Enrolment and Induction Policy

Policy Statement

Meerilinga Training College (MTC) provides applicants with information about the course, fees, concessions, policies, processes and Recognition of Prior Learning (RPL) prior to enrolment to enable the applicant to make an informed decision.

Information provided will:

- Refer to all applicable qualifications/courses by the appropriate code and title;
- Outline the currency of the qualifications/courses in question;
- Outline the duration of training, learning and assessment requirements;
- Specify modes of delivery and delivery locations;
- Discuss fees and charges;
- Specify entry requirements into the training;
- Specify any minimum work placement requirements attached to the training;
- Provide information specific to learner contributions and responsibilities;
- Outline MTC Administration and Education Services and resources;
- Learner Right to Refund/Appeal;
- Outline if any training/assessment is to be conducted under third party/sub-contracting arrangements;
- Outline general industry information or guide to other sources of information that may assist leaners in career options;
- Outline the nature of the guarantee offered by MTC should it not be able to deliver the training, ceases operating and also how to lodge a formal complaint and appeal;
- Advise Privacy.

Policy Purpose

The Enrolment and Induction Policy outlines the terms of enrolment in nationally recognised training and assessment services delivered by Meerilinga, and to define a commencement program for new learner that present their responsibilities and best practice expectations.

The *Standards for Registered Training Organisations (RTO's) 2015* state:

Standard 5. Each learner is properly informed and protected

5.1 Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies.

5.2 Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides, in print or through referral to an electronic copy, current and accurate information that enables the learner to make informed decisions about undertaking training with the RTO and at a minimum includes the following content:

a) The code, title and currency of the training product to which the learner is to be enrolled, as published on the National Register;

b) The training and assessment, and related educational and support services the RTO will provide to the learner including the:
   i) Estimated duration;
   ii) Expected locations at which it will be provided;
   iii) Expected modes of delivery;
   iv) Name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the learner on the RTO's behalf; and
   v) Any work placement arrangements

c) The RTO's obligations to the learner, including that the RTO is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.

d) The learner's rights, including:
   i) Details of the RTO's complaints and appeals process required by Standard 6; and
   ii) If the RTO, or a third party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in;

e) The learner's obligations:
   i) In relation to the repayment of any debt to be incurred under the VET FEE-HELP scheme arising from the provision of services;
   ii) Any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product; and
   iii) any materials and equipment that the learner must provide; and

f) Information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of the services.

Scope

The policy applies to applicants into VET qualifications and units of competency offered by MTC.

Exclusions

This policy does not apply to:
Professional Development services.
Volunteer or mandated professional learning and development for members.

Policy Review

Biennial or from time to time the organisation may make changes to this policy to improve the effectiveness of its operations.

Policy Reviewed	5 April 2024	**By**	Advisor Policy and Compliance
Approved By	Chief Executive Officer		
Previous Review	26 February 2024		

Implementation

The Meerilinga website *meerilinga.org.au* will provide applicants and clients with a comprehensive range of current information as outlined in the Policy Statement, this includes our obligations as a Government Registered Training Organisation (RTO) as well as our services available to learners. It is essential for enrolled learners to familiarise themselves with the content of the website, which includes access to fees and charges, the Learner Guide and e-learning resources relevant to each course.

All applicants must complete the Admission processes before enrolment acceptance, this includes:

- Enrolment Enquiry
- Application
- Prospective Learner Interview
- Enrolment

Meerilinga is committed to ensuring we have a sustainable and ecofriendly training environment and therefore, where possible we provide our enrolment and training materials in an electronic format, rather than as a printed resource. This also supports flexibility with our blended learning model for course delivery, allowing learners to save resources and assessments for review outside of class times.

The Learner Guide is available on the Meerilinga website as part of our admission process. It contains information about the rights and obligations of learners studying with Meerilinga. Learners are encouraged to read it in its entirety to ensure understanding prior to commencing the course and to contact one of our MTC Administration officers with any questions.

MTC will advise all current and prospective learners of significant changes to services offered by Meerilinga and course of action as soon as practicable. This will include but not limited to inability to proceed with a course or changes from regulators, funding bodies or training packages that may impact them directly.

Language Literacy and Numeracy (LLN)

Applicants enrolling in a Meerilinga VET course will need to meet literacy and numeracy competence in the Australian Core Skills Framework (ACSF) in both skill areas of reading and numeracy.

