

The Pre-Enrolment Review Form is used during the Enrolment process in ensuring that suitable and appropriate course selections for each prospective student are undertaken. The Pre-Enrolment Review is designed to:

- Ensure students have the ability to communicate effectively in English at suitable level for the course;
- Ensure students understand employment pathways or opportunities the course can lead to, employer expectations and working conditions in this field of employment;
- Ensure students understand industry or regulatory requirements, such as minimum age or police checks, and hold these as relevant;
- Confirm students' aptitude for learning;
- Identify any competencies previously acquired - Recognition of Prior Learning (RPL) or Credit Transfer;
- Ascertain a suitable, and the most suitable qualification for the student to enrol in, based on:
  - the individual's existing educational attainment, capabilities, aspirations and interests;
  - due consideration of the likely job outcomes, participation and/or further study opportunities from the development of new competencies and skills;
  - being vocationally relevant and reflecting industry requirements and the workplace setting;
  - minimising duplication of the individual's existing competencies; and
  - meeting the individual's needs;
- Ascertain that the proposed learning strategies and materials are appropriate for that individual, based on:
  - providing reasonable and accessible support to facilitate the individual's participation in training and attainment of skills; and
  - the Volume of Learning, Amount of Training, duration, delivery modes, materials, facilities and equipment are sufficient:
    - to meet the individual's needs; and
    - for the individual to consolidate skills and produce job-ready competencies;
- Where the proposed learning includes portions delivered online, identify the individual's digital capability, including access to necessary technology, and where necessary identify steps to overcome any barriers in this regard; and
- Ensure students understand course expectations, methods of delivery, cost of the course, additional expenses such as personal protective equipment, location of the course, recognition of prior learning, work placement requirements and attendance requirements.

The Pre-Enrolment Review is undertaken by skilled Austin Institute of Trades (AIT) personnel who provide impartial advice and translate a Student's ideas about their future into tangible and suitable choices.

### Student Details

Given name (Legal Given Name)	Middle name	Surname (Legal Given Surname)

### Intended Course of Study

Course Code(s)	Course Title(s)

### Student Identification

AIT requires effective photo identification of all students prior to enrolment in a course. This identification assists in verification of the student's USI and for authenticity in assessment purposes. Please confirm the student's identification, including full legal name and date of birth, with one of the following documents.

**Student Identification**

 Student USI:  Verified

 Photo ID has been provided and matches verified USI.

Course Services are designed to build on a student's existing abilities and develop new ones. The individual's existing educational and vocational attainment, other demonstrated capabilities, career aspirations and general interests are considered in course selections and services planning.

As a part of this process, AIT ascertains and considers the individual's existing educational and vocational attainment, other demonstrated capabilities, career aspirations and general interests.

**Individual Student Needs & Requirements**

<b>Application for Enrolment Review</b>	<b>Yes</b>	<b>No</b>
Student meets minimum age requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Student has completed minimum Year 12 or equivalent.	<input type="checkbox"/>	<input type="checkbox"/>
Student has indicated English language skills needed to successfully complete the course.	<input type="checkbox"/>	<input type="checkbox"/>
Student has indicated a disability or other individual needs that must be discussed further.	<input type="checkbox"/>	<input type="checkbox"/>
Student meets all mandatory course entry requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Student has the physical capabilities needed to successfully complete the course.	<input type="checkbox"/>	<input type="checkbox"/>
Career goals and aspirations of the individual are aligned with the course of choice.	<input type="checkbox"/>	<input type="checkbox"/>

**Language, Literacy, Numeracy and Digital Literacy Assessment**

As a component of the *Enrolment Application* process, AIT reviews all enrolment applications to ensure entry requirements are being met prior to acceptance of a student into a course. As part of the review students are required to complete a *Language, Literacy, Numeracy, and Digital Literacy (LLND) Assessment* to ensure that the student has the ability to complete the course.

<b>Language Literacy &amp; Numeracy Assessment</b>	<b>Yes</b>	<b>No</b>
LLND Quiz Successfully Completed – ASCF Level: _____, DLSF Level: _____		
Quiz Not Successfully Completed: <input type="checkbox"/> Course entry requirements not met – Student will not have the ability to successfully completion the course – enrolment application will not be accepted; OR <input type="checkbox"/> Suitable strategies and actions can be taken to assist the student to be able to complete the course. <i>LLND Assessment Report</i> undertaken and forwarded to the RTO Manager for approval.	<input type="checkbox"/>	<input type="checkbox"/>
Student meets all AIT specific admission requirements.	<input type="checkbox"/>	<input type="checkbox"/>

**Applicant Interview**

During the Enrolment Application process, general and course specific pre-enrolment information, including the relevant *Course Information* is explained in further detail and Student queries answered.

