

Student Selection and Enrolment Policy and Procedure

Policy

Students are informed of their rights, responsibilities and training and assessment requirements prior to enrolment. The orientation process further ensures Students understanding of these rights, responsibilities and training and assessment.

The National Skills Training Institute ensures that all Students are provided with a Student Handbook prior to enrolment, participate in orientation and complete an acknowledgement to verify understanding.

Procedures

Student information

1. All potential Students are to be provided with a copy of the Student Handbook prior to enrolment.
2. All Students are to sign an acknowledgement, which is part of the Enrolment Form, of the items in the Student Handbook.
3. Information is to be supplied advising the applicant of the purpose of the USI and process to apply for the USI.
4. Signed acknowledgement, which is part of the Enrolment Form, is to be placed on the individual Student's file.

Selection of applicants for enrolment

1. Prior to enrolment the RTO will establish if the potential Student meets the entry requirements.
2. Where there are more applicants meeting entry requirements than there are available places, applicants will be accepted on a 'first come, first served' basis. Persons not accepted on this basis will be offered enrolment in the next scheduled training.
3. The RTO is to confirm that the USI supplied by the Student is correct at <https://portal.usi.gov.au/org/TermsAndConditions?ReturnUrl=%252forg%252f>.

Supporting documents

- Student Handbook
- Enrolment Form