Prior to acceptance of enrolment, applicants will be required to complete a Language, Literacy and Numeracy Pre-Qualification Declaration together with providing either evidence of their highest achieved academic record or undertake an approved online language, literacy and numeracy assessment.

An LLN qualified Assessor will verify the documentation provided or online assessment to determine the competency level and can refer applicants to our learning support services for additional support if required.

At all times, MTC members must abide by legislation and guidelines of LLN requirements within the VET sector.

Unique Student Identifier (USI)
All applicants who commence training with Meerilinga will be asked to provide a USI for verification. This can be obtained by referring to the USI website hosted by the Australian Government Department of Industry *https://www.usi.gov.au/*. MTC can assist learners to obtain a USI with their consent.

The USI is required for Meerilinga to be able to issue or re-issue any qualification certificate or statement of attainment unless an exemption applies under the Student Identifiers Act 2014. Learners will be informed of the exemption and any conditions which apply.

Where a learner has previously attained a qualification, a copy of their USI transcript may be requested to determine competency and credit transfer for Units of Competency.

At all times, MTC members must abide by legislation and guidelines which host and support the implementation of the USI within the VET sector.

Recognition of Prior Learning (RPL)
RPL is available when applying for Meerilinga courses. MTC offers applicants an 'assessment only' pathway through self-assessment, third party, competency observation and interview.

The RPL process is an assessment of evidence of pre-existing skills and/or experiences mapped against the unit elements to determine whether the applicant is competent in one or more unit.

Refer to MTC Assessment Policy and Processes

National Recognition
To maintain the integrity and national recognition of training products, MTC accepts the certification issued by other RTOs or any authorised issuing organisation, such as a university. Verification of authenticity of the certificate will be undertaken. MTC is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units completed at another RTO or RTOs.

In some cases, licensing or regulatory requirements may prevent a unit being awarded through a credit transfer process. Providing credit for previous studies is recognising the equivalence of studies previously undertaken and completed successfully.

Enrolment

Once an initial enquiry is received MTC will contact the prospective learner and forward the application from to complete and return.

An interview with the prospective learner will take place prior to enrolment to determine if the training product best suits their needs.

Refer to MTC Prospective Learner Interview Policy

A completed enrolment form with supporting documentation must be submitted to Meerilinga Training College prior to acceptance as a learner. All copies of supporting documentation received will be verified against the applicants original.

MTC requires applicant to provide a copy of the following supporting documentation with the enrolment form:

- **Photographic Identification**
  (Drivers Licence, Australian Passport or non-Australian Passport with Australian Visa, Immicard, WA Photo card)
- **Proof of Australian Residency**
  (Birth Certificate, Australian Citizenship Certificate, Medicare, Australian Passport or Visa Entitlement Verification Statement)
- **Proof of name Change** (if applicable)
- **Proof of current Concession** (if applicable)
- Applicants highest **Secondary School Academic Record** or previous **Qualification** / **Statement of Attainment** including First Aid
  (if applying for RPL, credit transfer or to demonstrate LLN skills)
- **USI** if already obtained *or*
  MTC can assist students to obtain a USI with consent. Valid forms of Australian ID required to obtain USI on applicants behalf - refer to *USI and Student Identification*.
- **LLN** evidence of meeting competence such as previous highest academic attainment (as above) or completion of LLN online assessment (link provided to applicant on application).
- **Participation Program Students -** Referral and/or required documentation before enrolment acceptance.
  - Work Readiness
  - Equity Culturally and Linguistically Diverse (CaLD)

  Refer to Process 3 - Participation Programs - Student Eligibility

To ensure legislative and industry compliance, the certificates and clearances outlined below are essential to engage in child-related work. They are obtained at the applicants own expense and are non-refundable.

These documents must be provided before commencement of work placement in a regulated early education and care service:

- **Certificate of Health** stating fit for the provision of child care.
  (MTC form provided to applicant and competed on application)
- Criminal History Check:
  - **Working with Children Check** *https://workingwithchildren.wa.gov.au* for adults over the age of 18.
  - Minors under the age of 18 are required to:
    1. Complete a **Criminal History Statement** together with providing a written **Reference** from current secondary education provider or agent.
       (Meerilinga Statement form provided to applicant and completed on application)
    2. Apply for a Working With Children Check once they turn 18 years of age.

