

STUDENT ADVICE, SELECTION, ENROLMENT AND INDUCTION POLICY

POLICY NO: 11

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PURPOSE

The purpose of this policy is to ensure Yarrowonga Neighbourhood House Inc trading as Yarrowonga Mulwala Community & Learning Centre (YMCLC), registration code 21765, provides clear, accurate, and accessible advice to prospective students, enabling them to make informed decisions about course enrolment. The policy also outlines the principles and processes for selecting students based on their needs, career goals, and the requirements of the chosen course.

This policy applies to all personnel, contractors, and third-party providers involved in the provision of advice to prospective students and the selection process for course enrolment. It encompasses all courses on the Scope of Registration delivered by YMCLC.

YMCLC is committed to providing accurate and comprehensive advice to prospective students and ensuring that the selection process is fair, transparent, and aligned with the requirements of the Standards for RTOs 2025. This approach ensures students are placed in courses that best meet their needs and capabilities, supporting their educational and career goals.

The organisation ensures individuals are advised, prior to enrolment, about the suitability of the training product for them, taking into account their skills and competencies.

The organisation has a system for reviewing the skills and competencies of individuals, taking into account the requirements of the training product, prior to enrolment, including their language, literacy and numeracy proficiency and digital literacy, as appropriate to the training

product, and provides advice, based on the review, to individuals about the suitability of the training product for them.

RATIONALE

The approach taken by YMCLC to student advice, selection, enrolment and induction ensures that individuals seeking educational opportunities receive accurate, transparent, and comprehensive advice prior to enrolment.

By implementing a structured Pre-enrolment Review, prospective students are guided towards training products that align with their skills, competencies, and career aspirations. This method safeguards both the learner's investment in education and the integrity of YMCLC by ensuring that students have the necessary foundation skills and prerequisites to successfully complete their chosen course. Additionally, providing clear pathways and referral options where training is deemed unsuitable demonstrates a commitment to student success.

YMCLC's emphasis on accessibility and equity ensures that all individuals, including those with specific learning needs or preferences, are considered in the selection process. By assessing foundation skills before enrolment, potential barriers to learning are identified early, allowing for the implementation of support services where appropriate. This proactive approach fosters an inclusive learning environment.

Ensuring prospective students are fully informed about course expectations, support services, and potential financial implications reinforces the principle of consumer protection. Through structured procedures for verifying student identity, confirming academic suitability, and authenticating prior learning, the process mitigates risks to applicants, other stakeholders and YMCLC. The overall approach enhances educational outcomes and upholds the reputation and credibility of the organisation within the vocational education sector.

STUDENT ENTRY PROCEDURE

On application for enrolment, YMCLC ensures that all individuals are able to seek admission to a course program on the same basis. Where students have particular needs, these are discussed in open consultation with the student, and where appropriate, reasonable adjustments will be made in order to facilitate the individual's enrolment.

Prospective students apply for enrolment into one or more Training Product(s).

Training product means an AQF qualification, a skill set, a unit of competency, accredited short course or module.

Training support services means services and resources designed to support and skill VET students to meet training product requirements and complete the training product in which they are enrolled.

YMCLC provides quality course services, including training and assessment that is suitable and appropriate for each individual.

Foundation skills refer to fundamental skills a person needs to participate in education and training, the workplace and the community. They are a combination of Language, Literacy, Numeracy and Digital literacy (LLND) skills along with employability and learning skills.

Foundation skills include:

- Reading skills,
- Writing skills,
- Oral communication skills,
- Numeracy skills,
- Learning skills,
- Problem solving skills,
- Initiative and enterprise skills,
- Teamwork skills,
- Planning and organising skills,
- Self-management skills,
- Technology skills.

YMCLC undertakes a pre-enrolment review process with every applicant to be aware of:

- Their foundation skills levels,
- Whether the applicant may require support to improve their foundation skills levels,
- Understanding the skills and experiences of the applicant, and how these may impact on their course progress, and
- Conditions that may require adjustment of training and assessment methods, such as flexibility with timing, reasonable adjustments or the use of alternate technologies and resources.

YMCLC reviews the applicant's situation against the minimum competencies needed to successfully complete the course and identify possible reasonable adjustments.

Suitable means the training and assessment meets the individual's needs, links to likely job and/or participation outcomes and minimises duplication of the individual's existing competencies.

Appropriate means the training and assessment is delivered to regulatory and industry standards, uses delivery modes and durations optimised for the individual's needs and includes reasonable support to facilitate the individual's participation and attainment.

YMCLC has implemented this student entry procedure to ensure that students are confirmed to be academically suited to undertake the particular course they wish to study.

To ensure individuals are academically suited, YMCLC's student application and enrolment processes include the requirements that:

1. Applicants satisfy minimum academic admission requirements, and
2. Applicants satisfy any other specified entry requirements or admission requirements for the specific course, and
3. YMCLC reasonably believes that each individual applicant is academically suited to undertake the course.

YMCLC focuses on supporting individuals to understand how their options may affect their future and, ultimately, helping them to choose the right training. This includes being prepared to suggest, in some instances, that none of its offerings are right for an individual. Where this is the case, YMCLC refers prospective students to Victorian Skills Gateway <http://www.education.vic.gov.au/victorianskillsgateway> to determine more suitable course options.

1. Enrolling Students Under School-leaving Age

YMCLC has a range of responsibilities when enrolling a student under seventeen (17) years of age.

Typically, all children and young people aged under seventeen (17) years are legally required to be at school unless they've been granted an 'exemption' from school attendance.

Depending on the student's circumstances and state or territory of operations, exemptions are granted by a school principal or the relevant department of education and training.

<p>NSW School Aged Child not attending school</p>	<p>A school aged child may leave school only if they participate in one of the following on a full-time basis:</p> <ul style="list-style-type: none"> • Approved education or training, or • If the person is of or above the age of fifteen (15) years: <ul style="list-style-type: none"> ○ paid work, or ○ a combination of approved education or training and paid work. <p>Full time paid work generally means an average of twenty-five (25) hours per week over a four (4) week period.</p> <p>All school aged children not in school must hold a '<i>Certificate of Exemption</i>.'</p> <p>A school aged child who has completed year 9 and wants to leave school may only do so if they undertake a full-time apprenticeship or traineeship and obtain approval from their school principal by lodging an application for exemption from enrolment at school with their school principal. In this situation, full time paid work means Full-time as defined in the appropriate award.</p>
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<p>VIC School Aged Child not attending school</p>	<p>When they have completed year 10 but are not seventeen (17) years old, an individual may leave school if they take part in approved education, training, employment, or a combination of them, on a full-time basis until they turn seventeen (17) years old.</p> <p>Full time means:</p> <ul style="list-style-type: none"> • A course of education or training considered to be full-time by the provider of the education or training, or • An average of at least twenty-five (25) hours per week, subject to the following: <ul style="list-style-type: none"> - the time spent travelling to and from an education institution or employer is to be excluded, and - normal term and public holidays of an education institution and recreation leave and other leave entitlements if the student is in employment are excluded when calculating the average number of hours spent in education, training and employment per week. <p>An <i>Exemption from School Attendance</i> is granted on the basis that the individual will undertake a specific program at YMCLC, as identified in the exemption.</p> <p>If the individual is still under seventeen (17) years of age and wishes to enrol in a different program or enrol at a different training provider to what is identified in their exemption, the approver of the exemption must confirm that the proposed change is permitted. YMCLC sights and retains this confirmation prior to enrolling an individual in a different program, or prior to enrolling the individual if they are not the training provider referred to in the original exemption.</p> <p>Please also refer to additional evidence to be sighted and retained for students under seventeen (17) years of age section below.</p>
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2. Supporting Individuals Under School-leaving Age

