

## **Standard**

This Policy and procedure relates to Standard 4 and Standard 5 of *Standards for Registered Training Organisations (RTOs) 2015*

## **Policy Statement**

At SGSCC our approach to enrolment and induction is to provide a pathway for students to make informed decisions about their training and assessment and enter a training pathway that is the right fit and free from discriminatory barriers.

- 1.1. To achieve this, we will, where possible:
  - 1.1.1. Conduct a one-on-one enrolment interview (or by telephone) to individually assess the student's needs and circumstances and provide them information about their rights and obligations;
  - 1.1.2. Inform prospective students about prerequisite requirements for their desired training program and pathways to obtain these before enrolment;
  - 1.1.3. Assess a student's language, literacy and numeracy skill levels to ensure they have adequate skills and abilities to meet the requirements of their desired training program;
  - 1.1.4. Provide accurate and ethical marketing and pre-enrolment information that enables them to make confident and suitable decisions about selected training programs;
  - 1.1.5. Determine if the student has any need for reasonable adjustment at the point of enrolment to allow training programs to be suitably adjusted;
  - 1.1.6. Ensure there are no barriers for people with a disability;

- 1.1.7. Provide comprehensive administrative support that allows the student to complete enrolment efficiently and commence training at an agreed time and place; and
- 1.1.8. Inform prospective students about alternate pathways to training such as gaining credit for current competence or recognition of prior learning pathways.

**Person Responsible:**

- WorkSkills Manager
- Workskills Assistant / Compliance Manager

**Related Documents:**