p style="padding-left: 40px;">This includes:</p> <ul style="list-style-type: none"> <li>i) any government, non-government, independent or Catholic school; or</li> <li>ii) a student registered for home schooling in Victoria.</li> </ul> <p style="padding-left: 40px;">Government schools are responsible for funding these opportunities for VET within the school curriculum through their Student Resource Package (SRP) allocation, including targeted VET in Schools funding. Non-government schools make similar decisions for students on the basis of the resources available to them; or</p> <p style="padding-left: 40px;">b) within the meaning of the Corrections Act 1986, a prisoner held at a prison, including but not limited to: (as outlined in the VET Funding Contract)</p> <p style="padding-left: 40px;">c) A person who is detained under the Mental Health Act 1986; or the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 or the Sentencing Act 1991 at the Thomas Embling Hospital.</p> <p style="padding-left: 40px;">d) A person who is detained (other than on weekend detention) under the Children, Youth and Families Act 2005 or the Sentencing Act 1991 or who is held on remand in one or more of the following youth justice facilities: (as outlined in the VET Funding Contract)</p> <p>n) Authorised delegate shall determine eligibility of individuals under the Indigenous Completions Initiative, Indigenous students eligible for the Victorian Training Guarantee currently pay a concession tuition fee for all levels.</p>
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- o) Not offer incentives to individuals to induce them to undertake government subsidised training

This procedure can be carried out individually or in an information session with multiple potential students with questions time at the end of the information session. The student then can proceed by completing an enrolment application eligibility form to formalise their wish to move on in the enrolment process.

## **Enrolment Procedure (Students)**

### **1. Verifying student eligibility for course enrolment and funding availability**

- a. MCC authorised delegates (through interview, telephone and/or email contact) are to confirm course/s availability, cost, study options, delivery mode (distance and/or optional classroom workshop) the student is applying to enroll in.
- b. MCC authorised delegates are to confirm if student is able to enrol at level requested by checking if pre-requisites are required to enter the course including
  - *General Eligibility criteria*
  - *Eligibility criteria for individuals referred under specific initiatives (eg Single Mum)*
  - *Eligibility for accredited courses with the title 'Course in...'*
  - *Determining prior qualification in eligibility*
  - *Determining the number of courses in which an individual is eligible to enroll in in 2017*
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- c. Student is to fill in all areas and sign the student declaration on the "enrolment eligibility form" and all other enrolment documentation including the training plan and LLN prior to the delivery of any structured training, if the pre-training review and interview confirms that the qualification the student is considering enrolling in is the most appropriate training option.
- d. MCC authorised delegates are then to confirm all student areas are complete correctly on the "enrolment eligibility form" and the SV Declaration has been signed as well as any evidence pertaining to Hardship / Concessions / Job Seeker Waivers being applied for. (also see Guidelines - Evidence to be retained by the RTO for Eligible Individuals)
- e. MCC authorised delegates are then to collect and copy appropriate identification from the student to confirm funding eligibility and sign that the original document has been sighted.  
If the original documentation has not been sighted by the MCC authorised delegate it must be a certified copy by an authorised person. Students using certified photocopies of their original documents will be required to present or mail them to the RTO. For the purpose of the *Evidence of Eligibility and Student Declaration*, certified photocopies that are scanned or faxed are not sufficient to meet this requirement and will not be accepted at audit (SV Students only).
- f. MCC authorised delegates deliver to Student "pre-training review" (LLN Test) to complete (sign).
- g) MCC authorised delegates deliver Training Plan to Student for completion (signature).
- h) MCC authorised delegates are to discuss Government funding eligibility with the student and any student cost involved confirming the cost of the course with the student as per MCC Yearly Course Fee Schedule list. If a discount is applicable it must be authorised by senior management team.
- i. MCC authorised delegates are then to fill in the "MCC authorised delegates representative only" area and signed "enrolment eligibility form" where marked.