YMCLC can give an applicant a letter of offer to support their exemption process. Students can attach this letter to their Exemption from School Application Form.

YMCLC may undertake all or part of a Pre-Enrolment Review with the applicant so that a letter of offer that explains why the training would be suitable and appropriate for the applicant can be issued. This may help the school principal or Department decide whether enrolment in training is in the student's best interests. They may decide not to grant an exemption until they have seen a letter of offer.

3. Approval is Needed to Change Program or Training Provider

Typically, an exemption only applies to the specific training provider and program listed on the exemption letter or certificate. All changes to a student's program, program hours or training provider while under the school leaving age in the relevant jurisdiction, must be formally agreed by the original approver of the exemption – either the school principal or relevant department.

YMCLC sights and retains formal approval of changes to a student's exemption before updating details of their enrolment.

4. Students Who Take Longer to Complete Training

YMCLC does not need to obtain further documentation if the student takes longer to complete the training than indicated on the exemption.

5. Students Who Stop Attending or Complete Training

YMCLC writes to the relevant Department and the student's previous school (where relevant) to advise if a student under the school-leaving age in the relevant jurisdiction stops attending, disengages from, or completes their training. The previous school will support the student by talking to them about alternative pathways to education, training and employment.

Refer to our Student Withdrawal Policy.

6. Child Safe Environments.

Please also refer to our Child Safety and Wellbeing Policy for further information on supporting students under the age of eighteen (18) years.

7. When is a Student Academically Suited?

A student is academically suited to a course when:

- YMCLC reasonably believes the student is academically suited, and
- The student satisfies any entry requirements for the course, and
- The student satisfies one of the following requirements:
 - YMCLC obtains a copy of a *Senior Secondary Certificate of Education* that has been awarded to the student by an agency or authority of a state or territory for the student's completion of year 12, or
 - the student is assessed using the LLN Robot displaying competence at or above Exit Level 3 in the *Australian Core Skills Framework (ACSF)* in both reading and

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numeracy and YMCLC reasonably believes that the student displays that competence, or

- YMCLC obtains a copy of a certificate that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to the student by a body registered to award the qualification in the AQF in Australia and the course was delivered in English.

8. Senior Secondary Certificate Requirements

YMCLC can only accept a copy of a year 12 certificate from an Australian state or territory where a student cannot provide an original certificate.

If a student cannot provide a copy of a qualification certificate for their Australian Qualifications Framework level 4 or above qualification, YMCLC may accept from the student a copy of their authenticated transcript from the Student Identifiers Register as proof, provided it evidenced completion of the relevant qualification.

9. Assessing Competency in Reading and Numeracy

YMCLC ensures the required LLN assessment process is conducted with honesty and integrity.

The results of assessing a student's competence in reading and numeracy under the procedure are reported to the student as soon as practicable after the assessment.

YMCLC retains these results for at least five (5) years.

If a student fails to achieve the required standard of language, literacy and numeracy (LLN) on sitting, the student may re-sit based on YMCLC's assessment of readiness. *The Australian Council for Educational Research's (ACER's)* recommendation is that at least three (3) months between assessments should provide enough time for progress to be made and improvement to be able to be demonstrated. This would allow time for the learner and YMCLC to implement any targeted LLN support and to have sufficient time for the learner to improve their LLN skills to the required level. Re-sit within three (3) months will be a risk indicator.

Please refer to the Pre-enrolment Review process below for further information on specific student entry procedure activities.

ENROLMENT INFORMATION COLLECTION

All prospective students must complete and provide relevant enrolment information and personal data as a part of their enrolment application. This includes relevant AVETMISS data collection information and relevant student identifiers including the USI.

When a student cannot provide a USI, Evidence Of Information forms are available for students who genuinely do not have access to verifiable or non-verifiable identity documents and are either:

- Aboriginal and/or Torres Strait Islander
- incarcerated.

For more information on using the Evidence Of Information forms refer to the Provider Guide <https://www.usi.gov.au/providers/forms-and-documents/evidence-identity-forms>

Prospective students have the option of commencing their EOI enrolment process online. This online application once received forms the basis of the initial expression of interest enrolment information.

For prospective students that do not start the application for enrolment process online, a hard-copy Application for Enrolment Form is completed.

In either case, once provided, the application information provided is used by YMCLC representatives as a component of the Pre-Enrolment Review, as it provides significant information on the student's background, prior skills and qualifications, current employment status and any specific individual needs.

Applications for enrolment are signed by individuals to confirm that the information being provided is a true and accurate record relating to their individual situation. This confirms the application process but does not constitute formal acceptance of the student's enrolment into the course. For applicants under the age of eighteen (18) years, a parent or guardian is also required to sign the application.

Disclosure of individual needs - disclosure of a disability or ongoing ill health, including mental ill health, is each individual's choice and is not a requirement for participation in a training product. However, applicants are encouraged to share all relevant information about the impact of any disability or other support need early in their engagement with YMCLC to assist the assessment of applications and for student support purposes.

PRE-ENROLMENT REVIEW

YMCLC conducts a Pre-Enrolment Review (referred to as Pre-Training Review for Victorian Skills First subsidised students) of current competencies including foundation skills prior to enrolment of each student.

