

Enrolment Policy

Students are to complete a student application form and provide documentation to support the entry requirements (previous qualification/proof of age.) All documentation presented by applicants as part of this process at THA must be authenticated as either a copy of an original or a certified copy.

- ◆ Have successful completion of senior secondary certificate of education that has been awarded by an Australian Authority or Agency. OR
- ◆ Evidence of successful completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English). OR
- ◆ In absence of the above, students are required to successfully complete at above Exit Level 3 of the literacy and numeracy assessment using in the LLN Robot (The Learning Resources Group) in both reading and numeracy
- ◆ Have completed The Health Arts College Learning Assessment of Prior Skills & Knowledge.
- ◆ Completed Assessment of Prior Skills & Knowledge is required for suitability analysis for RPL, CT and general skills.
- ◆ A student acceptance and agreement is issued for acceptance into a course of study. This acceptance and agreement form is to be signed and submitted by the student to confirm enrolment

The acceptance and agreement form shall contain as a minimum the following information:

- Identify the course or courses in which the student is to be enrolled and any conditions on his or her enrolment
- Provide an itemised list of course money payable by the student (self-funded).
- Provide information in relation to refund policy (This policy is activated as of the course commencement date)
- Set out the circumstances in which personal information about the student may be shared between the registered provider and the Australian Government and designated authorities. This information includes personal and contact details, course enrolment details and changes

The acceptance and agreement form needs to be signed and returned to the College to confirm that the student accepts and understands the terms and conditions of enrolment at The Health Arts College.

The student must be of 18 years of age to be able to complete acceptance and agreement

The signed acceptance and agreement and enrolment form with supporting documentation will be kept in the student administration file

Unique Student Identifier

Step 1 - Collect the USI

The process to collect a USI from a student who has created their own USI is as follows:

Ask the student for their:

- USI number
- First name
- Last name
- Date of birth
- **Important: The details provided by the student MUST match the details shown on the form of ID used to create a USI**

Step 2 - Verify the USI

Verify that this information is correct. This part is very important as the student may have made a mistake when they gave the USI to you or simply has the wrong USI number. You should also make sure the student is giving you the exact information they used when they created their USI. This may be different to previous details you have recorded.

To verify the information either:

- Enter this information into the USI website

or

- Enter this information into your USI integrated software.

Note: both methods of verifying USIs indicated above can achieve the same result.

Take a screen shot that this process has been completed and attach it to the USI Application form

Step 3 - Report the USI

Once you have verified the USI as valid, you will then use this USI when reporting to the National Data Collection.

Note: If the student's USI could not be verified, you will receive a 'USI invalid' and the first name, last name and date of birth will be a 'no match'. If the USI is valid the system checks the first name, last name and date of birth and presents with 'match' or 'no match'.

You will then need to check with the student that the information they provided is correct and an exact match to the details they used from their form of ID when creating their USI

Creating a USI for a student

Most students will be able to create a USI for themselves, however THA can assist students to create a USI

Steps to create a USI for a student

The following steps show you how to create a USI on behalf of a student:

Step 1

Ask the student for one valid form of ID from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

Important: The student's details you enter when you create their USI must match exactly with the details displayed on the student's chosen form of ID.

Step 2

Click on 'Create USI' and agree to the terms and conditions.

Step 3

Click on 'Create USI'.

Step 4

Fill in the personal and contact details of the student.

Step 5

The student will be required to nominate their preferred contact method for receiving information from the USI Office, including their USI activation notice, when it is created by you. The student can choose between either emails, phone or by mailing address. You will enter this information when setting up the student's USI.

Step 6

You will now be asked to enter the details from the students chosen form of ID from the list above.

Important: The details the student gives you MUST match the details shown on their form of ID

Step 7

The student's USI will now be displayed on the screen.

Step 8

The student will also receive their USI sent to them by either email, phone or by mailing address, whichever the student has chosen as their preferred contact method.

Step 9

If you like, or the student asks, you can advise the student that their USI has been created and that:

- The student should write down their USI somewhere safe or enter it into their phone for safe keeping.
- They should activate their USI account at some stage in the near future.
- If they do not activate their account, their USI still works.

