# Enrolment Policy

**Policy number: CS06**

**Version: 3.2**

**Policy Owner: General Manager Organisational Services**

**Subject Expert: Director Client Services**

**Next review date: 9 August 2027**

## 1. PURPOSE

The Enrolment Policy establishes guidelines for the enrolment of all new and re-enrolling (continuing and advancing) students at South Metropolitan TAFE.

## 2. SCOPE

This policy applies to all students enrolling in:

- units of competency
- modules from an accredited course
- qualifications from training packages
- accredited award courses
- national, state and local skill sets

SM TAFE staff are ineligible to enrol in profile funded courses as per the DTWD VET Fees & Charges policy. Staff may enrol in non-profile courses where available.

## 3. POLICY GOVERNANCE

- Department of Training and Workforce Development VET Fees & Charges Policy
- VET Student Loans Rules 2016
- Standards for Registered Training Organisations (SRTOs) 2025
- Student Identifiers Act 2014

## 4. KEY TERMS – Refer to QMS Glossary for definitions

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| Advanced Standing | The module within the SMS to process RPL, Credits and Credit Transfers. |
| Apprenticeship | A structured employment-based training program that leads to apprentices becoming qualified tradespersons and gaining a nationally recognised qualification. They are established by the State Training Board through a collaborative process through the provisions of the Vocational Education and Training Act 1996. Apprenticeships may be full-time, part-time or school-based. |
| AVETMISS (Australian Vocational Education and Training Management | A nationally consistent standard for the collection, analysis and reporting of vocational education and training information throughout Australia. |

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| Information Statistical Standard) | Questionnaire on reverse of enrolment form used to gather statistical information of students. |
| Continuing student | Refers to students who are currently studying a qualification at South Metropolitan TAFE and intend to continue their learning pathway at South Metropolitan TAFE.<br><br>(QD04) A continuing student is a student who is currently enrolled in the qualification that is in transition. An apprentice or trainee is deemed to be a continuing student if they have an active Training Contract – even if that apprentice/trainee has had a 'gap' in their off-the-job training. |
| DTWD (Department of Training and Workforce Development) | A state government body which has been established to support the State's sustained economic expansion by leading and coordinating workforce development strategies and driving a responsive, flexible training system within a State and National framework. |
| FPA | Fees Payment Agreement. |
| FFS | Fee for Service. |
| Responsible Officer | Refers to the General Manager responsible for reviewing this Policy as required. |
| RPL (Recognition of Prior Learning) | An assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit |
| SM TAFE (South Metropolitan TAFE) | Refers to South Metropolitan TAFE, "the Organisation" including all its campuses, departments, centres, business units, corporate units and delivery centres. |
| SMS (Student Management System) | A Technology One software system purchased for the training sector to automate TAFE business processes related to student administration. |
| VET | Vocational Education & Training. |
| USI (Unique Student Identifier) | Unique Student Identifier (USI) scheme (enabled by the Student Identifiers Act 2014,). Allows learners to access a single online record of their VET achievements. The scheme also allows for reliable confirmation of these achievements by employers and other RTOs. The USI is linked to the National Vocational Education and Training (VET) Data Collection. The Student Identified is a register of |

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| | an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations. |
| VSL (VET Student Loan) | An income contingent Commonwealth loan scheme where eligible students may use to defer paying fees for units of study for their Vocational Education and Training (VET) enrolment. This student loan is part of the Higher Education Loan Program (HELP). |

# 5. PRINCIPLES

## 5.1. Enrolment policy

The following conditions must be met before an enrolment can be processed.

**The student must:**

a) Have a Unique Student Identifier (USI)*
b) Pay all prior debts in full before re-enrolling; and
c) Select one of the following payment options:
   i. pay the full amount of fees and charges.
   ii. provide a signed authority to invoice or purchase order to invoice the employer or sponsor for the student's fees and charges.
   iii. pay the fee by instalments (excluding Fee for Service (FFS)/Commercial students unless prior approval by Executive).
   iv. declare their intent to defer payment under the Commonwealth Government's VET Student Loans program, subject to eligibility and acceptance by the provider.
   v. pay part of the full amount of fees and charges and defer payment of the other part under the Commonwealth Government's VET Student Loans program; or
   vi. make application on the grounds of severe financial hardship for fees and charges to be waived for courses below diploma level or concession-eligible Diploma and Advanced Diploma courses.
   vii. apply for fee waiver for students (under 18yrs) that are under the care of the Department of Communities.

Students who do not have a USI, have a debt or fail to take up one of the above payment options must not be enrolled.

*All onshore students must have a USI prior to enrolling at SM TAFE. This includes students who are enrolling in a short course/fee for service course where accredited units are delivered. If the student is unable to provide a USI, the student must be directed to apply online at https://www.usi.gov.au for a USI before enrolling at SM TAFE. Students are not to be enrolled without a USI.

