



Student Enrolment Checklist

Student Name: _____

Course: _____

Purpose: To ensure that all enrolments for nationally recognised courses and/or competencies are completed correctly.

Responsibilities: The enrolment of students is the responsibility of the Administrative Officer. The following checklist outlines the requirements of the process.

CHECKLIST:

- Student has received the **Information Pack** which must include:
 - General course details and timetables.
 - Unit descriptions.
 - Enrolment forms
 - Relevant fee information (including details of payment plans or government funding)
 - Certification gained on completion
 - Competency information
- Student has completed a pre-training review determining that the course is suitable
- Student has submitted a complete and correct **Student Enrolment Form**
- Student has applied for a **USI** and entered this number on the enrolment form
- Staff to check the student has a physical presence in Victoria
- Student has been offered RPL/Credit Transfer
- Student has completed an **LLN Form** which has been assessed as suitable for enrolment
- Student has submitted a Transition From School form (only applicable for students aged under 17 years)
- Vacancies exist for the course into which the student wishes to enrol
- Check the student is not enrolled in more than one course in a day (no more than 8 hours of training completed in a day)
- A payment plan has been established and **Credit Card Authorisation Form** supplied (if applicable)
- Eligibility has been determined using the **Eligibility Flowchart**
- Payment has been made (maximum of \$1000 in advance), or if government funded, the appropriate **Skills First Funding Declaration Form** and relevant identification has been submitted, and checked and signed by RTO delegate
- If government funded, the student understands how this enrolment affects their eligibility for future government-subsidised training
- Staff determine that all documentation is true and accurate. Identification documents must be original or certified copies. Qualifications and Statements of Attainment must be original or certified copies.
- Student has submitted a referral form if relevant, eg. asylum seekers or workers in transition.
- Student is given receipt (if applicable) and confirmation of enrolment
- Student is booked into JobReady and enrolment forms stored correctly
- Student file has been created

Staff Name _____

Staff Signature _____ Date _____ Time _____



Government Funding Eligibility Checklist

Instructions: Tick/circle the appropriate boxes to determine government funding eligibility. This checklist is to be completed by RTO representative.

Are you an:

- Australian citizen
- Australian permanent resident
- New Zealand citizen

NO →

Do you have a referral under the Asylum Seekers and Victims of Human Trafficking Initiative?

NO → **NOT ELIGIBLE FOR FUNDING**

Have you already enrolled in 2 government funded courses that have commenced or are planning on commencing?

YES → **NOT ELIGIBLE FOR FUNDING**

NO →

Are you planning to undertake vocational training while you are enrolled in school?

NO → **NOT ELIGIBLE FOR FUNDING**

YES →

Does at least one of these apply to you?

- Under 20 years of age from 1 January 2020
- A participant in the Back to Work, Latrobe Valley Initiative or other eligible Program
- Enrolling in a course which is higher than the highest Australian qualification (or Australian recognised overseas qualification) you hold (excluding any qualifications you completed as part of your secondary schooling)

NO → **NOT ELIGIBLE FOR FUNDING**

YES →

Do any of these apply to you?

- Indigenous (any qualification level)
- Holder of a Health Care Card and their dependants (to Cert IV)
- Holder of a Pensioner's Card and their dependants (to Cert IV)
- Holder of a Veteran's Card (to Certificate IV)

YES → **Skills First Funded (concession)**

NO → **Skills First Funded (non concession)**

Eligibility Outcome:

- Funded (P)
- Funded with Concession (P)
- Fee for Service (S)

RTO rep. signature _____

Date _____

Eligibility Confirmation:

- Funded (P)
- Funded with Concession (P)
- Fee for Service (S)

Second staff signature _____

Date _____