The Pre-Enrolment Review is designed to:

- Ensure students have the ability to communicate effectively in English at a suitable level for the course,
- Ensure students understand employment pathways or opportunities the course can lead to, employer expectations and working conditions in this field of employment,
- Ensure students understand industry or regulatory requirements, such as minimum age or police checks, and hold these as relevant,
- Confirm the students' aptitude for learning,
- Identify any competencies previously acquired by Recognition of Prior Learning (RPL) or Credit Transfer,
- Ascertain the most suitable qualification for the student to enrol in, based on:

- the individual's existing educational attainment, capabilities, aspirations and interests,
- due consideration of the likely job outcomes, participation and/or further study opportunities from the development of new competencies and skills,
- it being vocationally relevant and reflecting industry requirements and the workplace setting,
- minimising duplication of the individual's existing competencies, and
- meeting the individual's needs,
- Ascertain that the proposed learning strategies and materials are appropriate for that individual, based on:
 - providing reasonable and accessible support to facilitate the individual's participation in training and attainment of skills, and
 - the Volume of Learning, amount of training, duration, delivery modes, materials, facilities and equipment are sufficient:
 - to meet the individual's needs, and
 - for the individual to consolidate skills and produce job-ready competencies,
- Where the proposed learning includes portions delivered online, identify the individual's digital capability, including access to necessary technology, and where necessary identify steps to overcome any barriers in this regard, and
- Ensure students understand course expectations, methods of delivery, cost of the course, additional expenses such as personal protective equipment, location of the course, recognition of prior learning, work placement requirements and attendance requirements.

Course Services are designed to build on a student's existing abilities and develop new ones. Applicants' existing educational and vocational attainment, other demonstrated capabilities, career aspirations and general interests are considered in course selections and services planning.

Applicants are not encouraged to undertake training where there is not a reasonable prospect of completion.

YMCLC does not enrol any individual in a training product that is not suitable or is inappropriate for the individual. The Pre-Enrolment Review is completed, and the outcomes known and documented, prior to acceptance of an individual's enrolment application. The Pre-Enrolment Review is a comprehensive assessment where YMCLC genuinely seeks to understand an applicant's needs. It's a conversation that encourages individuals to reflect on their own aspirations and guides their selection of suitable training.

The Pre-Enrolment Review is undertaken by skilled YMCLC personnel who provide impartial advice and translate an individual's ideas about their future into tangible and suitable choices.

The Pre-Enrolment Review process encompasses:

- Student identification confirmation,
- Course information & requirements,
- Identifying individual needs and any support services needed, including:
 - Existing educational attainment, capabilities, aspirations and interests and individual needs,

- Foundation skills assessment,
- Confirmation of entry requirements and admission requirements met,
- Consultation regarding any specific support needs,
- Previous competencies, credit transfer application (if relevant) and RPL application (if relevant),
- Employer engagement (if relevant),
- Government support eligibility (if relevant), and
- Final planning, course confirmation and enrolment decision.

Each of these components is outlined below.

i) Student Identification Requirements

YMCLC require identification to be confirmed and verified identification evidence to be retained on file on admission to any nationally recognised course. This may include:

- Evidence of student identity (for example, photo identification),
- Evidence of student eligibility to participate (for example, age, citizenship), and
- Evidence of entry requirements and admission requirements being met (for example, previous qualifications/study).

Each individual's identity is confirmed as an initial step in the Pre-Enrolment Review process.

ii) Course Information

During the Pre-Enrolment Review process, general and course specific information, including the relevant Course Guide is explained in further detail and student queries answered. This generally includes:

- Explanation of course content, competency standards, timelines and stakeholders,
- Outline of entry requirements and admission requirements,
- Duration of course and the delivery mode of the course,
- Identification of specific resource requirements for the course,
- Explanation of assessment procedures relevant to the course,
- YMCLC's procedures and processes, and
- Fees, charges and refunds information.

iii) Identifying Individual Needs

As a component of the Pre-Enrolment Review process, YMCLC reviews all enrolment applications to ensure individuals meet course entry requirements and course admission requirements relating to the individual's suitability being met prior to acceptance of an individual into a course.

YMCLC's approach is conducted with honesty and integrity.

YMCLC:

- Reviews prospective student's skills to ensure they have the necessary language, literacy, numeracy and digital proficiency, and other foundation skills as relevant, to undertake the intended training product.

- Informs prospective students about the extent of support services available (including the limits of YMCLC's ability to respond to individual needs) to allow prospective students opportunity to decide if the organisation is able to meet their needs.
- Ensures all applicants have the resources to access the required online environments, such as a computer and appropriate internet access, where relevant.
- Provides advice to prospective students about the training product(s) appropriate to meeting their needs, taking into account each individual's needs and any support services needed.

The approach used to review skills and competencies (and provide necessary advice to prospective students) depends on the nature of the training product and the student cohort. Different strategies are used where an applicant wishes to enrol in a one-year, full-time program compared to an applicant seeking to enrol in a low cost, short duration, skill set course. Strategies for reviewing applicant foundation skills and competencies (and providing relevant advice) are adapted and proportionate to the context.

Please refer to the relevant Training and Assessment Strategy for specific information on foundation skills requirements and the approach for foundation skills assessment.

iv) Academic Suitability - Foundation Skills Assessment

Where a course has specific academic suitability admission requirements, as part of the Pre-Enrolment Review, students are required to complete a Foundation Skills Assessment to ensure that the student has the skills required to complete the course. YMCLC's Foundation Skills Assessments are:

- Aligned to the Australian Core Skills Framework (ACSF), Digital Literacy Skills Framework (DLSF) and the Core Skills for Work Developmental Framework (CS4W), as relevant.
- Aligned to the specific requirements of the training product, delivery modes and other contextual factors.
- Administered under the direct supervision of a YMCLC representative to ensure the authenticity of the assessment results.

The results of Foundation Skills Assessments are reported to applicants as soon as practicable after the assessment has occurred.

If the student is unable to complete the Foundation Skills Assessment satisfactorily, the relevant YMCLC representative will complete a further Foundation Skills Assessment Report, making recommendations on required actions that may include:

- Refusal to process the individual's application for enrolment, on the basis that the applicant has not met the entry requirements or admission requirements to support their successful completion of the course, or
- The required strategies and actions to be taken to assist the individual to be able to complete the course, if this option is possible under course admission requirements.

The TM makes a final determination on the Foundation Skills Assessment report recommendations within five (5) working days.

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YMCLC does not enrol any applicant where a significant LLND gap is identified. Instead, an alternative training product may be offered that matches their current skills or referral to career counselling for appropriate pathway advice may be made.

v) Provision of Support Services

YMCLC provides a range of educational, training support services and wellbeing support services to students, to enable them to meet the training product requirements and progress through / complete the training product in which they are enrolled.

Consultation with Individuals Living with a Disability - there may be times and situations in which a student may require 'reasonable adjustment' of the training and assessment methods implemented by YMCLC to meet their specific individual needs. YMCLC has formal consultation arrangements in place to determine and support these needs that occurs during the Pre-enrolment Review process.

Please refer to the Access, Equity, Welfare, Wellbeing and Student Support Policy for further information.

CREDIT TRANSFER

As a component of the Pre-Enrolment Review process, YMCLC ensures students who have previously completed an equivalent training product are supported to have their training recognised.