**5.1.1 Students aged 15 years and younger** who have received an offer of a place should be referred to the portfolio/delivery area prior to enrolling. Offers to students aged 15 or under are conditional upon meeting the following two criteria:

1. have been approved by the Portfolio Manager of the course the student has been offered; and
2. have provided SM TAFE with an approved Exemption or Notice of Arrangement issued by their school at enrolment.

See Procedure TS0901.

**5.1.2 Apprentices and trainees** are to be treated the same as other students and are legally liable to pay fees unless there is a prior Third Party Sponsorship arrangement in place.

**5.1.3 International students** on a Student Visa must be referred by TAFE International (TIWA) and tuition fees must be paid to TIWA and resource fees paid to SM TAFE before enrolments can be confirmed. On-shore International students are required to have a USI before they are enrolled in the Student Management System. Off-shore International students are exempt from providing a USI.

**5.1.4 Interstate students** must speak to a Customer Service staff, Training Services Academic staff or the Admissions office before enrolling in a course at SM TAFE. Students with an interstate address will be classified as a multijurisdictional (MJ) student for enrolment purposes. MJ includes all RPLs that are assessed interstate. MJ students are not able to access state government subsidised training and are required to pay fee for service rates (MJ students must be enrolled into FFS Interstate category in the SMS).

MJ students must have a USI prior to enrolling.

### 5.2. Apprentice and trainee enrolments

Apprentices who are seeking to enter into a Payment Plan arrangement must pay a deposit and complete CS040105 Payment Plan Agreement Form with SM TAFE.

Apprentices who are minors must have a parent/guardian countersign the Payment Plan Agreement Form.

A third-party (employer or sponsor) debtor is responsible for payment of fees for the period (and/or any training delivered within the period) in line with the authorised CX070901 Authority to Invoice. In most cases, where a third-party default on paying the student fees, the debt remains with the third party and does not transfer to the student where training has taken place. The employer or sponsor will be managed as per FA16 Debtor, Recovery and Write-off Policy. Variances to a change in employer-employee circumstances, will be assessed on a case-by-case basis by Manager Customer Service or Manager Student Administration or Director Client Services.

**5.3.** Apprentices/ trainees who have not paid fees but have completed their apprenticeship/ traineeship will need to be resulted in the Student Management System. Debt recovery will occur where a student has been enrolled, and attendance and/or participation recorded in CELCAT/SMS.

### Student debtors and students with a prior write-off

Student debtors are not eligible to re-enrol until all outstanding fees have been paid or they have made alternative arrangements with the Manager Customer Service to repay outstanding and new fees (see CS04 Fees and Charges policy).

Enrolling officers are not to roll-over outstanding debts into new payment plans (with new enrolments) unless approved by the Manager Customer Service or Director Client Services.
Students with a prior write-off must repay the amount that was written off prior to re-enrolling at SM TAFE.

### 5.4. Enrolment questionnaire

Under the Delivery and Performance Agreement between the college and the Department of Training and Workforce Development, college enrolment officers must ensure that all students answer the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) questionnaire each time they enrol (once per semester) in a course of study at SM TAFE or (once per year) for an apprentice/trainee over the course of their training contract. The AVETMISS enrolment questions are to be completed by each student including local, apprentice/trainee, international, short course and VET in School students.

### 5.5. Completion of the enrolment

**Enrolment is not complete until payment arrangements have been made by the student and a valid USI has been provided.** A student who has not completed an enrolment and made payment will not be enrolled and therefore is not permitted to attend training, assessment sessions, or participate in other activities reserved for SM TAFE students with the exception of:

i. Students who have lodged an application for Financial Assistance who are awaiting the outcome of the application.
ii. Students who have lodged a CS040104 Department of Communities Fees Waiver (eligible students U18 in state care) who are awaiting the outcome of the application.
iii. Students who have a sponsorship arrangement for third-party payment of fees (including apprentices and trainees and other third-party arrangements) – refer 5.3 above.
iv. Students who have applied for a VET student loan. Refer 5.1.iv above.

### 5.6. Death notification of a student

In the event that a staff member is notified of a student's death, the officer should:

i. complete CS060001 Notification of Death of Student online form; and
ii. the Director Client Services will ensure the workflow process is followed before forwarding to Office of the Managing Director.

### 5.7. Presenting fraudulent documents to SM TAFE

The submission of documents such as academic transcripts, certificates, diplomas, references or applications, that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretences or otherwise deceptive (collectively referred to as fraudulent documents) for the intent of gaining a place of study at SM TAFE is strictly prohibited.

