

# POL006 ENROLMENT POLICY

*This policy applies to both Southern Training Organisation RTO#91378 and MBA Group Training Limited RTO#88163*

This policy outlines the approach of, and method adopted by, the RTO regarding enrolment into any training product. The policy ensures learners are properly informed prior to the commencement of training and assessment as required by standards 3, 4 and 5 of the Standards for Registered Training Organisations (RTO's) 2015.

## ENROLMENT PRACTICES

Learners preparing to undertake training with the RTO must complete and submit an enrolment form prior to the commencement of training and assessment. Enrolment forms can be found on the RTO's website, sent to the learner via email by a member of the administrative team or collected from one of our office locations.

An enrolment form must be received, processed and confirmed prior to a learner attending training and assessment.

Completed enrolment forms can be submitted to RTO via email, post or in person at one of our main office location. All information provided to the RTO by a learner will be handled as per our privacy policy.

- **Email:** [training@mba.org.au](mailto:training@mba.org.au)
- **Postal Address:** PO Box 1211 Fyshwick ACT 2609
- **Main office:** 1 Iron Knob St Fyshwick ACT 2609

## PROVISION OF INFORMATION

It is the responsibility of the RTO to provide or make readily available information to the learner that outlines the services the RTO will provide the learner, along with the rights and obligations of the learner and the RTO.

To ensure that the learners are properly informed and protected, prospective learners will have access to sufficient information about the training products offered, prior to enrolment or the commencement of training and assessment, through the marketing strategies utilised by the RTO. These are, but not limited to, the below:

- RTO website ([www.mba.org.au](http://www.mba.org.au))
- Marketing brochures
- Enrolment forms
- Advertising
- Social Media
- On-site visual information
- Media Releases

The RTO's rights and obligations are outlined throughout our policies and procedures, relevant policies to training and assessment are available on our website. Administrative staff and trainers and assessors are expected to comply with these policies and procedures at all times.

The learners rights and obligations are outlined within our enrolment forms and further detailed within an enrolment confirmation email and reminder email sent prior to training and assessment. The confirmation email is sent to all learners following their enrolment being processed by the RTO. Confirmation and reminder emails describe the learners obligations relating to;

- Payment,
- attendance,
- assessment,
- issuance of certification and
- any materials or equipment required to undertake training and assessment.

All further information for learners, such as complaints and appeal processes and learner support can be provided upon request or located on our website at any time.

*Note: where a learner has specified a secondary contact or an employer has submitted an enrolment form on behalf of a learner, both parties will receive a copy of all email correspondence sent by the RTO.*

## ENROLMENT PROCEDURE

Enrolment forms must be submitted to the RTO prior to the commencement of training and assessment. Potential learners can view course offerings and upcoming course dates on our website or can contact our team on 6175 5900, via email to [training@mba.org.au](mailto:training@mba.org.au) or visit our main office location.

RTO administrative staff and trainers are aware of the minimum and maximum learners permitted to attend our course dates and will promote and accept enrolments in accordance with these conditions.

Learners must complete all fields on the enrolment form. Where a learner is enrolling to undertake nationally recognised training, they must provide details of their USI, or sufficient details for the RTO to create a USI on behalf of the learner. See USI policy for further details.