## **2. (Welcome Letter) – confirmation of enrolment**

- a.) Once the prospective student has completed the pre-training review process, interview, LLN, enrolment form, signed and delivered to the MCC authorised delegate(s) a “enrolment eligibility form”, that includes;
1. Training Plan,
  2. LLN Test (satisfactorily completed),
  3. Original identification & residency documentation requirements,
  4. any necessary declarations and
  5. other required evidence

it is then to be handed to the MCC administration staff for processing.

b) MCC Staff examine documents submitted based on the steps in the “MCC Enrolment Sheet” Guidelines (see below) and save documents into Student File.

c) Completed Student Enrolment applications for each qualification are confirmed, processed within the student database in the order in which they are received by Administration staff.

d) MCC admin staff generate and deliver a “Confirmation-Welcome Letter” that formalises acceptance of the student’s offer to enroll in the course (“the Agreement), and shortly thereafter arrange delivery of

1. Course Materials
2. other Learning Resources,
3. Online access to learner resources (if applicable)
4. Mentorships calls
5. and tax invoice.

e.) MCC Administration instructs Compliance Officer that Student Files that are complete.

f) If any documentation is not completed Compliance Officer will instruct administration staff to rectify.

<b>MCC Authorised Delegates (Authorised Representatives) Guidelines:</b>		
1	Pre-enrolment discussion with student carried out as per procedure	
2	Confirm with student what course they would like to enroll in (subject to 2 minimum subsidised courses)	
3	Confirm if there are any previous formal training (RPL process) and pre-requisites for this course as per "MCC course entrance requirements policy and procedure".	
4	Confirm student has completed the "enrolment eligibility form" & identification <b>correctly</b>	
5	Have <b>student sign the "student declaration"</b> and date it.	
6	Have student complete Extreme Hardship Declaration form (if required)	
7	Collect and copy all identification requirements sighted as original and signed the document as original sighted. If documents have been mailed in by students, they must be signed by an authorised person.	
8	Complete the " <b>cost of course</b> " section for student <b>after discussion with student, discount must be authorised by senior management of the SOA</b>	
9	Complete "MCC authorised delegates area" of the "enrolment eligibility form"	
10	Sign "enrolment eligibility form" as MCC authorised delegate	
11	Give completed "enrolment eligibility form" and identification to administration staff for processing in Wisenet to have "letter of offer and written agreement ", training plan and invoice printed.	
12	Have student to complete the pre-training review	
13	Have student complete Direct debit form (if required)	
14	Receive the "letter of offer and written agreement ", training plan and invoice from the administration team	
15	<b>Explain the written agreement with the student and complete all documentation with them (check</b>	
16	Confirm student signs written agreement / Student Declaration	
17	Sign written agreement as MCC authorised delegate	
18	Confirm student signs training plan and sign as MCC authorised delegate	
19	Process payment of invoice with the administration team. – upfront payment or have completed direct debit form completed (this is the only forms of payment)	
20	Complete this MCC authorised delegates Check list.	
21	Hand over all paperwork to administration team for student file to be made up – student is now enrolled	

\* An authorised delegate means an employee/s of the RTO who has been formally delegated this function from the CEO or equivalent. For an authority to be formally delegated, written evidence of such a delegation must be available at audit.

Refer to 2017 VET Funding Contract and 2017 Guidelines about specific requirements Determining Eligibility and Supporting Evidence for individual's eligibility criteria. Please see relevant sections below.



