

Student Enrolment Policy

Student Enrolment

At Principal Academy of Dance our approach to enrolment and induction is to provide a pathway for students to make informed decisions about their training and assessment and enter a training pathway that is the right fit for the student and their current or future employer.

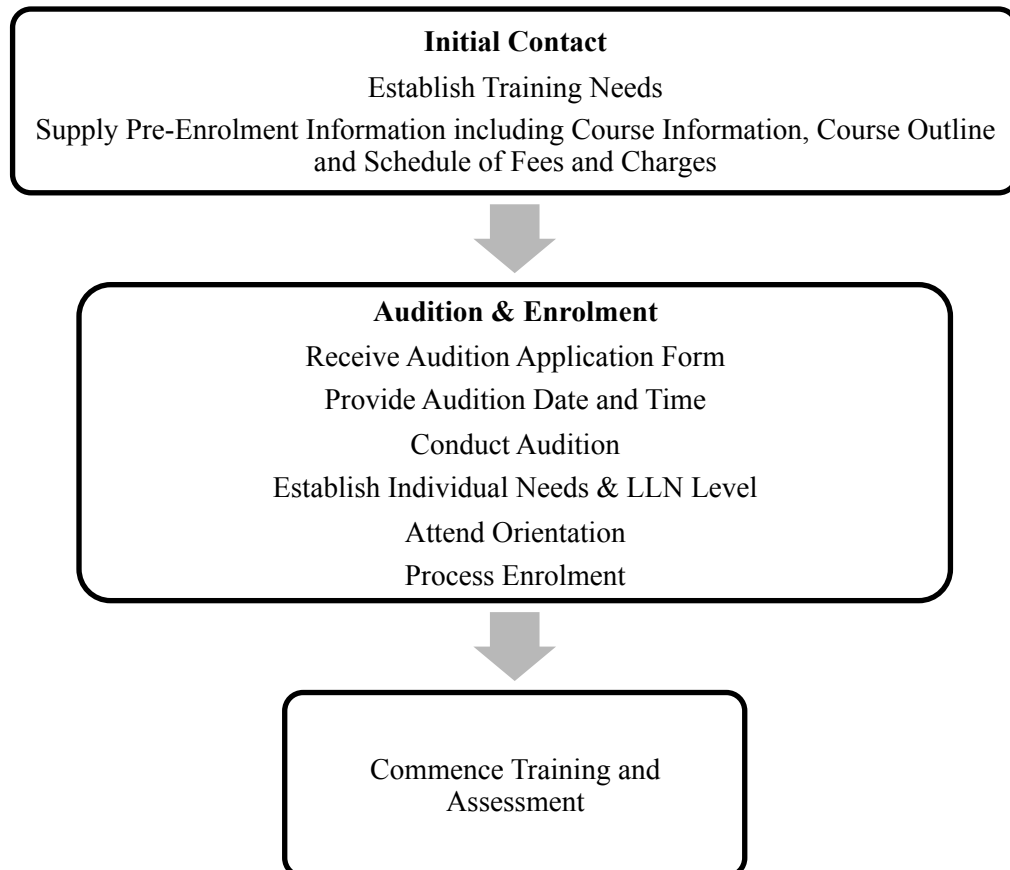
We strive to identify a student's needs during the enrolment process to ensure that our services to each individual student are appropriately adjusted to allow for their unique requirements.

To achieve this, we will:

- Provide persons making an enquiry with accurate and ethical marketing and pre-enrolment information that enables them to make confident and suitable decisions about selected training programs;
- Conduct a one-on-one pre-enrolment interview either face-to-face or over the telephone to individually assess the person's needs and circumstances and provide them information about their rights and obligations;
- Provide information about special requirements for their desired training program and pathways to obtain these;
- Provide information about the occupational outcomes produced by their selected program and discuss how these align with their occupational goals and aspirations;
- Validate that applicants meet the entry requirements for their selected program to ensure that they have the greatest opportunity for success and completing the course;
- Determine if the applicant has the required access to information technology including modern computer systems and access to the internet if applicable.
- Determine that the applicants have appropriate language, literacy and numeracy skill and abilities to meet the requirements of their desired training program;
- Determine if the applicant has any need for reasonable adjustment at the point of enrolment to allow training programs to be suitably adjusted;

- Ensure there are no unnecessary barriers for persons to participate in the training program of their choice;
- Provide comprehensive administrative support that allows the applicant to complete enrolment efficiently and commence training at an agreed time and place; and
- Inform applicants about alternate pathways to training such as gaining national recognition for current competence or recognition of prior learning.

Principal Academy of Dance will apply the following steps during the enrolment process:



Initial Contact

The primary purpose of the initial contact process is to establish the needs of the prospective student and ensure the client receives all pre-enrolment information applicable to the program they are interested in. Establishing the prospective student needs is important to ensure that those clients enrolling in programs are aligned to training and assessment that meets their vocational requirements in the industry of their choice. By providing prospective students with pre-enrolment information early, we are also ensuring that prospective students are informed about their rights and obligations, about the training and assessment services to be provided and about the fee payment and refund arrangements.

