



Sailingworld Pty Ltd

ACN:092 478 718



POLICY AND PROCEDURE ENROLMENT

Status	Current
Version	1-2024
Last review date	30 August 2024
Reviewed by	Sailingworld CEO
Summary of changes from previous version	Minor amendments post-annual review



ENROLMENT POLICY

PURPOSE AND SCOPE

- 1.1** The Sailingworld Enrolment Policy specifies the principles guiding enrolment to Sailingworld's qualifications and units. The enrolment process includes the following stages: pre-enrolment, enrolment and orientation.
- 1.2** This Policy provides a framework for prospective students seeking to undertake qualifications and units through Sailingworld.
- 1.3** This Policy meets all legislative and regulatory obligations and quality standards related to the selection and enrolment of students into qualifications and units provided by Sailingworld.
- 1.4** The Enrolment policy applies to all applicants for enrolment to Sailingworld qualifications and units, and all staff involved in enrolment decisions and processes.

POLICY STATEMENT

- 1.5** This Policy provides for a systematic and fair approach towards student application, selection, enrolment and orientation into Sailingworld qualifications and units. Student selection and enrolment processes are equitable, merit-based and designed to identify students' individual needs and aptitude to complete their chosen qualification or unit/s.
- 1.6** This Policy is designed to encourage access of non-traditional and diverse student groups.

PRINCIPLES

- 1.7** Students admitted to a qualification or unit demonstrate the academic preparation and proficiency in English needed to participate in their intended study. Language, Literacy and Numeracy (LLN) testing will be undertaken by all applicants, where an applicant cannot provide evidence of relevant qualifications, to identify any limitations that would be expected to impede progression and completion. Where LLN testing reveals cause for concern, the applicant may be required to undertake an additional verbal assessment. Where support services are identified as needed to assist an individual applicant, Sailingworld will refer the applicant to relevant service/s.
- 1.8** Enrolment requirements and processes are documented. Accurate, relevant and timely information is publicly available and accessible, including access for students with special needs, to enable informed decision making about access to educational offerings and experiences.
- 1.9** Enrolment requirements and processes are applied fairly, consistently and objectively to ensure that enrolment decisions assess the relative merit of eligible applicants, taking into consideration prior achievement and equality of opportunity.
- 1.10** During the application and enrolment process, Sailingworld will ensure potential applicants are provided with, and confirm they understand, the course details, students' rights and responsibilities, and Sailingworld's obligations.
- 1.11** For qualifications or units that attract funding or government subsidies, Sailingworld will ensure applicants are provided with, and confirm they understand, information related to eligibility and other requirements in order to access the funding or government subsidies. Sailingworld will ensure eligibility requirements for funding or government subsidies are met in full prior to enrolling a student.



1.12 Sailingworld only selects applicants and enrolls students into qualifications and units when they have provided appropriate evidence of identity, a USI, or authorisation to generate a USI, and meet all applicable entry requirements, which may include additional screening checks, and/or pre-requisites (that may include prior academic achievement).

1.13 Sailingworld is committed to advising applicants that, should they undertake to enrol into a qualification or unit at Sailingworld, they are protected under Australian Consumer Law. These protections include areas such as unfair contract terms, consumer guarantees, and unscrupulous sales practices. By agreeing to enrolment and by signing an application for enrolment form, the student is agreeing to the terms and conditions of the enrolment.

1.14 Sailingworld offers an orientation program which ensures that students have appropriate information with regard to Sailingworld administrative, training and assessment services to enable satisfactory engagement with qualifications and units.

1.15 Sailingworld will ensure enrolment arrangements with students, or where legally required, with their parent or guardian, are in writing and include any particular conditions of enrolment and participation.

ROLES AND RESPONSIBILITIES

1.16 Sailingworld CEO is responsible for the application of this Policy.

1.17 Sailingworld CEO is responsible for:

1. Approving enrolment requirements.
2. Receiving and reviewing reports from Lead Trainers and Coordinators about participation, progression and completion by student cohorts to inform enrolment standards.
3. Developing any course specific enrolment requirements to enable students to have attained the level of knowledge and skills necessary to be successful in the course.
4. Assessing all applications against the minimum enrolment requirements.





ENROLMENT PROCEDURE

PURPOSE AND SCOPE

2.1 The Enrolment Procedures give effect to the Sailingworld Enrolment Policy so that:

- Enrolment requirements and processes are documented and applied fairly, consistently, and objectively;
- admitted students have the preparation, age and proficiency in English needed to participate in their intended study and no known limitations that would be expected to impede their progression and completion; and
- enrolment and other contractual arrangements with students are in writing and include any particular conditions of enrolment and participation for undertaking particular qualifications and units that may not apply to other courses more generally.

2.2 This Procedure sets out the processes that Sailingworld will use to ensure that prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:

- all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies;
- whether there is a requirement for a Language, Literacy and Numeracy (LLN) assessment to determine suitability;
- arrangements and potential eligibility for Recognition pathways; and
- changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.

2.3 This procedure outlines the requirements relating to Sailingworld courses that lead to qualifications and Statements of Attainment.

PRE-ENROLMENT

2.4 An Information Session may be organised for all applicants prior to course commencement. This will be conducted by the course trainer and will share details on the course. The session is conducted to assist applicants to have a greater understanding of the course structure and requirements. This may be done by phone prior to enrolment.

2.5 All prospective students receive/have access to (see website) the enrolment information including course information, Student Handbook, and additional course specific documents (if applicable). This may also include a Credit Transfer form and/ or an RPL Expression of Interest application form where this has been discussed during initial inquiry.