	<p><b>2. SKILLS FIRST PROGRAM – ELIGIBILITY CRITERIA</b></p> <p>2.1 The eligibility criteria set out in this Clause 2 must be read in light of the Guidelines for Determining Student Eligibility and Supporting Evidence.</p> <p><i>Eligibility Requirements</i></p> <p>2.2 In order to be an Eligible Individual in respect of any training, an individual must be:</p> <p>a) either:</p> <ul style="list-style-type: none"> <li>i) an Australian citizen;</li> <li>ii) a holder of a permanent visa; or</li> <li>iii) a New Zealand citizen;</li> </ul> <p>b) enrolling and commencing training in a course or qualification provided by the Training Provider between the Commencement Date and 31 December 2017 inclusive; and</p> <p>c) either:</p> <ul style="list-style-type: none"> <li>i) under 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training;</li> <li>ii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a Foundation Skills List course;</li> <li>iii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training as an Apprentice (not Trainee);</li> <li>iv) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in training in the Victorian Certificate of Education or the Victorian Certificate of Applied Learning (Intermediate or Senior); or</li> <li>v) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a course that is at a higher</li> </ul> <p style="text-align: right;">3</p> <hr/> <p style="text-align: center;">qualification level than the highest qualification held at the time of the scheduled commencement of training.</p> <p>2.3 In addition to meeting the requirements of Clause 2.2 of this Schedule 1, an individual is only eligible to:</p> <ul style="list-style-type: none"> <li>a) commence a maximum of two courses subsidised through the <i>Skills First Program</i> in a calendar year. Where an individual is enrolled in a course(s) that is scheduled to commence at a later date in that calendar year, this course(s) must be counted for the purpose of this clause when assessing eligibility;</li> <li>b) undertake a maximum of two courses subsidised through the <i>Skills First Program</i> at any one time;</li> <li>c) commence a maximum of two government subsidised courses at the same level within the AQF in their lifetime; and</li> <li>d) commence a maximum of two government subsidised accredited courses with the title 'Course in...' in their lifetime.</li> </ul>
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**2 in a year and 2 at a time: determining the number of courses in which an individual is eligible to commence/undertake in 2017**

- 1.3. For the purpose of applying subclauses 2.3(a) and 2.3(b) of Schedule 1 of the VET Funding Contract:
- a. an individual is eligible to commence a maximum of two government subsidised courses in 2017.
  - b. an individual is eligible to undertake a maximum of two government subsidised courses at any one time in 2017.
  - c. the following scenarios will not be counted towards the course maximum outlined at Clause 1.3(a):
    - i. if an individual is transitioning from a superseded qualification to the current version of the same qualification;
    - ii. if an individual is recommencing training in the same qualification (at either the same or a different provider); or
    - iii. if an individual is seeking to enrol in an apprenticeship (not traineeship) after having participated in one of the Pre-Apprenticeship and Pathway Qualifications identified at Attachment 2 to these Guidelines.

**2 at level: determining the number of courses previously commenced**

- 1.4. For the purpose of applying subclauses 2.3(c) and 2.3(d) of Schedule 1 of the VET Funding Contract, which are the eligibility criteria relating to the lifetime limit on commencements at the same level (the 2 at level lifetime limit), the following commencements are not taken into account:
- a. the Victorian Certificate of Education; Victorian Certificate of Applied Learning (Intermediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions;
  - b. qualifications listed in the Foundation Skills List ([Attachment 1](#) to these Guidelines);
  - c. any VET certificates undertaken as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships);
  - d. where an individual is transitioning from a superseded qualification to the current version of the same qualification; and
  - e. where an individual is recommencing training in the same qualification (at either the same or a different provider).

**Eligibility for accredited courses with the title 'Course in...'**

- 1.5. A number of courses with the title 'Course in...' are accredited. These are nationally recognised training products providing skills recognition leading to a Statement of Attainment, rather than the award of a qualification recognised within the Australian Qualifications Framework (AQF). They are not aligned with the AQF.
- a. Enrolment in a 'Course in...' is subject to the same Entitlement To Funded Training eligibility requirements as other enrolments.
  - b. To address 'upskilling' requirements, an individual who holds a qualification no higher than Certificate IV is to be considered eligible to enrol in a 'Course in...' (subject to meeting other eligibility criteria).
  - c. Qualifications at Diploma level or higher are considered higher than courses with the title 'Course in...'.

**Concessions on Tuition Fees (SV Students Only)**

This information on concessions on Course Administration fees applies to SV Students undertaking training courses categories except Skills Deepening (Diplomas and above).

The concession fee is the same as the minimum fee for the relevant course category, calculated at 20% of the standard subsidised enrolment fee. For courses in the Skills Deepening category, you may be able to access financial assistance in the form of a loan.

