

37. Enrolment Policy

37.1 Standards for Registered Training Organisations (RTOs) 2015:

Standard 5 requires the RTO to provide participants with readily available information prior to commencement of training and/or assessment regarding:

- the services they are to receive;
- their rights and obligations; and
- the RTO's responsibilities under the Standards.

This is to occur regardless of the manner in which the participant has been engaged and whether the participant was initially engaged by the RTO itself or a third party.

The RTO may provide information to the participant through one or more documents, for example an enrolment form, policy, employment contract or agreement, induction handbook or documented practice, training plan or training contract.

37.2 Objective – Policy Statement

Training Beyond 2000 Pty Ltd is committed to ensuring each participant is properly informed and protected in accordance with the requirements of ASQA, the National Regulator for Australia's Vocational Educational and Training sector and funders of VET Training Programs.

37.3 Application

All Training Beyond 2000 Pty Ltd staff, stakeholders including participants and aged care providers.

37.4 Responsibilities

All staff need to be aware of their responsibility to ensure participants are selected and enrolled in accordance with this policy. Key principles underlying this policy include:

- participant's selection processes are fair, transparent and non-discriminatory;
- participants are selected based on meeting eligibility criteria relating to both course and funding body requirements;
- participants are enrolled in accordance with funding body requirements.



This policy and procedure should be read in conjunction with the Access and Equity Policy, Recognition Policy and Procedure, Privacy Policy and Procedure, Complaints and Appeals Policy and Procedure, Records Management Policy and Procedure, Consumer Protection Policy and Procedure and Financial Management Policy and Procedure.

All staff are required to ensure the Enrolment Policy and Procedures are adhered to.

37.5 Monitoring and Reporting

All staff are responsible for monitoring and evaluating the operation of this policy within their area of responsibility.

37.6 Contact

Carla Unicomb, Director Training Beyond 2000 Pty Ltd.