Credit transfer means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.

Students are offered opportunities to seek credit transfer and are made aware of the organisation's policies for this. Please refer to the Recognition of Prior Learning for further information.

Decisions related to credit transfer are:

- Based on evidence of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript (unless prevented by licensing or regulatory requirements of the training product), and
- Documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product.

Where a student provides suitable evidence, they have successfully completed a unit or module at any RTO, YMCLC provides credit for that unit or module. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.

YMCLC is not obliged however to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO.

Note that providing credit for previous studies is not a Recognition of Prior Learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

YMCLC recognises authenticated AQF certification documentation from other Registered Training Organisations and authenticated VET transcripts issued by the USI Registrar.

Before providing credit on the basis of a Qualification Certificate, Statement of Attainment, Record of Results or VET Transcript, YMCLC authenticates the information in the document.

a) Student Request for Credit Transfer

All credit transfer applications must be supported by the appropriate evidence. This may be in the form of AQF certification documentation, Qualification or Statement of Attainment indicating exactly the same code and title as those included in the student application, or other documents of equivalence.

YMCLC personnel processing credit transfer results must:

1. Ensure the unit codes on the previous AQF certification documentation / VET transcript are highlighted as the unit codes being sought for credit transfer,
2. Where the documentation includes results, ensure that satisfactory result outcomes are listed, and
3. Where unit(s) of competency are deemed 'equivalent,' attach the relevant screen printout from the National Register (www.training.gov.au) or mapping page from the official training package / curriculum list where equivalency has been noted.

Where appropriate evidence is provided with the credit transfer application YMCLC must grant the credit transfer. Where credit transfer is granted, the student will be advised within 10 working days of completion of processing and the training program adjusted accordingly.

Where credit transfer is not granted, the student will be notified in writing of the outcome within 10 working days of completion of processing. The written communication to the student includes a reason for refusal, and information on how to lodge a complaint or appeal if desired.

In all cases, a copy of the credit transfer application and verified copies of the relevant documentation evidence is retained in the student's file.

YMCLC ensures the consistent application of credit transfer through structured processes, personnel training and quality assurance measures. Monitoring activities and internal audits verify consistency. Continuous monitoring and student feedback help refine the process, ensuring fairness, transparency and compliance.

DOCUMENT VERIFICATION PROCEDURE

When verifying documentation, YMCLC personnel are required to implement the following procedures:

Identity Documents

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1. Sight the original Identification document.
2. Complete the Declaration of Evidence Sighted form.
3. Upload to PowerPro record.

AQF Certification Documentation

1. Receive a copy of the AQF certification documentation being used.
2. Confirm the authenticity of the document by contacting and confirming authenticity with the relevant issuing registered training organisation,
3. Verify the copy of the AQF certification documentation by writing the following statement on the copy:

“I confirm that I have authenticated this document with the issuing organisation”
With inclusion of the Representative’s Name, Representative’s Signature and Date.

4. Uplad to PowerPro record.

VET Transcripts

Students can access and share their VET transcript through the USI Student Portal. Nobody can view a VET transcript without permission.

1. Login to your USI account via the Student Portal.
2. Click on 'View VET Transcript'.
3. Tick the confirmation box and click next.
4. Your transcript will now be displayed.

The user can now download or share as described below.

You can choose to set a time limit for your VET transcript to be viewable by selecting a date or period (between one week to 6 months).

You can change the time limit or cancel the viewable VET transcript at any time before the expiry date.

The VET transcript includes a clickable link and a QR code for accessing the online record from either an electronic or hard copy.

Your viewable VET transcript will expire if your personal details or training is updated. You will need to repeat the steps to share a copy of your updated VET transcript.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) means an assessment process that involves assessment of an individual’s relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product.

Students with prior skills, knowledge and competencies are supported to seek RPL to progress through the training product.

Students are offered opportunities to seek recognition of prior learning and are made aware of the YMCLC's policies for this. Please refer to the Recognition of Prior Learning Policy for further information.

RPL is based on evidence of prior skills, learning and/or experience, and is conducted in accordance with YMCLC's assessment system. Please refer to the Assessment Policy for further information.

YMCLC decisions about RPL are robust, fair, consistent and transparent, maintain the integrity of the training product, and are documented.

Where RPL is not appropriate - it is recognised that enabling recognition of prior learning might not be appropriate or practical in all circumstances. For example, it may not be an efficient use of a student's time or YMCLC resources to undertake assessment of prior competencies for short, low-cost courses. However, in this case, YMCLC is transparent with students about the policies for RPL and is able to justify why recognition of prior learning is not appropriate where it is not made available.

RPL Process - the processes used to assess RPL applications may take several forms, but generally require participation in exactly the same or modified versions of the assessment a student would be required to complete as part of the full course. The assessment approach may incorporate:

- Assessment based on a portfolio of evidence,
- Direct observation of demonstration of skill or competence,
- Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification,
- Provision of examples of the student's work drawn from the workplace, social, community or other setting in which the student applies their learning, skill or competence,
- Testimonials of learning, skill or competence, and
- Combinations of any of the above.

YMCLC ensures that trainers and assessors remain current in their continuing professional development and in their knowledge and understanding of issues related to recognition.

As a component of the Pre-Enrolment Review process, YMCLC implements a robust RPL process to ensure that:

- The uptake of RPL is encouraged and RPL processes are reviewed to streamline the RPL application process,
- Where possible, the student is able to complete the qualification in less time,
- RPL information is provided to applicants prior to enrolment, and students prior to commencement of formal training delivery in a course program,
- RPL processes offered provide adequate information, support and opportunities for students to engage in the RPL process,
- RPL decisions are made prior to the commencement of the course, subject or unit for which the RPL is being claimed, and

- RPL assessment processes and procedures meet the same delivery and quality assurance requirements as all other assessment arrangements.

To achieve RPL, students must:

- Apply for RPL,
- Provide appropriate RPL evidence (including documents, demonstrations and interviews as may be relevant), and
- Have this evidence assessed as meeting all of the requirements of the entire Unit of Competency.

Where students have gaps, or require additional mentoring and support, RPL is not applicable. In these cases, *learning* is occurring, and a '*Competent*' result is achieved on completion of assessment.

RPL Applications - it is mandatory that students wishing to achieve RPL with YMCLC complete a Credit Transfer RPL Application Form and provide this form with their evidence submission for assessment. This application form ensures:

- The Application for RPL is recorded effectively,
- The start date for each Unit of Competency is correctly identified, and
- The appropriate declarations of authenticity of prior work are recorded and uploaded to PowerPro.

Start Dates - the official start date for a Unit of Competency through RPL is determined (by NCVET) as the date that the student submitted their evidence portfolio for assessment. This is the start date that all YMCLC personnel are to record on the student's training and assessment plan (actual start date section for each unit).

