



DAYSAFE PTY LTD

Policy & Procedure – Enrolment & Confirmation

Purpose	The purpose of this Policy & Procedure is to ensure consistency in the enrolment of students into courses offered by DAYSAFE.
Scope	This P&P address the enrolment process for all courses offered by DAYSAFE
Definitions	<p>Client – the company or business wishing to enrol participants in the training and assessment activity.</p> <p>Student – the participant in the training and assessment activity.</p> <p>RTO Point of Contact – the person who responds to the initial enquiries from potential clients or students. This could be the RTO Administrator, Office Manager or Trainer & Assessor depending on staffing levels</p>
Inputs	<p>Essential standards for continuing registration</p> <p>DPR 4.1</p> <p>Both applicants seeking initial registration under the Act and NVR registered training organisations must have a student records management system that has the capacity to provide the National Regulator with AVETMISS compliant data</p> <p>SNR 23 - Certification, issuing and recognition of qualifications & statements of attainment</p> <p>23.4 - The NVR registered training organisation must provide returns of its client records of attainment of units of competency and VET qualifications to the National VET Regulator on a regular basis, as determined by the National VET Regulator.</p> <p>23.5 - The NVR registered training organisation must meet the requirements for implementation of a national unique student identifier.</p>

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	<p>SNR 15 - The NVR registered training organisation provides quality training and assessment across all of its operations, as follow:</p> <p>15.1 - The NVR registered training organisation collects, analyses, and acts on relevant data for continuous improvement of training and assessment.</p> <p>SNR 16 The NVR registered training organisation adheres to principles of access and equity and maximises outcome for its clients, as follows:</p> <p>16.6 - Learners have timely access to current and accurate records of their participation and progress.</p> <p>SNR 17 - Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the NVR registered training organisation operates, as follows:</p> <p>17.4 The NVR registered training organisation manages records to ensure their accuracy and integrity.</p>
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Requirement	<p>The registering bodies require RTOs to provide accurate and complete information on the attainment of each learner engaging in nationally recognised training. The RTO must therefore have an effective system in place to ensure that these records are kept and reported as required. Student records must be kept for thirty years; this requires the RTO to ensure that records are kept in an accessible format for this time period.</p> <p>The RTO's continuous improvement approach is systematic, involves staff, clients and other stakeholders, and uses qualitative and/or quantitative data to determine the need for improvements to training and assessment.</p> <p>Continuous improvement processes refer to the continual enhancement of an RTO's performance so that the changing needs of clients and industry continue to be met.</p> <p>The RTO:</p> <ul style="list-style-type: none"> • Systematically manages learners' records • Ensures that staff understand and meet their responsibilities for record-keeping and records management • Monitors and reviews the records system. <p>The RTO uses a systematic approach that ensures it maintains all records relevant to its operations as an RTO, including the continuous improvement of its operations</p>
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Tools & Templates	<p>This P&P is supported by the Tools & Templates identified at each stage in the process.</p>
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Policy	<p>DAYS SAFE uses a systematic approach to enrolling students that ensures we can maintain all records relevant to our operations as an RTO thereby ensuring we can meet our reporting obligations. This includes:</p> <ul style="list-style-type: none"> • Gathering accurate and complete information on each student, • Recording competency outcomes of each student engaging in nationally recognised training. • Providing this information to the regulatory body as required <p>In order to achieve this all students who participate in courses run by DAYS SAFE must be enrolled before the commencement of training.</p> <p>The data captured on enrolment is to be used to ensure the RTO is responsive to the needs of the client as well as the individual students.</p>
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Initial Client or Student Contact	<p>Potential clients or students contact DAYS SAFE by;</p> <ul style="list-style-type: none"> • Phone • Email • Online Enquiry <p>Confirm course availability on PowerPro RTO</p> <p>Course flyers containing course outline and the link to student information on our website is sent to students prior to enrolment.</p> <p>Confirmation of Training provided includes:</p> <ul style="list-style-type: none"> • Date of course • Address of training venue • Duration • Pre-requisites (ID requirements, PPE etc) • Request for special needs information • Information for Students / Student website link 	Tools & Templates
Output	Course information provided to potential clients or students	<ul style="list-style-type: none"> • <i>PowerPro RTO</i> • <i>Enrolment Form</i> • <i>Information for Students / Student Handbook</i> • <i>Course flyers</i> • <i>Daysafe Confirmation of Training</i>
Responsibility	Office Manager	

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Enrol the student	<p>Once the client or student submits the online registration/enrolment form we review the contents in order to identify:</p> <ul style="list-style-type: none"> the level of experience of the student to confirm the suitability of the training selected whether any student support services will be required discuss any issues with the Trainer & Assessor 	<p>Tools & Templates</p> <ul style="list-style-type: none"> <i>Completed Enrolment Form</i>
Output:	<p>Completed enrolment</p> <p>Suitability of course confirmed</p> <p>Student support requirements identified</p>	
Responsibility	<p>Office Manager</p>	

Language, Literacy and Numeracy needs	<p>In accordance with DAYS SAFE P&P – Access & Equity DAYS SAFE will endeavour to accommodate students who have different levels of language, literacy or numeracy (LLN) skills.</p> <p>However as the training and assessment offered is based on written documentation and limited numerical calculations a basic level of LLN is required.</p> <p>If a student indicates in the enrolment form that they do not speak English well or not at all their suitability for training must be assessed by the Trainer & Assessor before they can be enrolled in a course in accordance with RTO PRP – Reasonable Adjustment.</p> <p>DAYS SAFE will take all reasonable steps to accommodate their needs or refer them to an appropriate agency for additional support.</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> <i>DAYS SAFE P&P– Access & Equity</i> <i>RTO PRP – Reasonable Adjustment.</i>
Output:	<p>LLN skill levels identified and special needs identified</p>	
Responsibility	<p>Trainer & Assessor</p>	

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<p>Prior Experience</p> <p>Output:</p> <p>Responsibility</p>	<p>DAYS SAFE offers a range of training tailored to the needs of the students and based on the level of prior experience they have in the area of competence addressed by the courses.</p> <p>If there is any doubt about the student's level of experience they are to be given the option to complete a Pre-Training Log Book with their employer before enrolling the Course.</p> <p>If student is experienced continue enrolment.</p> <p>Students training needs identified</p> <p>Trainer & Assessors</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> • <i>Daysafe Pre Training Log Books</i>
<p>Record Enrolment in PowerPro RTO</p> <p>Output:</p> <p>Responsibility</p>	<p>Once the students' needs have been established and the correct course identified their details are to be entered into PowerPro RTO.</p> <p>Student enrolled on the correct course in PowerPro RTO</p> <p>AVETMISS data captured</p> <p>Office Manager</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> • <i>PowerPro RTO</i> •
<p>Key Performance Indicator:</p>	<p>The needs of students are correctly identified and addressed prior to enrolment</p> <p>Students are only enrolled in courses which meet their needs</p>	

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