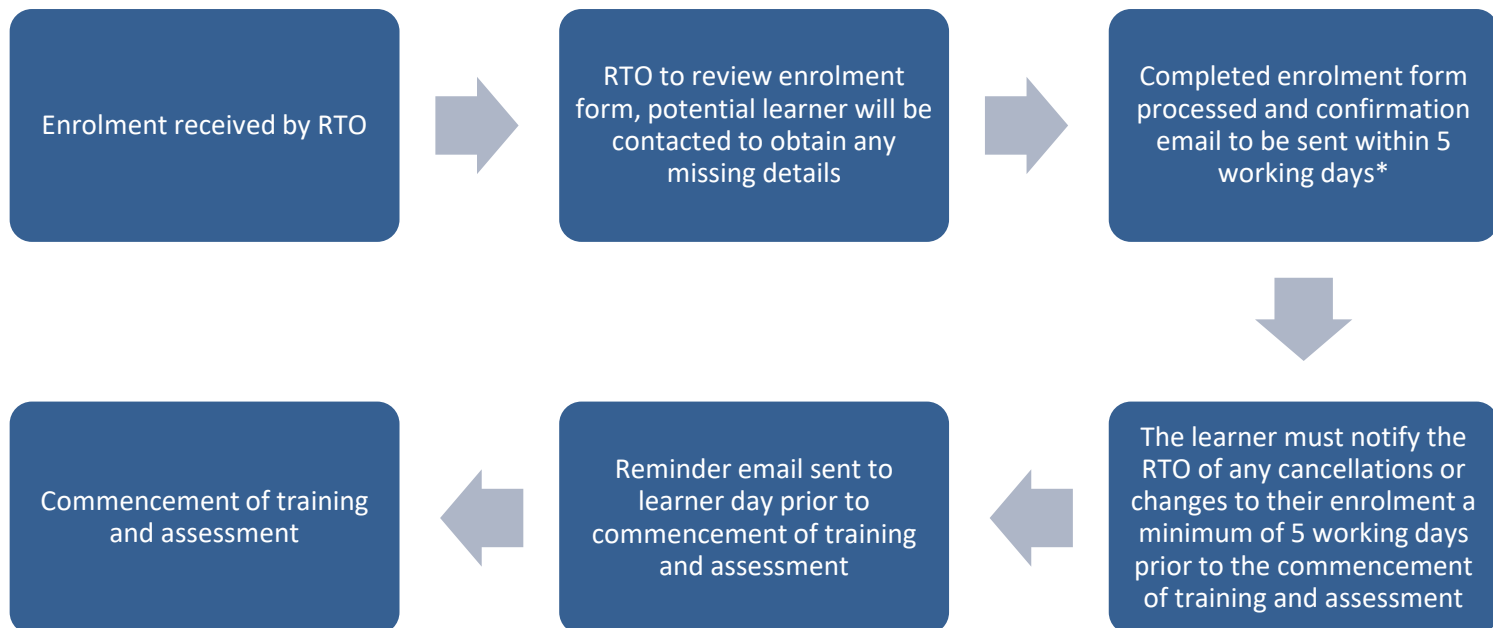
All nationally recognised training enrolment forms include a Language Literacy and Numeracy Assessment (LLN). An LLN must be completed by all learners prior to commencement of training and assessment. See Learner Support policy for further details on LLN's.

No enrolment is guaranteed until a confirmation email has been received. The RTO holds the right to deny an enrolment at any time. An enrolment will only be denied if one or more of the following circumstances apply;

- the learner has outstanding payments from a previous enrolment
- the nominated training and assessment course date is no longer available, where possible the learner will be offered a position in the next available course date
- the learner does not have the suitable resources or equipment to satisfactorily complete training and assessment
- the learner cannot satisfy any pre-requisite requirements

## Enrolment timeline

The following diagram shows the timeline in which enrolments are managed, from the submission of an enrolment form to commencement of training and assessment.



*\*Enrolment forms will only be processed once completed in full, potential learners will be contacted by the RTO to obtain any missing details.\**

## RECOGNITION & CREDIT TRANSFER

In accordance with the Standards for RTOs 2015, MBA GT and STO will recognise AQF qualifications and Statement of Attainment issued by other Registered Training Organisations throughout Australia.

Once verified, AQF Qualifications and Statements of Attainment from other RTOs may provide students with Credit Transfer for units already attained.

MBA GT and STO will not recognise partial completion of units through this process. However, both RTO's actively promote RPL and will conduct RPL assessment in accordance with the principles of assessment and the rules of evidence.

MBA GT and STO have qualified assessors who are responsible for a fair, equitable and consistent RPL process.

## RECOGNITION OF PRIOR LEARNING (RPL)

RPL assesses a person's skills and competencies to determine and ensure these are current.

All students enrolling with MBA GT and STO are advised that recognition of prior qualifications can be obtained. They are advised when completing the enrolment form or signing their training plan. Students must inform the course administrator **prior to enrolment** that they wish to apply for recognition of qualifications attained through prior learning and/or Credit Transfer.

Students who wish to have competencies recognised must provide the original or a certified copy of the original Qualification and/or Statement of Attainment issued.

Candidates can apply to have skills recognised formally by providing evidence and documentation which proves they meet the competencies requirements.

Candidates will complete an RPL application which can be obtained from the course administrator and then is submitted. Recognition applications will be entered by an administrator then assessed by a qualified assessor.

This application will consist of evidence provided by the candidate. Evidence may include letters from employers or previous employers, photographs or videos of work completed, expired qualifications, and records of non-accredited training completed.