This date is critical for compliance in cases where financial subsidies are being received for the student's course.

The RPL result date is the final date that the student provided all evidence required and was deemed to have achieved the unit 'RPL-Granted' result.

Depending on the course, when students are applying for RPL, it is critical that YMCLC personnel understand the financial implications that may apply and discuss correct fees and charges with the student concerned.

EMPLOYER ENGAGEMENT

As a component of the Pre-Enrolment Review process, YMCLC ensures that employers or other parties who contribute to each student's course services and outcome are informed and engaged in the training and assessment on the development, delivery and monitoring of training and assessment. This may include course services involving work placements, employer sponsored courses and apprenticeship or traineeship arrangements.

YMCLC ensures all students involved in workplace delivery have a range of processes and mechanisms implemented to engage the employer in the training and assessment process. This includes but is not limited to:

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- Consultation prior to and during enrolment, and subsequent training and assessment sessions to gain input from the employer in areas such as the development of the training plan,
- Providing employer guidance on how to assist students to achieve competency through undertaking specific workplace tasks. This is undertaken through various contact and employer specific information and documents,
- Ensuring the assessment process is supported with supplementary evidence from the employer to contribute to the assessment outcome (such as Other-party Reports),
- Regular contact with the employer to confirm the student's progress, and
- Formal evaluation processes to gain further feedback on the training and assessment processes provided.

SUBSIDY SUPPORT ELIGIBILITY ASSESSMENT

As a component of the Pre-Enrolment Review process, YMCLC undertakes an eligibility assessment on particular government subsidy or support initiatives that the student may be eligible to access.

Only appropriately qualified and trained YMCLC representatives who have received a Delegation of Authority from the YMCLC EO are able to undertake government subsidy eligibility assessments.

The following section outlines the YMCLC eligibility processes across jurisdictions.

Victoria - Skills First

YMCLC assesses student's eligibility against the following requirements.

Citizenship/Residency

A student must be either:

- an Australian citizen,
- a holder of a permanent visa,
- a New Zealand citizen, or
- Hold a specified bridging visa.

The '2 Skill Sets in a Year' and '2 AQF Qualifications in a year' Limits

In a calendar year, a student (regardless of their age) may only commence a maximum of two:

- *Skills First* subsidised skill sets, and
- Two *Skills First* subsidised programs that are AQF qualifications.

The following scenarios are not counted when determining if a student meets these limits:

- Transitioning from a superseded program to the current version of the same program,
- Recommencing training in the same program (at either the same or a different provider),
- Enrolling in an Apprenticeship (not Traineeship) after having participated in one of the programs identified as a 'Pre-Apprenticeship and Pathway Program' on the Funded Programs Report,
- Participation in '22510VIC – Course in Identifying and Responding to Family Violence Risk',

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- Participation in Literacy and Numeracy Support Units, or
- Participation in 'Plumbing Licence' Skill Sets as identified on the Funded Programs Report.

The '2 at a Time' Limit

A student (regardless of their age) may only commence a maximum of two Skills First subsidised programs at any one time.

Participation in the following programs or initiatives is not counted when determining if a student meets this limit:

- '22510VIC – Course in Identifying and Responding to Family Violence Risk', or
- Literacy and Numeracy Support Units.

Eligibility for Foundation Skills programs

A student is not eligible for Skills First subsidised training in programs on the Foundation Skills List if they:

- Hold an AQF qualification issued by an Australian VET or higher education provider that is at AQF level 5 (Diploma) or higher.
- Are enrolled in the Commonwealth Government's 'Skills for Education and Employment' program.

If a student is enrolling in a *Foundation Skills Program*, previous commencements should not be taken into account when determining the '2 at level in a lifetime' limit.

Eligibility Exemptions

YMCLC sights and retains evidence of a student's eligibility to receive an exemption as specified below.

Name of program or initiative	Exemption/s that can be offered:	Training provider that can offer the exemption:	Student can receive the exemption if:	YMCLC must sight:	YMCLC must retain:
Asylum Seeker VET Program	Citizenship or permanent residence.	Any training provider.	They are referred to training by the Asylum Seeker Resource Centre or the Australian Red Cross Victims of Human Trafficking Program.	A signed ' <i>Referral to Government Subsidised Training - Asylum Seekers</i> ' form.	A copy of the form.
			They hold a valid visa of one of these types: BE, SHEV, TPV, BVF, subclass 449 visa, or subclass 786 visa.	Confirmation obtained through the Commonwealth's <i>Visa Entitlement Verification Online</i> (VEVO).	A printed or electronic transaction record from VEVO.
Eligibility Exemptions Initiative	Upskilling, and/or '2 at level in a lifetime'.	Any training provider.	There are no criteria a student must meet, however, the Training Provider must: preference exemptions for students seeking training that will meet identified skills shortages and localised labour market needs and/or improve employment prospects, and offer an exemption to a student who is: a retrenched worker, an automotive supply chain worker, or a Jobs Victoria Employment Network (JVEN) client.	If a student is a retrenched worker, automotive supply chain worker or JVEN client, confirmation the individual has attended a Skills and Job Centre to discuss referral to training, and: a separation certificate from the individual's employer, a letter from an employer/receiver on company/receiver letterhead stating that the individual has been made redundant, a letter from the individual's current employer on company/receiver letterhead specifying that retrenchment will occur for that individual on a nominated date, or if the individual is a JVEN client, a signed JVEN registration form.	A copy of the evidence required if a student is in a mandatory cohort.
Delivery of training to support the 10-year industry plan for family violence prevention and response	'2 at a time', and/or '2 Skill Sets in a year'.	Any training provider.	Enrolling in '22510VIC – Course in identifying and responding to family violence risk'.	N/A	N/A

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Determining Eligibility

Eligibility assessment processes involve informative discussions with applicants, as well as comprehensive assessments of the circumstances against the eligibility requirements.

Prior to the commencement of training, for each student who is assessed to be eligible, YMCLC completes the information and declarations in the Evidence of Eligibility and Student Declaration form.

The Evidence of Eligibility and Student Declaration form is completed by an authorised delegate of YMCLC, which is defined as:

- An employee/s of YMCLC who has been formally delegated this function from the EO or equivalent and written evidence of such a delegation is available at audit, or
- A duly authorised agent of the Training Provider, and a legally binding agreement between the Training Provider and the agent is in place and available at audit.

YMCLC makes available to the department for audit or review purposes the completed Evidence of Eligibility and Student Declaration form and any of the evidence that is sighted and retained in relation to any individual student.