<b>Pre-Enrolment Interview</b>		
<b>Background, existing educational attainment, capabilities, aspirations and interests</b>	<b>Yes</b>	<b>No</b>
Student Handbook provided / access confirmed.	<input type="checkbox"/>	<input type="checkbox"/>
Relevant Course Guide / Brochure provided / access confirmed.	<input type="checkbox"/>	<input type="checkbox"/>
Specific course details covered in further detail as relevant: <ul style="list-style-type: none"> <li>Explanation of course content, competency standards, timelines and stakeholders.</li> <li>Duration of course and the delivery mode of course.</li> <li>Explanation of assessment procedures relevant to the course.</li> <li>AIT Limited's procedures and processes specific to the course.</li> <li>Fees, charges and refunds information covered for specific course arrangements.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Background, existing educational attainment, capabilities, aspirations and interests of student noted and discussed.	<input type="checkbox"/>	<input type="checkbox"/>
Scheduling, delivery modes, approaches of course training and assessment meets student's needs.	<input type="checkbox"/>	<input type="checkbox"/>
Student's learning preferences are catered for in course design.	<input type="checkbox"/>	<input type="checkbox"/>
Does the student have any disabilities or other significant individual needs? <input type="checkbox"/> If yes, needs have been discussed and actions agreed.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Specific Support Services</b>	<b>Yes</b>	<b>No</b>
Does the student require any specific or individualised support services? <ul style="list-style-type: none"> <li>Study support program.</li> <li>Equipment, resources and/or programs to support access.</li> <li>Learning materials are required in alternative formats, for example, in large print.</li> <li>Mediation services, Counselling services or referrals to these services.</li> <li>Information and communications technology (ICT) support.</li> <li>Other:</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

### Reasonable Adjustments

AIT provides equitable access to all required educational and support services, so that no student is disadvantaged. In assessing whether an adjustment to the course in which the student is enrolled, or proposes to be enrolled, is reasonable, AIT is entitled to maintain the academic requirements of the course, and other requirements or components that are inherent in or essential to its nature.

### Consulting the Student

Before AIT makes an adjustment for the student, the student or their associate is consulted about:

- Whether the adjustment is reasonable; and
- The extent to which the adjustment would achieve the aims in relation to the student; and
- Whether there is any other reasonable adjustment that would be less disruptive and intrusive and no less beneficial for the student.

### Deciding on an adjustment to be made

In deciding whether to make a particular reasonable adjustment for a student, AIT:

- Assesses whether there is any other reasonable adjustment that would be less disruptive and intrusive and no less beneficial for the student; and
- Assesses whether the adjustment may need to be changed over the period of a student's education or training.

### Credit Transfer & Recognition of Prior Learning

AIT ensures students are not required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this.

Credit transfer is a process that provides students with credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes from previous studies. Note that providing credit for previous studies is not a Recognition of Prior Learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

Refer to AIT's RPL and Credit Transfer policies and procedures.

Recognition of Prior Learning/Credit Transfer	
Does the Student wish to apply for RPL?	Does the Student wish to apply for CT?
<input type="checkbox"/> Yes - RPL Application Form submitted	<input type="checkbox"/> Yes – Credit Transfer Application Form submitted
<input type="checkbox"/> No	<input type="checkbox"/> No

AIT will finalise initial Credit Transfer and RPL applications prior to course commencement and confirm any amended fee arrangements as a part of this process.

### Document Verification

Where documentation is provided by the student, as a copy of the original, the copy must be an 'original copy' certified by a person who is on the list of approved witnesses who can verify documents. A list of approved witnesses is available at the Commonwealth Attorney General's Department website at:

[www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx](http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx).

Where AIT personnel are verifying the student documentation:

1. The original documentation is sighted.
2. A copy of the original documentation is taken.
3. The document is confirmed as authentic with the relevant issuing organisation.
4. The AIT representative may certify the documentation by signing and dating that the documentation has been verified.

Fee concession / exemption arrangements	Yes	No
Does the student wish to apply for a fee concession?	<input type="checkbox"/>	<input type="checkbox"/>
The student has been assessed as: <input type="checkbox"/> <b>Not Eligible</b> – The reasons why have been explained to the student – full course fee applies. <input type="checkbox"/> <b>Eligible for concession / exemption / waiver</b> – as follows:		

Relevant evidence has been collected, verified and retained.

Fee concession / exemption eligibility and implications has been discussed with student.	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

### Employer Engagement, if required

As a component of the Enrolment process, if required, AIT ensures that employers or other parties who contribute to each student's course services and outcome are informed and engaged in the training and assessment on the development, delivery and monitoring of training and assessment. This may include course services involving work placements and employer sponsored courses arrangements.

