

STUDENT RECORDS

ENROLMENTS INTO VETTRAK

PRE-ACCREDITED + ACCREDITED COURSES

6.01

Policy Rationale

To ensure students are enrolled into the most appropriate and correct pre-accredited and/or accredited program together with its sequence of units and costs in accordance with managerial, regulatory and funding requirements.

Policy Aims

Although the Manager has overall responsibility for enrolment of students into courses according to regulatory requirements and Eligibility Criteria for a Government subsidised place, this document identifies responsibilities of other staff.

Procedure – Reception – Direct and Referred Enquiries and Invoicing

- All enquiries are through CCAE reception. Reception will refer student to the relevant Education Services, Community Services, Commercial Services or Life and Leisure Coordinator for interview and pre-enrolment assessment.
- The Coordinator will discuss student questions to assist the student in making an informed course selection that best meets their educational capacity and their vocational learning, desires.
- Students complete an enrolment form and return it to reception. The enrolment form includes a costing of their course.
- Referred (e.g. Job Search Australia) enrolments require an appropriate Referral Form.
- Referred enrolments require a Purchase Order once the Referral Form has been received and completed by all parties.
- For referred enrolments:
 - Reception checks all Student Eligibility Criteria fields are completed
 - Reception ONLY enrolls a student once a Purchase Order is received
 - Reception raises an invoice in VETtrak. When payment received, reception receipts the payment in VETtrak.
- For non-referred enrolments:
 - Reception checks all Student Eligibility Criteria fields are completed
 - Reception enrolls student into VETtrak
 - Reception raises an invoice in VETtrak. The payment [a deposit with payment plan or payment in full]
- Student is referred by reception to an induction into CCAE and specific course selected.
- If there is a variation to an enrolment within VETtrak Occurrence, Enrolment Variation Form is completed by Reception.
- Each day reception reconcile petty cash, and banking statements
- Twice weekly reception reconciles VETtrak invoicing, receipts and payments with MYOB.

Procedure – Manager – Part Payment and Fee Waiver

- Part Payment [**25% deposit with payment plan**]. The instalments are calculated so the final payment is made one month prior to course completion. The Manager has delegated that reception can negotiate this with students.
- If student is unable to meet the 25% deposit, or is in difficulty paying fees, reception will refer the matter to the Manager. At Manager's discretion, a Fee Waiver or variation of the Deposit with Payment Plan may be negotiated.
- The student signs an acknowledgment they will not receive a qualification until all fees are paid.

Procedure – Facilitators – Student Outcomes

- Responsible for ensuring information/requirements in their course are supplied to Reception so students can be informed.
- Responsible for inducting students into the College and their particular program.
- Responsible for communicating fortnightly claims of student attendance and completion data to Statistical Officer.
- If a student withdraws, the Facilitator is responsible for securing a Withdrawal Form, specifying the number of hours delivered in the withdrawal unit prior to withdrawal and presenting this to the Statistical Officer.

Procedure – Statistical Officer – VETtrak Compliance and SVTS uploads

- Responsible for the overall compliance of VETtrak including its updating and the statistical data in VETtrak.
- Responsible for ensuring all staff provide fortnightly updated student outcomes and informing Manager of those who don't.
- Responsible for regular [minimum twice weekly] SVTS uploads without errors.
- Statistical Officer will discuss student withdrawals with Manager before updating VETtrak with the withdrawal.

Evaluation

This policy will be reviewed bi-annually

Adoption Date:	13/12/2013					
Review Date:	01/12/2015					
Version Control:	V1-01/07/02	V2-05/08/06	V3-20/08/07	V4-25/11/08	V5-01/06/10	V6-01/06/12
	V7-06/12/13					