The evidence of eligibility specified in the Evidence of Eligibility and Student Declaration form must be sighted and retained by:

Sighting:	Retaining:
A hard copy original.	A photocopy or electronic copy of the hard copy original.
OR	
A certified photocopy (not in electronic form) of the hard copy original.	A photocopy or electronic copy of the certified copy, or the original certified copy.
OR	
Confirmation from a Gateway Service Provider that it has connected to the Commonwealth Government's <i>Document Verification Service</i> (the DVS) and verified that an individual's name, (where applicable) date of birth and document number match a current and valid record in the DVS.	A transaction record generated by securely logging in to the administrative platform provided by the <i>Gateway Service Provider</i> , that shows, The individual's name and (where applicable) date of birth, The type of document that was checked, and That their name, date of birth and document number were verified to match a valid and current document in the DVS.
OR	
A digital green <i>Medicare card</i> displayed on a Digital Wallet through <i>Express Plus Medicare</i> mobile application on the cardholder's mobile device through: <i>Express Plus Medicare</i> mobile application, or <i>MyGov</i> mobile application. The digital card may not be sighted via a screen shot of the card that is e-mailed or otherwise reproduced.	A written declaration attached to the student's file stating that the digital green Medicare card has been sighted. The declaration must include the: Name of the authorised delegate who sighted the card, Date the card was sighted, Document number of the card, and Name of the card holder.
OR	
A record from the <i>Visa Entitlement Verification Online (VEVO)</i> system generated by the individual, and An original or certified copy of their foreign passport or <i>ImmiCard</i> that matches the name, date of birth and document number shown in the VEVO record.	A copy of the VEVO record that includes: Department of Home Affairs logo, The individual's name and date of birth, Document number of the individual's foreign passport or <i>Immicard</i> , and Confirmation the individual holds a permanent visa and A copy of the original - or certified copy of the individual's foreign passport or <i>ImmiCard</i>
OR	
A record from VEVO generated by YMCLC	A transaction record from VEVO that shows:

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(if YMCLC is registered with the Department of Home Affairs to access the VEVO system and has permission from the student to check their visa status)	The individual's name, date of birth and document number of their foreign passport or <i>Immicard</i> were verified to match a record in the VEVO system, and They hold a permanent visa.
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Additional Evidence to be Sighted and Retained for Asylum Seeker VET Program
Prior to granting an exemption from the citizenship/permanent residence eligibility criterion, YMCLC must sight and retain evidence the student is eligible to participate in the Asylum Seeker VET Program as follows:

Sighting: A) A record from the <i>Visa Entitlement Verification Online (VEVO)</i> system generated by the individual, <i>and</i> An original or certified copy of their foreign passport or <i>ImmiCard</i> that matches the name, date of birth and document number shown in the VEVO record, <i>and</i> In the case of a bridging visa, supporting evidence.	Retaining: A copy of the VEVO record that includes: Department of Home Affairs logo, The individual's name and date of birth, Document number of the individual's foreign passport or <i>Immicard</i> , Confirmation the individual has study and (if relevant) work rights, and, Confirmation the individual holds, or is a dependant of an individual, who holds: a valid humanitarian, protection, or refugee visa, or holds a valid bridging visa. <i>and</i> A copy of the original - or certified copy of the individual's foreign passport or <i>ImmiCard</i> . <i>and</i> In the case of a bridging visa, a written declaration attached to the student's file stating the Training Provider has sighted a document from the Department of Home Affairs acknowledging the individual has lodged an application: for a humanitarian, protection, or refugee visa, or under s.417 or s.48b of the Migration Act 1958 (Cth) which is yet to be determined.
OR	
B) A record from VEVO generated by YMCLC (if registered with the Department of Home Affairs to access the VEVO system and has permission from the student to check their visa status), <i>and</i> In the case of a bridging visa, supporting evidence.	A copy of the VEVO record that shows: The individual's name, date of birth and document number of their foreign passport or <i>Immicard</i> were verified to match a record in the VEVO system, and Confirmation the individual has study and (if relevant) work rights, and The individual holds, or is a dependant of an individual who holds: a valid humanitarian, protection, or refugee visa, or a valid bridging visa. <i>and</i> In the case of a bridging visa, a written declaration attached to the student's file stating YMCLC has sighted a document from the Department of Home Affairs acknowledging the individual has lodged an application: for a humanitarian, protection, or refugee visa, or under s.417 or s.48b of the <i>Migration Act 1958 (Cth)</i> which is yet to be determined.
OR	
C) A signed ' <i>Referral to Government Subsidised Training - Asylum Seekers' form</i> from the <i>Asylum Seeker Resource Centre or the Australian Red Cross Victims of Human Trafficking Program</i> .	A copy of the form

Written Declaration (Student Objection) - where a student objects to YMCLC retaining evidence of eligibility for privacy reasons, YMCLC must attach a written declaration to the student's file stating that it has sighted the evidence. The declaration must include the:

- Name of the authorised delegate who sighted the evidence,

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- Date it was sighted,
- Type of document that was checked, and
- Student's name.

Where YMCLC engages a *Gateway Service Provider* to access the DVS as part of obtaining and assessing evidence of eligibility and the DVS is unable to verify an individual's document, then the Training Provider must offer that individual the opportunity to provide their evidence of eligibility in an alternative format, prior to making an assessment of that individual's eligibility.

Relying on Information Obtained about a Student for a Subsequent Enrolment - if YMCLC has sighted and retained evidence of a student's citizenship and (where relevant) their age (in accordance with the requirements of the *Evidence of Eligibility and Student Declaration form*), this evidence may be used by YMCLC for any subsequent enrolments by that student, provided that:

- The evidence has not expired when a subsequent enrolment occurs,
- The information continues to be retained for audit, review or investigation purposes, and
- YMCLC makes all other assessments of the student's *Skills First Entitlement* for each subsequent enrolment.

Enrolment in Literacy and Numeracy Support Units - if YMCLC has sighted and retained evidence of a student's citizenship (in accordance with the requirements of the Evidence of Eligibility and Student Declaration form) to enrol them in a Skills First program, the RTO does not need to re-check evidence of citizenship to enrol the student in Literacy and Numeracy Support Units to supplement that program.

Asylum Seeker VET Program

YMCLC may exempt an individual from the citizenship/permanent residence eligibility criterion if the individual:

- a) is referred to training via the Asylum Seeker Resource Centre or the Australian Red Cross Victims of Human Trafficking Program and they present a 'Referral to Government Subsidised Training – Asylum Seekers' form, or
- b) holds, or is a dependant of an individual who holds, a valid humanitarian, protection or refugee visa, or
 - i. holds a bridging visa and has lodged an application:
 - ii. for a humanitarian, protection or refugee visa, or
 - iii. under s.417 or s.48b of the Migration Act 1958 (Cth) which is yet to be determined, and
- c) has study and if relevant, work rights.