Criminal History Checks

Criminal history is required to consider the suitability of persons working and interacting with children. Requirements to check criminal history, puts in place the safeguard to ensure people working with children are suitable for the role regarding the security, health, safety and welfare of children. These requirements are detailed in the National Law and National Regulations which are available at the Australia Children's Education and Care Quality Authority website *www.acecqa.gov.au*.

Federal and State legislation prohibits people with criminal records in child-related areas from working in occupations that involve contact with children, such as teaching or childcare positions. Employers are required to screen applicants' background for these positions and applicants are required to disclose any convictions.

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child related employment, including volunteer positions. A prohibited person is a person who is convicted of the following:

- Murder of a child
- Serious Sex offence, including carnal knowledge
- Child-related personal violence office
- Indecency offences
- Kidnapping
- Offences connected with child prostitution
- Possesses, distribution of child pornography
- Attempt, conspiracy or incitement to commitment the above listed offences

Note - A conviction includes a finding that the charge of an offence is proven, or that a person is guilty.

Meerilinga will look at all information provided objectively, without prejudices and follow a risk assessment process that balances the requirements and responsibilities of working in the Education and Care Industry against the nature and circumstances of the conviction.

Circumstances that will be taken into account include the following:

- The nature of the crime
- How long ago it happened
- The circumstances involved
- The sentence and any conditions attaching to it
- The applicant's patterns of offending
- His/her efforts to avoid re-offending
- Requirements of the job
- Any precautions that might be necessary to prevent offending at work, such as supervision or restrictions of access
- Possible reactions of co-workers, customers etc.
- The feasibility of providing on-the-job training

All students will be advised that should their enrolment be accepted, their convictions may need to be disclosed when going on work placement.

Documentation

Meerilinga Training College will take no responsibility for original documents. Copies of original documents provided by the applicant will be verified by MTC Administration Officer.

By proceeding to enrol as a learner, an applicant is agreeing to MTC meeting its reporting requirements and understand that information provided is retained for audit and data submissions. It can only be used, accessed, published and disseminated according to the National VET Provider Collection Data Requirements Policy and the Vocational Education and Training (VET) Data Protocol.

If that information includes personal information, the Privacy Act 1988 and Australian Privacy Principles, regulate the collection, use and disclosure of personal information.

1. Post your Application to:
Meerilinga Training College
PO Box 144
Ballajura WA 6066

2. or by appointment bring to:
Meerilinga Training College
2 Community Mews
Ballajura WA 6066

Learners that are not under a VET Fee-Help loan can withdraw from a Meerilinga training course:

If approached and signed up on the spot, learners automatically have a 10 day cooling-off period by law; or

- Prior to the census date, as stated on the learners invoice; and
- Must do so in writing, using the approved Deferment/Withdrawal Request Form T642.

Refer to MTC Deferment, Assessment Extension and Withdrawal Policy and Processes.

Meerilinga will endeavour to provide additional support for a learner through their course through one or a combination of the following:

- Access to additional time with trainers for tutorials
- Assistance with work placement or continuing training during transition of work placements
- Subject matter experts, guest speaking on topics such as preparing for work or writing a job application
- Referral to our learning support services

Trainers and Assessors work closely with learners to monitor and support their participation.

Refer to MTC Support Services Policy and Processes

Learner Induction

To assist with transition to study, Meerilinga will deliver a comprehensive and co-ordinated approach to inducting new learners. Learners are welcomed to college life and introduced to important aspects of college operations, activities, standards, regulations and best practice expectations.

The induction program is compulsory and will be conducted on the students first day of study, and prior to the start of formal teaching.

The session will be delivered onsite by the Trainer via power point and include but not limited to:

- Meerilinga and studying at Meerilinga Training College
- Learning environment, services and tour of facilities
- Course overview and model of delivery
- Units of competency
- Recommended text relevant to the course and links for purchase.
- Access to IT, information and resources via the website including key Policies, Processes and Learner Guide.
- Health, Safety and Wellbeing

Students will be provided with and sign receipt of:

- Meerilinga student uniform polo shirt - o*n loan and to be returned, laundered upon completion of training.*
- Meerilinga wide brimmed hat - *to keep*.

In addition to the above, when engaged in Meerilinga programs and services students will have access to and be provided with the required personal protective equipment (PPE) such as gloves, apron and hair cover.

Students who do not attend induction will be required to contact student services and make arrangements for an alternative induction session.