Any documents submitted under false pretences, forged or misrepresented (in whole or part) shall subject the individuals involved to sanctions by SM TAFE and may be a

contravention of sections 409 and/or 473 of the Criminal Code Act Compilation Act 1913 Criminal Code WA (which relate to fraud and forgery). SM TAFE reserves the right to withdraw offers of admission, place a temporary or permanent ban on applying for future admission, rescind certificates/awards, and suspend or expel students who present fraudulent documents.

Dismissal for misconduct does not nullify a student's financial responsibility to SM TAFE, the state or federal government. Students remain liable for all relevant fees and the payment of their debts. Refer to the CX0201 Dealing with fraudulent documents procedure.

# 6. DOCUMENTS SUPPORTING THIS POLICY

## 6.1. Policies

- CS04 Fees and Charges Policy
- CS05 Withdrawals and Refunds Policy
- CX03 Admission for VET Student Loans Enabled Courses Policy
- CX01 Tuition Fee Refund or Re-credit for VET Student Loans Enabled Courses Policy
- CX07Apprenticeship and Traineeship Policy

## 6.2. Procedures

- CX0201Dealing with Students with Fraudulent Documents Procedure
- CX0101Student Review Procedure for Re-crediting a Student Loan Balance for Students on VSL Procedure
- CX0301 VET Student Loans Enrolment Procedure
- CS0401 Severe Financial Hardship Procedure
- CS0601 Enrolment – Full time Profile Student Procedure
- CS0603 Enrolment International Students Procedure
- CX0706 Apprentice – Trainee Enrolment Procedure
- CS1001 Enrolment of Students 15 Years and Younger Procedure

## 6.3. Forms

- CS060001 Notification of Death Form (online)
- CS060004 Student Registration Form
- CS060102 Personal Details Amendment Form
- CS060103 AVETMISS Student Statistical Questionnaire Form
- CX030001 Application for Special Circumstances Recredit Remission – Application Form
- CX030002 Application for Special Circumstances Recredit Remission – Assessment Form
- CX030003 Application for Special Circumstances Recredit Remission - Review of Decision Form
- CX030101Local Interview Assessment for Students Applying for a VSL Form
- CX030102VET Student Loans Application Form
- CX030103 VET Student Loan Variations Application for Ministerial Approval Form
- CS050003 Withdrawals and Refunds – Special Circumstances (FFS) Form

- CS050004 Withdrawals and Refunds – Special Circumstances (Profile) Form
- CS040101 Enrolment Adjustment Form
- CS040102 Financial Assistance Application Form
- CS040103 Request for Resource Fees Form (online)
- CS040104 Department of Communities Fee Waiver Application Form
- CS040105 Payment Plan Direct Debit Request Form
- CX070901 Authority to Invoice Third Party Form

### 6.4. Other

N/A

## 7. POLICY REVIEW AND COMMUNICATION

All staff will be notified of new policies and policy changes, and the documents will be available on the QMS.

## 8. POLICY APPROVAL

Approved and Endorsed:

Terry Durant

Managing Director

Date: 3 May 2017

## 9. DOCUMENT HISTORY AND VERSION CONTROL

| Version | Date Approved | Approved by | Brief Description |
|---|---|---|---|
| V1.0 | 3 May 2017 | Managing Director | Enrolment Policy |
| V1.1 | 29/05/2018 | Director of Client Services/ General Manager Organisational Services | Step 5.7 added |
| V1.2 | 22/11/2018 | Director, Client Services | 4, 5.1, 5.3, & 5.6 updated |
| V1.3 | 19/03/2019 | Manager Admissions | 5. Principles, 6.2 & 6.3 updated |
| V1.4 | 6/12/2019 | Manager Admissions | Minor amendment |
| V1.5 | 22/04/2020 | General Manager Organisational Services | Major amendment – New policy principles added: point 5.1.1 & 5.7. New procedure added: |

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| | | | CS0604 – Dealing with students with fraudulent documents |
| V1.6 | 30/06/2020 | Project Manager | Minor changes to section 4. New definition added. |
| V2.0 | 3/08/2021 | General Manager Organisational Services | Major changes to 5.2 Apprentice and trainee enrolments; 5.5 Completion of the enrolment. Review is incomplete – only CS06 policy was reviewed and approved. Linked documents are currently under review. |
| V2.1 | 04/11/2022 | General Manager Organisational Services | Policy structure updated – 4 key definitions changed to key terms |
| V3.0 | 09/08/2023 | General Manager Organisational Services | Full policy review – major changes to key sections |
| V3.1 | 18/12/2025 | General Manager Organisational Services | Full Policy Set Review – Minor changes to reflect the new Standard for Registered Training Organisations (SRTOs) 2025 |
| V3.2 | 09/11/2026 | General Manager Organisational Services | Minor update to SE position. |