Employer Engagement		
Course Arrangements – Employer Engagement	Yes	No
Consultation with the employer has occurred for course arrangements, learning and assessment has been contextualised and development of a training plan completed. <input type="checkbox"/> Training Plan Attached	<input type="checkbox"/>	<input type="checkbox"/>
Employer will contribute to the assessment arrangements (such as Third-Party Reports).	<input type="checkbox"/>	<input type="checkbox"/>

### Work Placement Arrangements

AIT organises and administers work placements to students during course services where required. The opportunity of work placement provides:

- The student with the opportunity to gain real world experience in their chosen industry;
- The student to gain initial access to a potential future employer; and
- The host employer to support and 'test' a student as a potential employee.

AIT ensures that students with special needs are provided with opportunities on the same basis as other students. This includes identifying and liaising with the workplace around adjustments and accommodations that students with disabilities may require.

Course Arrangements – Work Placement Arrangements
<input type="checkbox"/> A work placement is a component of the course program. <input type="checkbox"/> The work placement will be the following minimum hours: _____
AIT is primarily responsible for organising work placement arrangements, and will provide a formal work placement agreement as arrangements with a suitable employer / host are finalised.

**Review Outcomes**

**Further Discussion Comments / Notes:**

Students are not encouraged to undertake training where there is not a reasonable prospect of their completion.

**Recommended Course of Study**

Course Code	Course Name

**Key learning objective:**

- The qualification enables the individual to obtain the required skills to make them job-ready by:
  
- The qualification assists the individual to undertake further education by:
  
- The qualification promotes/enables access to training for a disadvantaged individual by:

**Decision rationale:**

The selected course is both suitable for the individual, and the most suitable course option for the individual because:

- The student has been advised that an invoice will be prepared and provided by AIT in order to make a formal enrolment offer, and that this agreement must be finalised and executed before enrolment is confirmed and an enrolment place secured.

**Declaration**

I confirm that I reasonably believe the student is academically suited to undertake the course, course arrangements are suitable to the existing skills, knowledge and the experience of the student due to the reasons noted above and that the course service is appropriate to the student's needs.

AIT Representative's Signature:

Date:

**Non-Acceptance of Enrolment Application**

AIT focuses on supporting a prospective student to understand how their options may affect their future and, ultimately, helping them to choose the right training. This includes being prepared to suggest, in some instances, that none of its offerings are right for an individual. Where this is the case, AIT refers prospective students to relevant government websites in their jurisdiction as a good place to start to determine more suitable course options. Some example sites include:

Jurisdiction	Course Gateways
National	Australian Training Directory - <a href="https://www.myskills.gov.au/">https://www.myskills.gov.au/</a>
ACT	Skilled Capital - <a href="https://www.skills.act.gov.au/">https://www.skills.act.gov.au/</a>
NSW	Smart & Skilled - <a href="https://smartandskilled.nsw.gov.au">https://smartandskilled.nsw.gov.au</a>
NT	VET NT - <a href="http://www.vet.nt.gov.au/">http://www.vet.nt.gov.au/</a>
QLD	QLD Skills Gateway - <a href="http://www.skillsgateway.training.qld.gov.au">http://www.skillsgateway.training.qld.gov.au</a>
SA	WorkReady Gateway - <a href="http://www.skills.sa.gov.au">http://www.skills.sa.gov.au</a>
TAS	Skills Tasmania - <a href="http://www.skills.tas.gov.au/learners">http://www.skills.tas.gov.au/learners</a>
VIC	Victorian Skills Gateway - <a href="http://www.education.vic.gov.au/victoriaskillsgateway">http://www.education.vic.gov.au/victoriaskillsgateway</a>
WA	Future Skills - <a href="http://www.dtwd.wa.gov.au/future-skills-wa">http://www.dtwd.wa.gov.au/future-skills-wa</a>

**Non-Acceptance Outcome**

AIT does not enrol a student in a course or qualification that is at an inappropriate level for that student. Reasons why AIT may not be able to offer the student a course place:

--

- The student has been advised of reasons why their course enrolment application may not be accepted.
- The student has been referred to alternate course providers / course services / additional support information.
  - Australian Training Directory - [www.myskills.gov.au](http://www.myskills.gov.au)
  - Victorian Skills Gateway - [www.education.vic.gov.au/victorianskillsgateway](http://www.education.vic.gov.au/victorianskillsgateway)
- The student is aware that AIT will provide a formal notification on their enrolment application once a final decision is made.

AIT Representative's Signature:	
---------------------------------	--

Date:	
-------	--

Once this non-acceptance of enrolment is completed, this form must be forwarded to the Administration for formal review and final decision.