

Enrolment Procedures – Assessor and Administration Tasks

Procedure Number	PR-17
Approval Date	22/6/2020
Implementation Date	22/6/2020
Proposed Review Date	30/05/2021

Purpose

This procedure is designed to ensure that prospective students are booked for an appointment and that enrolment, assessment and other paperwork is completed and provided to students or filing.

Scope

This procedure covers administrative protocols for booking assessment appointments.

Application

NMLL Administration and teacher/assessor staff.

Procedure

1. Provide course information to applicant

- a) Determine if applicants needs are met with NMLL's course offerings
- b) Determine if need is met by accredited, pre-accredited
- c) Provide course brochure and access to NMLL web site for full listing of units, timetable, Student Handbook or link on website, code of conduct, start date options
- d) Advise eligibility criteria for a Government funded place in accredited, pre-accredited and AMEP.
- e) Advise the fees schedule and applicable fees.

2. Make appointment for student assessment interview

A potential student / student representative makes contact with NMLL to book an appointment.

The hard copy Interview booking sheet with times and booking slip is completed by administration staff:

- a) Record time on interview booking sheet
- b) Write time; date etc., on booking slip and issue to student or otherwise provide details over the phone or email as appropriate. [..\FORMS\Assessment appointment FORM V1.1.docx](#)
- c) Notify teacher/assessor of interview via email template [..\FORMS\Assessment interview Booking spreadsheet TEMPLATE 2016 V1.2.doc](#)

3. Assessment interview takes place with the teacher/assessor

4. If applicant then chooses to enrol

Tasks to be completed at enrolment:

- (a) Check whether student has a VSN or USI. Apply if not.
- (b) Student must provide a contact phone number see following: [..\FUNDING PROVIDERS\ACFE\SVTS 7 4 Summary of Changes for RTOs Must have a Phone No..pdf](#)

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(c) Ensure that all steps in the following grid are done

Admin/T/A	Enrolment forms completed: funding eligibility confirmed
Admin/T/A	Code of Conduct: provided
Admin/T/A	USI permission form completed
Admin/T/A	Fees form explained: fees calculated on enrolled hours.
Admin/T/A	Detailed fee invoice provided
Admin/T/A	Assessment of level checked: class allocation
Admin/T/A	ID collected (colour photocopies made of original documents and authorised copies. Copies retained for student file). Refer to Enrolment Form for details.
Admin/T/A	ARMS checked for AMEP eligibility (If applicable) – Take a screen print
Admin/T/A	Centre link letter created with USI listed
Admin/T/A	Take a photo

T/A = Teacher/Assessor; Admin = Admin

5. Copy documents

- a) Make colour copies of documents required in section a of the Enrolment Form
- b) Endorse copies for NMLL records. Return originals

6. Complete all sections of the Enrolment Form and sign.

7. Check

- a) Enrolment Form is correctly filled.
- b) All original copies filed with paperwork
- c) Students take home copies in a plastic pocket
- d) Timetable
- e) Copy of Student Handbook provided of student referred to student hand book on website
- f) Statement of fees provided/ refer student to Statement of fees on website
- g) USI information sheet for student (if required)
- h) Centrelink letter – issue it when student attends class for the first time
- i) Code of conduct.

8. Enrolment Fees

- a) Student pays fees or
- b) Invoice issued

Related Procedure/s or other Quality Documents

1. NMLL Fees Schedule
2. Enrolment procedure
3. 2020 Guidelines about Fees - Skills First
4. Request for Refund

Relevant Links

[2020 Guidelines about Fees - Skills First](#)

Pre-training Review Procedure

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Enrolment Form

Enrolment Fee: calculation, collection, hardship Exemption/waiver and refund Procedure

Fees Schedule

APPROVAL AND REVIEW

Approved by: C.Rundle
Position: GM
Meeting Name: NA
Meeting Date: NA
Effective Date: 22/6/2020
Review Date: 18/1/2021
Policy Owner: C.Rundle

Amendments

Version	Date	Author	Change Description
V1			
V2			
V3			
V4	22/6/2020	C.Rundle	