Audition & Enrolment Procedures

The following steps are to be followed when enrolling a new student into a training program:

- Receive the audition application form and check that it is completed correctly.
- Take note of any individual needs and LLN suitability the person has identified.
- Contact the person and notify them of available times to participate in an audition.
- Observe the applicant in an audition to establish:
 - if they can demonstrate the required skills for their applied course, or to establish which course would be most appropriate for them;
 - what preparation should be undertaken to re-apply for the following year;
 - are physically able to undertake the chosen major;
- Undertake an enrolment interview to:
 - establish the applicant's goals and intentions for training with Principal Academy;
 - evaluate the level of skills is insufficient for training at Principal Academy, they will be advised to apply again the following year; and
 - assess the applicant's maturity and attitude to see if they would engage with the training at the appropriate level;
 - answer any questions the applicant may have.
 - inform the applicant of when and how they will receive notice of their acceptance or non-acceptance.

Following the enrolment interview, if the student is continuing with their enrolment the remaining enrolment actions are required:

- Evaluate the level of Language, Literacy & Numeracy (LLN) & support that Principal Academy may be able to provide, with a view to creating a plan that best addresses a student's LLN needs.
- Send successful applicant an Offer of Acceptance.
- Inform the applicant of the orientation session.
- Confirm payment of tuition fees prior to the commencement of the training program.

- Complete enrolment application process by providing links to the student management system (SMS).
- Student to obtain a USI through the links provided in the SMS. Please refer to the USI website for the Proof of ID requirements and options:
<http://usi.gov.au/Students/Pages/proof-of-ID.aspx>
- Create a training plan according to the student and/or employer's requirements. Ensure allocated units of competency reflect the students training needs.
- Record any support arrangements for arrangements (if applicable) to cater for the student's individual needs within the student management system. Inform teaching staff of these requirements.
- Raise a hard copy student files complete with enrolment application form, proof of identity, enrolment interview record and course schedule report from RTO Data. Student files are to be stored in accordance with the Records Retention and Management Policy.
- Prepare a student confirmation of enrolment letter and invoice for tuition fees (initial payment) and send these to the student via their supplied email.

Pre-enrolment Information

The Standards for Registered Training Organisations under Standard 5 identify that each learner is properly informed and protected either prior to enrolment or the commencement of training and assessment. At Principal Academy of Dance we achieve this by providing prospective students with the following information sources:

Course Outline.

The course outline is the primary means of informing prospective students about the services to be provided in relation to a specific course leading to a qualification or units of competency. The outline can be sent to the student via email as pre-enrolment information.

Student Handbook

The student handbook informs students about their rights and obligations during their training. Ideally, the manual is supplied electronically as a PDF document.

The handbook is effectively the policy manual for the student's participation in training and engagement with Principal Academy of Dance. It should constitute a valuable information source for the student who can reference the handbook when the student has questions about their course participation.

Orientation

Orientation day occurs one week prior to the first scheduled training day. It is mandatory to attend the orientation day, however, should extenuating circumstance prevent students from attending, an alternative session will be arranged. On the orientation day it is required to:

- Record the attendance of students and report any non-attendance to administration to enable a follow-up phone call to be made.
- Discuss the course requirements, outcomes and resources available
- Discuss relevant policy and procedures such as Code of Conduct
- Semester dates and scheduled performances
- Dress standards
- Units of competency
- Recognition of Prior Learning process
- Engage with students identified as requiring support services during the enrolment interview. Support services are to be negotiated with the student and put in place before the commencement of the training program.
- Arrange additional meetings prior to commencement if requested

First Day of Training

- Ensure all students are at ease
- Confirm that all students have enrolled through the SMS and obtained a USI
- Confirm the payment of course fees and payment plans
- Answer any questions or concerns
- Arrange additional meetings if requested

Schedule of Fees and Charges.

This schedule of fees and charges provides a central place where the nominated fees and charges to participate in services with Principal Academy of Dance are listed. Schedule of fees and charges should contain the following information:

- The total amount of all fees including course fees, administration fees, material fees and any other charges for enrolling in a training program;
- Payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee;
- The nature of the guarantee given by Principal Academy of Dance to honour its commitment to deliver services and complete the training and/or assessment once the student has commenced study;
- Information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of the services;
- The fees and charges for additional services, including such items as issuance of a replacement qualification parchment or statement of results and the options available to students who are deemed not yet competent on completion of training and assessment; and
- Principal Academy of Dance refund policy.

Informing students of changes

If at any time there is a change to the agreed services to be provided or policies relating to the student's rights and the payment of fees and other charges, Principal Academy of Dance must advise current students prior to any of these changes coming into effect. This includes changes in relation to new third-party arrangements or changes to ownership of Principal Academy of Dance.