**Who is eligible for a concession? (Hardship Declaration) / Jobseeker Waivers**

The fee concession is available to people in the following groups:

- Commonwealth Health Care Card holders, and their dependent children and dependant partners
- Pensioner Concession Card holders, and their dependent children and dependant partners
- Veteran's Gold Card holders (but not their dependants).
- Sign Hardship Declaration Form
- an Indigenous student under the Indigenous Completions Initiative

To receive a concession, the person enrolling must either have the card or be able to show that they are a dependant of a card-holder.

**Indigenous students**

Under an Indigenous Completions Initiative, Indigenous students pay only the minimum or concession tuition fee for all courses, including courses in the Skills Deepening category.

**If fees are being paid by the Australian Government**

If the Australian Government is funding your enrolment, the concession fee is not available. If you are referred to a provider by an agency of the Australian Government, for example a Job Network agency, you should pay the standard tuition fee and then seek reimbursement from the agency.

**Fee Exemptions**

This information applies to students undertaking training courses. For government funded training places fee exemptions may be granted for the following reasons. Exemptions apply to courses at all levels, including Skills Deepening (Diploma courses and above).

If the applicant chooses to delay the commencement date, the student enrolment advisor contacts the applicant to ascertain why. A follow-up process is instigated using this information.

**Eligibility Exemptions**

All students claiming eligibility exemption must be authorised by the CEO and or the COO. All Eligibility Exemptions are then vetted by the Compliance Manager prior to approval.

Please call Macquarie for evidence requirements to be granted an eligibility exemption for a Government Funded course.

SECTION 2 ELIGIBILITY CRITERIA FOR INDIVIDUALS REFERRED UNDER PARTICULAR

**INITIATIVES OR EXTENSION OF ELIGIBILITY PROVISIONS**

Individuals referred to training under the particular initiatives or provisions set out below may not be required to meet particular aspects of the eligibility criteria detailed in related Schedule of the VET Funding Contract.

**Asylum Seekers and Victims of Human Trafficking Initiative**

2.1. Individuals referred to training under the Asylum Seekers and Victims of Human Trafficking Initiative must meet all Victorian Training Guarantee eligibility criteria except the citizenship/residency requirements set out in the related Schedule of the VET Funding Contract.

**Retrenched employees**

2.2. Retrenched employees must meet all Victorian Training Guarantee eligibility criteria except the 'upskilling' requirement set out in related Schedule of the 2017 VET Funding Contract.

2.3. Individuals referred to training under this extension of eligibility provision must present the RTO with a Training Referral Letter dated less than 12 months from the date of enrolment, issued by the Department of Education and Training (the Department, formerly the Department of Education and Early Childhood Development) and a copy of a notification of employment separation. This notification may take the form of:

1. a separation certificate; or
2. a letter of separation from their previous employer/receiver on company/receiver

letterhead; or

1. a statement of service including the date of cessation of employment; or
2. a letter specifying that retrenchment will occur on a nominated date from their

current employer on company/receiver letterhead; or

1. a Centrelink Employment Separation Certificate provided that the reason for separation falls within the following categories: 'shortage of work', 'unsuitability for this kind of work', or 'redundancy'.

2.4. Referred individuals must commence training within twelve months of the date shown on the Training Referral Letter issued by the Department.

2.5. The RTO must retain the Training Referral Letter and a copy of the notification of employment separation for audit or review purposes.

2.6. Individuals referred under this extension of eligibility provision that do not meet the 'upskilling' requirement must be reported to the Department through the use of the Eligibility Exemption Indicator field in the monthly Student Statistical Reports to be provided under the 2017 VET Funding Contract Guidelines about Determining Student Eligibility and Supporting Evidence.

**Young People Transitioning From Care Initiative**

2.7. Individuals referred to training under the Young People Transitioning From Care Initiative must meet all Victorian Training Guarantee eligibility criteria. Automotive Supply Chain Training Initiative

2.8. Automotive supply chain employees must meet all Victorian Training Guarantee eligibility criteria except the 'upskilling' requirement set out in related Schedule of the 2017 VET Funding Contract.

