

STUDENT ENROLMENT POLICY

RATIONALE

North Melbourne Language and Learning (NMLL) aims to provide students with opportunities to develop and improve their skills and foster personal growth.

NMLL classes are designed to improve our students' engagement with the community by increasing their ability to understand and communicate in English and to develop work and life skills.

DEFINITIONS

Enrolment: official registration by NMLL of a person who has been approved by NMLL to participate in scheduled classes and programs

Cancellation: Termination by NMLL of a student's enrolment in a course offer

Waiting List: A list kept by NMLL of students interested in enrolling in a course offer that is full at the time of the student's enrolment application

Withdrawal: Termination by a student of his/her own enrolment in a course offer

LEGISLATIVE CONTEXT

All Victorian organisations, including NMLL, must comply with Commonwealth and State human rights legislation such as:

- *Disability Discrimination Act 1992*
- *Racial Discrimination Act 1975*
- *Racial Hatred Act 1995*
- *Sex Discrimination Act 1984*
- *Age Discrimination Act 2004*
- *Equal Opportunity Act 2004 (Vic)*

The major purpose of these Acts is to eliminate discrimination against people because of their disability, race, gender or age.

PRINCIPLES

This policy is based on the principles that:

- all members of the North Melbourne community are able to apply for enrolment at NMLL

- every endeavour is made to enable people with disabilities to participate in NMLL classes and programs
- enrolment at NMLL is based on an assessment of the student's English language skills and particular needs
- priority for enrolment is given to Australian residents and those living in Australia for humanitarian reasons e.g. refugees and asylum seekers, who can actively engage in a class
- all potential students seeking enrolment are treated fairly and equitably in relation to enrolment, attendance and cancellation matters

PROCEDURES

Implementation of this policy is underpinned by a set of internal procedures which are reviewed and updated when deemed necessary by the NMLL Manager.

The procedures which have been developed to implement this policy include:

1. Information about courses and programs

Online and printed information on NMLL courses and programs, including aims of the courses and any requirements or minimum standards for entry, are updated and provided to the North Melbourne community on an annual basis.

2. Responsibility for enrolment

The NMLL Manager and Further Education Coordinator are responsible for overseeing and implementing all student enrolment processes at NMLL.

3. Enrolment procedures

All prospective students engage in an enrolment process which determines level of priority for enrolment, identifies English language skills, and whether a satisfactory placement can be made in terms of scheduled classes.

4. Attendance and Cancellation procedures

These procedures ensure that all students are treated fairly and equitably in relation to ongoing enrolment at NMLL. The procedures outline NMLL requirements for attendance, absence notification, cancellation and withdrawal processes, planned absences and student waiting lists.

5. Staff training

Staff engaged in NMLL enrolment procedures are familiar with the International Second Language Proficiency Rating (ISLPR), the Adult Migrant English Program (AMEP), the Certificate in Spoken and Written English (CSWE) and the Wisenet student database.

RELATED DOCUMENTS

NMLL Enrolment Form

NMLL procedure documents related to Enrolment, Attendance and Cancellation

Student Grievance Policy

Fees and Refunds Policy

CHANGE HISTORY of POLICY

Previously known as
Student Selection Policy

Initial approval date 19 August 2002

Date last reviewed
5 March 2013

This version approved at Committee of Management Meeting
date: 20 March 2013

Policy review due: June 2015