Youth Access Initiative

The Youth Access Initiative is to support participation in training by young people (24 years of age or under) who:

- a) have been, or are currently on, Youth Justice Orders or Child Protection Orders, or
- b) are residents of an Education First Youth Foyer, or
- c) have been, or are currently supported by, the Refugee Minor Program, or

- d) have participated, or are currently participating in, the Children's Court Youth Diversion Service.

As YMCLC is a *Learn Local Organisation*, it must grant a fee waiver to a *Skills First* student who meets the criteria and who is referred to training by:

- a) the Department of Families, Fairness and Housing,
- b) the Department,
- c) the Department of Justice and Community Safety, or
- d) a referring agency, which is defined for this purpose as an organisation based in the State of Victoria that currently receives funding or is contracted by the Victorian Government or the Commonwealth Government to provide services to children, youth and/or families.

Youth Justice Order means a community sentence, which includes:

- a) an undertaking,
- b) a youth control order,
- c) a probation order,
- d) a youth supervision order,
- e) a youth attendance order,
- f) a youth parole order.

Or a custodial sentence, which includes:

- a) a youth residential centre order, or
- b) a youth justice centre order

each as defined in, or issued or given under, the *Children, Youth and Families Act 2005 (Vic)*.

Child Protection Order has the meaning given to protection order in the Children, Youth and Families Act 2005 (Vic), which includes:

- a) a temporary assessment order,
- b) an interim accommodation order,
- c) a family preservation order,
- d) a family reunification order,
- e) a care by Secretary order,
- f) a long-term care order,
- g) a permanent care order, or
- h) an undertaking, and
- i) a resident of an Education First Youth Foyer means a resident of one of the following Education First Youth Foyers: Broadmeadows, Lilydale, Glen Waverley, Shepparton or Warrnambool.

YMCLC sight and retain evidence of an individual's entitlement to receive a Fee Waiver under the Youth Access Initiative in accordance with the *Guidelines About Fees*.

YMCLC must:

- a) work with referring agencies in its region to ensure strong working relationships and:
 - i. provide the referring agencies with up-to-date advice on appropriate programs for referral purposes,

- ii. ensure up to date information is made available to the referring agencies on program availability, prerequisite requirements and costs (any other costs which are not student tuition fees), to assist agencies in the placement of young people in appropriate programs, and
- b) provide information to the referring agencies to support eligible young people and referring agencies to make informed choices for referral and follow up processes,
- c) make every reasonable effort to place individuals referred under this program into suitable programs, by offering training in the recommended program for the individual in the current student intake, or if not possible, in the next student intake (subject to meeting any program entry requirements),
- d) participate fully with the department, the Victorian Government, referring agencies and any other relevant body in assisting a referred student to undertake accredited training, and
- e) provide information to individuals referred to training under this program about services and support available to them.

YMCLC will receive a Fee Waiver Contribution as a result of granting a fee waiver to a Skills First student under the Youth Access Initiative.

Deeming a Student to be Eligible - where a student's response to the *Evidence of Eligibility and Student Declaration form* indicates they are not eligible but based on a comprehensive discussion, YMCLC determines they are eligible, it must evidence the reason why and retain this evidence.

Proxy Declarations for Students in Exceptional Circumstances - in exceptional circumstances, where a student is unable to provide any of the evidence documents specified in the Evidence of Eligibility and Student Declaration form, the department may accept a proxy declaration, in the form of a signed declaration by the EO of YMCLC or of a relevant government or community service provider attesting to the student's citizenship/residency and/or age status.

YMCLC makes all reasonable efforts to help a student demonstrate their citizenship/residency/age status through providing one of the accepted evidence documents and a proxy declaration can only be used in exceptional and specific circumstances.

Proxy declarations will not be accepted where a student has simply been reluctant to incur the cost or inconvenience of obtaining relevant evidence documents.

YMCLC must present a robust case to the department for approval (via the enquiry function of the Skills Victoria Training System (SVTS) for the proposed use of a proxy declaration.

If approval is received, YMCLC keeps a copy of the proxy declaration and the department's SVTS enquiry response for audit or review purposes.

10. Sighting and Retaining Evidence of Eligibility

Before YMCLC enrolls a student in government subsidised training, it makes sure they're eligible. This includes confirming the student is an Australian or New Zealand citizen or a permanent resident of Australia.

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YMCLC also confirm the student's age (if it's relevant to their eligibility).

YMCLC establishes eligibility in a robust way that can be verified at an audit or review. This includes sighting and retaining copies of documents.

Proving Citizenship/Permanent Residence.

YMCLC accepts these documents as proof of citizenship/ permanent residence:

An Australian citizen:

- Australian birth certificate (not birth extract)
- Current Australian Passport
- Australian citizenship certificate
- Current green Medicare card
- Australian certificate of registration by descent

A NZ citizen:

- Current New Zealand Passport
- New Zealand birth certificate
- New Zealand citizenship certificate
- Current green Medicare card

A permanent resident:

- Current green Medicare card
- Formal confirmation of permanent residence granted by the Department of Home Affairs AND the student's foreign passport or *ImmiCard*

An asylum seeker enrolling under a relevant Asylum Seeker VET program

- A 'Referral to Government Subsidised Training - Asylum Seekers' form from the Asylum Seeker Resource Centre or the Australian Red Cross
- Confirmation through the Visa Entitlement Verification Online (VEVO) system that the student has a valid visa type accepted for participation in exceptional circumstances
- A proxy declaration signed by YMCLC's EO or a government or community services provider, approved by the relevant Department.

Proving Age

YMCLC only needs to collect proof of age if the document used to prove citizenship/residence doesn't include it and the student's age is relevant to subsidy eligibility, for example, YMCLC accepts these documents as proof of age:

- Original Birth Certificate
- Current drivers licence
- Current learner permit
- Proof of Age card
- Current foreign passport

Using a proxy declaration - if a student doesn't have any of the accepted forms of evidence of eligibility, they may be able to make a case to show they're in exceptional circumstances.

Exceptional circumstances might include where a student:

- Grew up in a remote location and their birth was not registered

- Is experiencing disadvantage or estrangement from family or guardians and they don't have access to identity documents.

If the student is in exceptional circumstances, YMCLC may accept a proxy declaration under agreement and approval with the relevant funding department.

Future Enrolments - YMCLC retains copies of students' eligibility evidence on file so they can use it again the next time they enrol. To be used in future, each document must still be current and valid.

Student Objection

If for privacy reasons, a student doesn't want YMCLC to retain their evidence of eligibility, YMCLC instead retains a written declaration and attaches it to the student's file.

This declaration must state that YMCLC sighted the evidence, and include the name of the authorised delegate, the date they sighted the evidence, the student's name, and the type of evidence sighted.

Sighting and Retaining Evidence

There are seven ways to sight and retain evidence of eligibility.