An interview with a candidate will be conducted and references will be contacted. An assessor may ask for further evidence or choose to complete gap assessment on the candidate to ensure competency is met.

Upon completion of reviewing all evidence and the application, if the candidate is found to be competent, the candidate will be charged the RPL fee stated below and once the invoice is paid will be issued with AQF Qualification.

Timeline for RPL of 80% or more of a qualification:

From date application received to administrative process completed	2 business days
Initial review of application, further information requested, and candidate interview scheduled	4-6 weeks
Candidate interview completed, and all evidence collected	1-2 weeks
RPL application finalised and invoice generated	2-4 weeks
Once invoice is paid, certificate generated and awarded to candidate	1-2 business days

## CREDIT TRANSFER (CT)

RPL is not required when a person already has the same or equivalent unit of competency issued by another Registered Training Organisation (RTO). In this case, a **Credit Transfer (CT)** will be processed to a successful applicant.

The timeframe of any qualification for CT needs confirming. All units of competency need to have been achieved within the past 5 years. CT evidence must be current as determined by the industry regulations or industry regulators. In the case that achievement is more than 5 years ago, this may be used towards evidence of an RPL if additional evidence of currency can be supplied.

Where CT is provided through National Recognition, the Student's Training record will be updated accordingly and the result of CT will be applied.

For the purposes of National Recognition, CT may be provided for elective units of competency that do not align with MBA GT or STO's qualification structures. This is only possible however, where the Training Package allows for the importing of units from other training packages / qualifications.

In all cases, MBA GT and STO will verify the evidence for authenticity, completeness and compliance with the Australian Qualifications Framework Second Edition 2013 and the VET Quality Framework.

MBA GT and STO will also authenticate the information in the document (e.g. by contacting the organisation that issued the document and confirming that the content is valid).

On confirmation of authenticity, validity and completeness of the AQF qualifications and/or Statements of Attainment and application, they will forward the evidence to the GT Manager (for apprentices) or the Compliance Manager (for other students) for Credit Transfer endorsement and processing.

Students will be advised of the outcome of their application and Credit Transfer will be applied to successful applicants for units previously attained, by recording this into the Student Management System (VETtrak).

Qualifications from non-Australian Educational institutions and non-accredited training may only be used to support RPL evidence; it cannot be counted for CT.

Students will not be required to repeat or undertake further learning for the units / modules of their course for which Credit Transfer has been provided.

## RECORD KEEPING & REPORTING

Outcomes of National Recognition and/or Credit Transfer applications will be recorded by the course manager or coordinator in the Student Management System (VETtrak).

CT outcomes for apprentices and trainees will be reported to the Directorate through the submissions of training activity data as follows:

- For Australian Apprentices – as per dates outlined in the ACT AVETMISS requirements
- For students funded under the Skilled Capital initiative - within eight weeks of the student's commencement.

All documentary evidence submitted towards an application for National Recognition and/or Credit Transfer, including certified copies of certificates/statement of attainments, will be retained in the student's file.

## COSTS

No fee will apply for the Credit Transfer for individual units of competency as part of a qualification.

The costs for Recognition of Prior Learning are as follows:

For 80% or more of a qualification being recognised

- Certificate III Carpentry \$2750
- Certificate IV Building and Construction Building \$4800
- Certificate IV Work Health and Safety \$3600

Less than 80% of qualification being recognised:

- Certificate III Carpentry \$275 per unit
- Certificate IV Building and Construction \$800 per module
- Certificate IV Work Health and Safety \$360 per unit

## DEFINITIONS

**National Recognition** is the process of recognising AQF qualifications and Statements of Attainments issued by other Registered Training Organisations throughout Australia.

**Credit Transfer (CT)** is the process by which an RTO accepts and provides credit for units of competency (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar

**Recognition for Prior Learning (RPL)** is an assessment process for the purpose of recognising skills and competencies an individual may have already attained and to provide them with a formal qualification (or statement of attainment) from a nationally recognised training package or curriculum. Individuals wishing to apply for RPL may already have skills and knowledge through:

- formal or informal training and education
- work experience, and /or
- general life experience

### DOCUMENT INFO

Relevant Standards: Standards for Registered Training Organisations (RTOs) 2015 – Standard 1, Standard 2, Standard 4, Standard 5

Version History: 2.1 April 2024

Document last edited by: Eilysh Scowcroft, Compliance Manager

Document authorized by: Cara Schultz, 5<sup>th</sup> of April 2024



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