2.9. Individuals referred to training under this extension of eligibility provision must present the RTO with an Automotive Supply Chain Training Initiative Eligibility Letter dated less than 12 months from the date of enrolment, issued by the Department of Education and Training (the Department, formerly the Department of Education and Early Childhood Development) and evidence of their current or recent employment in the automotive supply chain. This evidence may take the form of:

1. a separation certificate; or
2. a letter of separation from their previous employer/receiver on company/receiver

letterhead; or

1. a statement of service including the date of cessation of employment; or
2. a letter specifying that retrenchment will occur on a nominated date from their

current employer on company/receiver letterhead; or

1. a Centrelink Employment Separation Certificate provided that the reason for separation falls within the following categories: 'shortage of work', or

'redundancy'; or

1. a payslip.

2.10. Referred individuals must commence training within twelve months of the date shown on the Automotive Supply Chain Training Initiative Eligibility Letter.

2.11. The RTO must retain the Automotive Supply Chain Training Initiative Eligibility Letter and a copy of the evidence of their current or recent employment in the automotive supply chain, for audit or review purposes.

2.12. Individuals referred under this extension of eligibility provision that do not meet the 'upskilling' requirement must be reported to the Department through the use of the Eligibility Exemption Indicator field in the monthly Student Statistical Reports to be provided under the 2017 VET Funding Contract

**Enrolment in a VET course of study that is not Skills Victoria Funding enabled:**

Once the signed enrolment form has been received by the Institute, the enrolment is confirmed within the student database, fees are processed and a receipt issued.

If the applicant chooses to delay the commencement date, the student enrolment advisor contacts the applicant to ascertain why. A follow-up process is instigated using this information.

	<p><b><u>Commencement</u></b></p> <p>During pre-training review, the following items are addressed:</p> <ol style="list-style-type: none"> <li>1) Additional requirements for apprentices/trainees (see below)</li> </ol> <p>The authorised delegate asks the prospective student a range of questions during the Pre-Training Review applicants are asked what type of work they wish to do and have done and what area they would like to work in, what jobs they have applied for, what areas they have applied for work in, what their ideal job is etc. This is done to determine the type of employment outcome they hope to achieve upon completion of training. The MCC Authorised Delegate then makes an assessment of whether the requested / proposed training program will assist them in achieving this, this information is recorded in the pre- training review and enrolment documentation and stored in the students file prior to commencement of training. (see Pre-Training Review and Enrolment Documentation)</p> <p>Authorised Delegate confirms that a signed enrolment form has been received by the institute and confirms that the student has brought any other required documentation, such as proof of citizenship if required;</p> <p>If the student is enrolled in a VET course of study that is not Skills Victoria funding enabled, the institute student services officer checks to ensure that relevant fees have been paid; if the appropriate fees have not been paid the student will be advised of the payment options, and alternative arrangements made with the Institute Student Services Officer;</p> <p>Each fulltime student has an identification photograph taken and is issued with the appropriate identification card; Distance learning students will only be issued a student identification number.</p> <p>The course scheduler issues students with their Timetables; and</p> <p>Students are provided with a training plan, the Student Information Handbook, and guided through key policies and procedures, including academic progress, attendance, assessment, and complaints and appeals.</p>
<b>Attached Documentation</b>	<p>See below <i>(if applicable)</i></p>
<b>Related Legislation</b>	<p><a href="https://macquarieeducation.edu.au/compliance-with-legislation/">https://macquarieeducation.edu.au/compliance-with-legislation/</a></p>
<b>Related Documentation</b>	<p>Guidelines about Apprentices/Traineeship Training Delivery" published on SVTS</p> <p>See documentation located at the following link: <a href="https://macquarieeducation.edu.au/compliance-with-legislation/">https://macquarieeducation.edu.au/compliance-with-legislation/</a></p> <p>Guidelines for Determining Student Eligibility and Supporting Evidence 2017 Skills Victoria Funding Contract.</p>

**Version control**
**Review/ amendment history**

**Policy Approved by:** Chief Executive Officer / RTO Manager

**Responsible Officer:** Chief Executive Officer / RTO Manager

**Next Review Date:** January 2018

<b>Version</b>	<b>Date</b>	<b>Details</b>
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	February 2016	Updated to reflect changes to VTG contract and related guidelines
5.0	JAN 2017	Updated to reflect 2017 VET Funding Contract