STEP 1 – Application form and Assessment of Prior Skills & Knowledge

No.	Who	Actions
1.	THA staff	When The Health Arts College receives an expression of interest, the student is referred to the Academic Student Support Officer.
2.	Academic Student Support Officer	The officer then contacts the prospective student and discusses pre-enrolment information.
3.	Academic Student Support Officer	<p>At the end of the discussion, the student is asked to complete the Application form and provide evidence of entry requirements in the form of certified copies of the below documents:</p> <ul style="list-style-type: none"> ♦ Identity proof ♦ Date of birth proof. Participants must be aged 18 or above. ♦ An Australian Senior Secondary Certificate of Education (Year 12) <p>OR</p> <ul style="list-style-type: none"> ♦ Evidence of successful completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English) <p>OR</p> <ul style="list-style-type: none"> ♦ If the student is unable to submit Year 12 or Cert IV or higher qualification, they have to undertake a literacy and numeracy assessment using an approved assessment tool called LLN Robot (The Learning Resources Group) and display competence at or above Exit Level 3 in both reading and numeracy. The results of the testing will be reported to the student as soon as practicable after the assessment and to the Minister on request. THA must retain the results for at least 5 years ♦ If the student is identified as not achieving Exit Level 3 in the LLN Robot (The Learning Resources Group) in both or either reading and numeracy, the details of the students are referred to the Academic Student Support Officer for further intervention. ♦ The officer then sends the information about the student along with the results to the Adult Learning and LLN specialist to intervene in supporting the student to improve the skills lacking and advice the student when to re-sit the online LLN test after a period of 3 months. ♦ Student meets other entry requirement of the course -Evidence of any other studies undertaken will be required by the student. <p>Complete the Assessment of Prior Skills & Knowledge along with the application form to determine student's competence in completing the course.</p>
4.	Administration Officer	<p>The student needs to indicate on the application form if they wish to access Vet Student Loans for an approved course or part of the course. Upon receiving the application, the officer will check the documents provided by the student against the eligibility requirements as per Part 2 Division 2 of The Vet Student Loan Act 2016.</p> <p>To be eligible for Vet Student Loans, the following criteria's need to be met in addition to academic eligibility:</p> <ul style="list-style-type: none"> a) An Australian Citizen OR b) A qualifying New Zealand Citizen** OR c) A permanent humanitarian visa holder who is usually resident in Australia. d) Fee-Help balance is more than \$0



		<p>e) Enrolled in an approved course with THA in accordance to the academic suitability.</p> <p>f) Tax File Number or a certificate from the Commissioner stating that the student has applied to the Commissioner asking the Commissioner to issue a tax file number to the student</p> <p>g) The student needs to submit all the above documents to THA and submit the eCAF form by the first census day and no less than two business days after enrolling.</p> <p>**New Zealand Special Category Visa Holder (SCV): If you arrived in Australia using a New Zealand passport, in the absence of another valid Australian visa, you will have automatically received a Special Category Visa (SCV) provided you met certain security, character and health requirements. It is a temporary visa that expires as soon as you leave Australia, but remains in place for as long as you remain in Australia. If you are a New Zealand citizen and hold a SCV you may be able to access VET Student Loans, providing you:</p> <ul style="list-style-type: none"> ♦ have been usually resident in Australia for at least 10 years, ♦ were a dependent child when you first began to be usually resident in Australia, ♦ have been in Australia for periods totalling 8 years during the previous 10 years, and ♦ have been in Australia for periods totalling 18 months during the previous 2 years. <p>Specific enquiries about the SCV, and other visas, should be directed to the Department of Immigration and Border Protection (www.border.gov.au).</p>
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STEP 2: Assess the eligibility of the Prospective Student for the course and VET Student Loan

No.	Who	Actions
1.	Administration officer	The Administration Officer will assess the eligibility of the prospective student based on the application form and the evidence provided in step 1. Eligibility for the course and Vet Student Loan will be assessed together.
2.	Academic Student Support Officer	Assessment of Prior Kills & Knowledge is assessed by the Academic Student Support Officer. Once the Assessment of Prior Skills & Knowledge has been completed the results are sent to the trainers to ensure that the trainer is aware of the students learning styles, where the trainers requires additional support in the development of learning strategies they are to consult with the compliance manager.
2.	Administration Officer	Once the officer has established the student's suitability to the qualification they will document findings on a student support file note and proceed with either the RPL or CT process.