2.6 Students are asked to visit the website www.sailingworld.com.au to gain a complete understanding of the course training, assessment and outcomes etc. To be considered for enrolment to a qualification or unit at Sailingworld, an applicant must meet Sailingworld's minimum enrolment requirements.

Minimum age requirements for enrolment:

- students under the age of 18 years of age will require parental/guardian permission to enrol;
- the national standards for minimum age for vocational training programs is 15 years at the time of enrolment. However, this is depending on the course in which the applicants chose to enrol.



Some qualifications and short courses have other requirements that may include, but not limited to:

- basic health requirements;
- eligibility to study / Visa conditions;
- requirements for security checks (eg. Police Check and Working with Children Check);
- specific language requirements; and
- specific requirements of work placements.

Enrolment

2.7 Prior to commencement of any training and assessment, all participants will be issued with or directed to our website, where information such as with a Course Brochure, this Student Manual and Enrolment Form, and will need to enrol with Sailingworld by returning the completed Enrolment Form.

2.8 If enrolment process is incomplete, the applicant will not be able to undertake any training and assessment until it has been completed. Should an applicant require special consideration their enrolment will be escalated to the Sailingworld CEO.

2.9 The Sailingworld CEO, or delegate, reviews all information provided by applicants. Applicants who meet the initial course-specific enrolment requirements are enrolled into the Student Management System (SMS) as a tentative enrolment for the relevant course.

2.10 If an applicant indicates on the enrolment form that they have a learning disability which requires support, after a consultation with the applicant, learning support options will be offered. Support may include Assistive Technology (AT) device, system or design that provides solutions for people with barriers to learning. These are to be included in the Student Support Plan.

2.11 Applicants for all qualifications and units listed below may need to complete the prerequisite LLN component, or other course-specific pre-approved pathway, if so determined after an assessment of the application information submitted in the above clauses, or according to funding body requirements (if any).

2.12 Applicants may have an interview (in person/remotely) as part of the enrolment requirement. The requirement for an interview depends on concerns raised by the Sailingworld CEO based on the application documentation submitted. The interview is used as an additional means of determining capability. Applicants requiring the interview assessment will be contacted by the Sailingworld CEO to explain the aim of the interview.

2.13 10 After the interview process, the Sailingworld CEO will determine if applicants meet the initial course enrolment requirements. This will be noted on the student file in the SMS.

2.14 Applicants who do not meet the initial course-specific enrolment requirements will be sent an email to inform them of this decision and the reason/s why their application is not being accepted.

2.15 A 'Welcome Email' is sent to the student as confirmation of booking. The 'Welcome Email' will be sent no less than five (5) days prior to class commencement. This email aims to remind the student of:

- website and link to course and policy information;
- course start date and time;
- course venue and classroom details;
- proof of identity requirement;



- parking information; and
- what to bring to training.

ADDITIONAL CONSIDERATIONS

2.16 The Sailingworld CEO reserves the right to request an applicant to authorise Sailingworld to obtain further information about the applicant from relevant external bodies.

2.17 Any staff member involved in a selection decision who has, may have, or may be perceived to have a conflict of interest, must disclose this conflict to the Sailingworld CEO.

2.18 If any staff member involved in a selection decision becomes aware of any attempt to breach the enrolment Policy, they must immediately notify the Sailingworld CEO.

LANGUAGE, LITERACY AND NUMERACY (LLN) ASSESSMENT OR OTHER PRE-APPROVED PATHWAY

2.19 Specific courses or funding arrangements may have pre-approved pathways to meet LLN requirements. Applicants enrolling into these specific courses are required to provide sufficient evidence against pre-determined benchmarks. Their current skill level must sit at the same threshold entry levels of each of the five core skills in the specific qualification/unit profile.

2.20 Should the applicant fail to produce sufficient evidence they will be required to undertake the LLN test prior to course entry. Evidence will be assessed by Sailingworld CEO and Course Trainer where required.

2.21 The LLN test, or other course-specific pre-approved pathway, may assess requisite language, literacy and numeracy proficiency for specific course levels assisting in the determination of academic suitability.

2.22 The LLN test requirements are as follows:

- Applicants may only attempt the LLN test once, unless there are extenuating circumstances, for example technological error or illness, that require a second attempt. Any second attempt allowed must be file-noted in the applicant's file with an explanation by the Sailingworld CEO.
- To be admitted into a unit or qualification, an applicant's results must meet the acceptable entry threshold levels for each of the five core skills in the qualification/unit profile.
- Where an applicant's result is two (2) points below the maximum threshold entry level in only one (1) of the five (5) core skill areas, the applicant is contacted by the Sailingworld CEO to discuss their results.
- The Student Administration Officer will offer entry into the qualification/unit on the basis that the applicant verbally agrees to be placed on a Student Support Plan to enable further support for the identified lower core skill throughout their studies. Once this verbal agreement is given from the student, the Sailingworld CEO file notes this in the student's file on the SMS. The Sailingworld CEO prepares the Student Support Plan and saves into the student's file. The Student Support Plan is sent to the course trainer and student. The applicant's details will be placed on the Student Support Register.
- Where the applicant's results are two (2) or more points below the maximum threshold entry level in more than two (2) core skills within the qualification/unit profile, the student will not be permitted entry into the qualification/unit (please see below example). Further options regarding more suitable programs may be



discussed with students on request.

- Where the result is three (3) or more points below the maximum threshold entry level in any one or more of the core skill areas, further options in regard to other more suitable programs may be discussed with students on request. The student will not be allowed entry into the unit/qualification.

COMPLAINTS AND APPEALS

2.23 All complaints and appeals should be sent in writing to the Sailingworld CEO. Please refer to the Sailingworld Student Complaints and Appeals Policy for further information.

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