

POLICY STATEMENT

This document provides a consistent set of principles under which Axiom College will ensure that all applicants seeking to enroll in accredited training programs are treated fairly and equitably. Axiom College has open, fair, clear and transparent procedures for making decisions about the selection of students. Students will be selected on merit based on the published criteria and ensure that throughout the process applicants are treated courteously and expeditiously. Entry criteria are published in Axiom College's website and marketing materials for the information of students seeking to enroll with Axiom College.

SCOPE

The scope of the policy includes applicants who wish to enroll in a face to face or distance learning program of study to attain qualifications to assist with furthering their careers or obtaining work.

APPLICATION

Axiom College will ensure that prior to enrolment, applicants receive adequate information regarding the course, training, assessment and services provided, to enable them to make an informed decision about the suitability of the course and Axiom College for their purposes.

ENROLMENTS

Axiom College will:

- Allow opportunity for a one to one enrolment interview with prospective entrants, either face to face, by telephone or electronic means.
- Provide all information required, including prerequisite requirements for their training program and pathways to obtain these.
- Provide and discuss a student's rights and obligations.
- Assess the applicant's language, literacy and numeracy skills levels to ensure they have adequate skills and abilities to meet the requirements of their desired training program. This assessment will be conducted at the time of enrolment and will be used by the trainer and administration team to ascertain the level of support required for each student.
- Discuss access to credit transfer and recognition of prior learning pathways.
- Provide accurate and ethical marketing and pre-enrolment materials.
- Ensure there are no barriers for people with a disability, provided the inherent requirements of the training package are met.
- Ensure the applicant completes the online enrolment process and commence training at an agreed time and place.
- Provide the applicant with the required documentation relating to payments and finance.

PROCEDURE

STUDENTS

1. Each applicant will have the opportunity to discuss their training needs with an Axiom College Training consultant.
2. An enrolment checklist and guideline will be referenced by Axiom College's Training Consultants for each applicant to ensure that all information is provided and discussed prior to commencement of training.
3. The online enrolment form, including providing the student's USI and eligibility requirements will be completed by the applicant, checked by the enrolment team and a student record will be created.
4. The enrolment team will enroll the new student into their chosen course in the student management system, and co-ordinate the future contacts and progress of the student.
5. All enrolment documents, including completed finance documentation and eligibility evidence will be stored electronically or placed in the students folder.

REGISTRATION STUDENTS

1. Applicants will enroll online by completing an online enrolment form and providing a USI. A hard copy enrolment form may be provided as required.
2. Applications must be accompanied by a payment as outlined on the enrolment form.
3. If applying for government funded training all eligibility evidence must be provide at enrolment.
4. Applications will be assessed by the enrolments team to determine if there is any missing or irregular information.
5. If you have applied for government funding and are found not to be eligible, you will be contacted by an Axiom College Representative to discuss your options for enrolment into your selected course.
6. Concerns regarding the prospective student successfully navigating through the course, due to lack of computer skills or English proficiency, will be referred to the compliance coordinator.
7. Any application that discloses a disability or indicates that English is a second language must be referred to the compliance coordinator for further assessment as required.
8. Applicants will demonstrate language, literacy and numeracy skills in completing the online enrolment form and applying for a USI. These skills will be further assessed with Axiom College's Language, Literacy and Numeracy Assessment Tool, where results will indicate the level of support required.
9. The Student Support team and trainers and assessors will co-ordinate the future contacts and progress of the student. Support will be available from Axiom College's Student Support Centre and team of trainers and assessors.
10. The enrolment form will be retained for a period of time in line with the Policy – Records Management.