STEP 3 – Offer Letter and Pre-enrolment Interview Questionnaire

No.	Who	Actions
1.	Administration	After meeting all the academic suitability, The Health Arts College will issue an offer letter to the student offering a place in the chosen course with the "Statement



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	Officer	of Fees. The student is invited to an information session where the pre-enrolment checklist will be discussed with the student before the student signs the "Acceptance & Agreement" form.
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STEP 4 – Acceptance & Agreement

No.	Who	Actions
1.	Administration Officer	The student is then required to sign the Acceptance & Agreement in order to accept the Letter of Offer sent. Once the agreement has been signed the student is successfully enrolled into the course.

STEP 5: Issue Welcome Letter and VET Student loan Fee Notice

No.	Who	Actions
1.	Administration Officer	Upon successful enrolment into the course, " Welcome letter " is sent to all students. Students enrolled under VET Student Loan are also sent " VET Student Loan Statement of Covered Fees " and " VET Student Loan Fee Notice " 14 days before the census day.

STEP 6: Orientation Program

No.	Who	Actions
1.	Administration Officer	Orientation program to be conducted on the Commencement of the course.

STEP 7: Enter the Details in the Student Management System

No.	Who	Actions
1.	Administration Officer	Enter the details of the student and their course enrolment onto the student management system. Ensure the student has been enrolled into the correct qualification, and all personal details have been correctly entered.

STEP 8: Create Student file

No.	Who	Actions
1.	Administration Officer	Create student's physical file. Ensure a copy of the invoice, application form and accompanying documents are filed in the file. Ensure the student file checklist is completed and attached to file.

STEP 9: Notify the trainer/assessor

No.	Who	Actions
1.	Administration Officer	Provide details of the arrangements for commencement of course, including timeframes to be met by trainer/assessor Provide the trainer and assessor with the VAK learning style report for the commencing class. This is a confidential document and should not be shared as it will have multiple student information.

STEP 10: Commonwealth Assistance Notice



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No.	Who	Actions
1.	Administration Officer	Students accessing VET Student loans will be issued a Commonwealth Assistance Notice on or within 28 days after the applicable census date.

STEP 11: Are you OK?

No.	Who	Actions
1.	Administration Officer/ Academic & Student Support Officer	<p>Post one month into the course, all students will be contacted by the officer to make sure they are progressing well in their course.</p> <p>All details need to be logged in the "Communication Log" for all the students contacted.</p> <p>Further intervention strategies will be implemented based on the outcome of the conversation with each student.</p>

- ◆ When they do activate their account, they will be required to add some security questions and choose a password.
- ◆ In accordance with section 11 of the Student Identifiers Act 2014, THA will securely destroy personal information which it collects from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

Duplicate USIs

When creating a USI the system will check existing accounts and advise if there is a USI account already established. If a training provider organisation and/or student become aware of the possibility of a student having two USIs, they should report the issue to the Student Identifiers Registrar. The Student Identifiers Registrar will work with the relevant parties to resolve the issue and advise the outcome.

After course commencement

	Action	Details	Responsibility
1.0	Follow up.	<p>Monthly, ensure that all students due to commence have commenced and appropriate paperwork has been received. An Enrolment and Induction Checklist and Enrolment Form must be received for all students.</p> <p>If there are any students who have not commenced after two weeks from their commencement date notify the Academic & student support Officer to begin contacting the students</p> <p>Students are to complete a withdrawal form if they are wanting to cancel the enrolment</p>	<p>Administration officer.</p> <p>Academic & student support Officer</p>