

# PO1.1 Recruitment, Admission & Enrolment Policy

Effective Date: 5 May 2021

Policy Owner: Chief Executive Officer Applies to: All Open Colleges RTOs

# 1. Purpose

The purpose of this policy is to define Open College's (OC) approach to the regulatory requirements relating to the recruitment, enrolment, and admissions of students, set out in clauses 1.7, 3.5, 4.1, 5.1-5.3, 7.3 of the Standards for *Registered Training Organisations 2015*.

# 2. Scope

This policy applies to all employees who are involved with the recruitment, admissions, and enrolment of learners into Nationally Recognised Training (NRT) courses on behalf of any OC RTO. This policy does not apply to non- NRT Training courses..

# 3. Policy

## 3.1 Recruitment

- a) Marketing activities for the recruitment of learners are carried out in accordance with OC's Marketing Policy (PO2), and in accordance with the Australian Consumer Law.
- b) OC is committed to providing accurate marketing and pre-enrolment information, including the code, title and currency of the training product to which the learner is to be enrolled, as published on the national register.

## 3.2. Enrolment

- a) OC is committed to providing clear and comprehensive pre-enrolment information to learners to assist them to make informed decisions regarding their training and assessment options, including in relation to expectations and language, literacy and numeracy (LLN) requirements.
- b) Recruitment of prospective learners is carried out in accordance with OC's marketing strategy, and in accordance with the Australian Consumer Law.
- c) OC is able to provide comprehensive course guidance to learners through its Enrolment Consultants, as required by the learner including:



- providing advice to the prospective learner about the course appropriate to meeting the learner's needs, taking into account their existing skills and competencies
- the training and assessment, and related educational and support services OC will
  provide to the learner including the estimated duration, method of delivery, any
  work placement arrangements and details of any third parties OC may engaged to
  assist with the delivery of the course
- d) Open Colleges will manage the enrolment process to ensure learners:
  - have access to a clear, efficient, and transparent enrolment process
  - are provided with information on the Unique Student Identifier
  - are sent a Confirmation of Enrolment (COE) outlining the details of their enrolment, their student agreement and any other required documents (e.g. direct debit terms and conditions)
  - are provided with access to OpenSpace and learning materials
  - have the opportunity to change their enrolment, subject to OC's policy on course transfers (as set out in the Student Agreement)

#### 3.3. Admission

- a) OC is committed to an 'open entry' philosophy, to ensure that all learners have equal access to, and participation in, education. OC considers that the student is best placed to determine their suitability to study and relies on the student's declarations to this extent.
- b) Where OC imposes entry requirements, it does so on the basis that such requirements are:
  - a requirement of the relevant Training Package
  - appropriate considering the mode of delivery
  - appropriate considering the specific design of the course
  - are required for learners to reasonably succeed in the course
- c) OC is committed to ensuring that any admission requirements do no present unreasonable barriers to access and that applications are assessed and admitted using fair, equitable and transparent procedures (using clearly defined, consistent and equitable criteria).
- d) OC will provide learners with the:
  - opportunity to have relevant, previous learning considered in their application
  - determination by OC, as to whether the learner has any need for reasonable adjustment at the point of enrolment to allow for suitably adjusted programs



- opportunity (by recommending to learners) that they may wish to self-assess their LLN skill levels to ensure they meet the requirements of the Australian Qualifications Framework (AQF) course level and mode of delivery
- the process of ensuring there are no barriers to learners with disability or special needs
- fair, timely and transparent admissions process

## 3.4. Protection of pre-paid fees

OC does not require learners to prepay fees in excess of a total of \$1,500 as, where learners choose an upfront payment option, that those upfront fees are not prepaid fees.

# 3.5. Providing credit for prior studies

OC will accept and provide credit to learners for units of competency and/ or modules (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. Students should refer to OC's Credit Transfer & Recognition of Prior Learning Policy.

## 4. Related documents

- Credit Transfer & Recognition of Prior Learning Policy
- Marketing Policy
- Enrolment Form
- Payment Methods Form
- Student Agreement
- Schedule of Administrative Fees

# 5. Related legislation

- Standards for Registered Training Organisations (RTOs) 2015
- Australian Consumer Law
- Disability Discrimination Act 1992
- Disability Standards for Education 2005



Policy Category	Enrolment & Student Support				
Review Date	05/05/2024				
Version Control Changes					
Version	Authored By	Approved By	Description of Changes	Date Approved	Effective Date
10.0	Head of Legal & Compliance	Chief Executive Officer	New format and material changes	03/05/2021	05/05/2021