Sight:	Retain:
1. An original document, presented in person	A photocopy or electronic copy
2. An original certified copy of the document, presented in person or sent by post	A photocopy or electronic copy
3. Confirmation the student's details are verified to match a current and valid document in the <i>Document Verification Service (DVS)</i>	A transaction record showing the document was verified in the DVS
4. A green Medicare card displayed on a <i>Digital Wallet</i> through the <i>Express Plus Medicare</i> mobile app	A written declaration
5. A digital 'Keypass' card using the <i>Australian Post Digital ID mobile app</i>	A written declaration
6. An email or pdf document the student has obtained from the VEVO system that confirms they hold a permanent visa AND an original or certified copy of the student's foreign passport or <i>ImmiCard</i>	Electronic or paper copies of both documents
7. Your own VEVO check on the student's behalf, that shows they hold a permanent visa and that the details on the VEVO check match the details on their foreign passport or <i>ImmiCard</i>	The VEVO transaction record that shows the student's details and permanent visa status

Sighting Certified Copies of a Document

A certified copy is made when a student presents their original document and a photocopy of it to a 'certifier'.

The certifier will examine:

- The original, to check it isn't a copy or forgery, and
- The copy, to check it's identical to the original.

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The certifier writes or stamps the copy with the words: *'Certified to be a true copy of the original seen by me.'* They sign and date it and write or stamp their details.

For information about who can be a certifier, refer to the specific guidelines in the relevant State and Territory.

Formally Confirming Permanent Residence

In most cases, permanent residents will have a green Medicare card and can use this as evidence of eligibility.

If the student doesn't have a green Medicare card, you can confirm permanent residence through VEVO.

There are two ways this can be done:

- The student can log in to their own VEVO account and generate a summary of their visa information.
- If the student gives you their permission and identifying information, YMCLC can do a VEVO check on their behalf.

If a student provides a self-generated VEVO check, this may be in the form of an email or pdf document.

YMCLC:

- Confirms the logo of the Department of Home Affairs on the VEVO check.
- Confirms information in the VEVO check that clearly shows the student has a permanent visa.
- Confirms the student's name on the VEVO check is the same as it is on their passport or *ImmiCard*.

Skills Victoria - Subsequent Enrolments

If YMCLC has sighted and retained evidence of a student's citizenship and (where relevant) their age (in accordance with the requirements of the Evidence of Eligibility and Student Declaration form), it may use this evidence for any subsequent enrolments by that student, provided that:

- The evidence, if verified by any means other than through the DVS, has not expired when a subsequent enrolment occurs,
- The evidence, if verified through the DVS without retaining an expiry date, is only used for subsequent enrolments that occur within the same calendar year as the DVS check,
- The information evidence continues to be retained for audit, review or investigation purposes, and
- YMCLC makes all other assessments of the student's *Skills First Entitlement* for each subsequent enrolment.

FINALISING THE PRE-ENROLMENT REVIEW

As a Pre-Enrolment Review is conducted, YMCLC representatives complete the Pre-Enrolment Review Record to confirm that all components of the process are completed effectively.

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As all Pre-Enrolment Review activities are completed, the YMCLC representative clearly documents:

- Details of which of the key learning objective(s) the proposed course aligns with as follows:
 - enable the individual to obtain the required skills to make them job-ready,
 - assist the individual to undertake further education, and/or
 - promote/enable access to training for a disadvantaged individual, and
- How the proposed course aligns with the stated key learning objective(s), and
- The rationale for how the selected course is being both suitable for the individual, and the most suitable course option for the individual, and
- The overall Pre-Enrolment Review decision.

On conclusion of this process, an Instalment Agreement (including a Statement of Fees) is then prepared by YMCLC in order to make a formal enrolment offer to the prospective student and/or relevant supporting employer. Please refer to the Fees and Charges Policy for further information.

ENROLMENT

YMCLC assesses all enrolment applications to ensure they meet the enrolment requirements of the course and to confirm their ability to complete the requested training product.

Where the enrolment of an individual would require unreasonable adjustments to the course, the student's admission for enrolment will not proceed. Decisions on the acceptance or otherwise of enrolment applications are free from bias and discrimination.

Confirmation of Enrolment

A student's enrolment application into a course is accepted and enrolment confirmed once:

- All pre-enrolment information has been provided and discussed,
- Student identity has been confirmed,
- All Pre-Enrolment Review processes are conducted,
- A Instalment Agreement has been completed and signed by all parties, and
- An enrolment offer sent and accepted.

The date on which the Instalment Agreement is completed and signed by all parties is confirmed as being the official date of enrolment.

Non-Acceptance of Enrolment Application

Where a prospective student does not have the required skills and competencies, YMCLC advises them of the training products that might be best suited to them and/or the support services and learning programs available that might enable them to build the required skills and competencies needed.

Should the prospective student not be accepted into the course they have applied for, the individual will be provided with formal notice of this non-acceptance in writing:

- With reasons provided for this non-acceptance,
- With any alternate options or actions recommended by YMCLC, and

- With relevant information on how the prospective student may raise a complaint or seek to have the decision reviewed.

Induction

YMCLC induction sessions with students may be individual or in groups, and include:

- Further explanation of course content, competency standards, timelines and stakeholders,
- Preparation and signing of the Training Plan, and
- Provision of initial course resources, information or activities.

YMCLC personnel conducting the induction process are responsible to ensure all paperwork is completed.

Training Plans

YMCLC documents course information on training and assessment in a Training Plan for all students. Training plans include:

- Name and contact details for YMCLC (and employer, for apprentices/trainees),
- Title and code of qualification,
- Unit title and code of competencies/modules to be obtained, core and elective,
- Dates for training and assessment for each unit or group of units,
- Delivery modes to be used,
- Proposed learning strategies and resources that are appropriate for the student,
- Details of the support services that the student will receive, including if they:
 - are Australian Aboriginal or Torres Strait Islander,
 - have a disability, or
 - are long-term unemployed,
- Details of any customisation included to respond to the needs of the student and/or work locations and/or employer,
- Assessment details and arrangements,
- Record of RPL and credit transfer hours granted, as relevant, and
- Signature (including date of signature) of the YMCLC representative, employer (as required) and the student.

Additional Apprentice/Trainee requirements:

- Detailed training activities and responsibilities for training to be undertaken as part of any workplace-based training arrangements,
- Details (when, how & how much) of the time allocated outside routine work duties for Structured Training,
- Times for training and assessment for each unit or group of units,
- Negotiated reporting arrangements between the RTO, the employer and the apprentice / trainee, which includes the following:
 - the methodology and timeframes for providing feedback regarding progress and participation, and
 - the dates on which the reviews of the training plan will take place,
- The site where both training and assessment will occur for each unit or group of units (e.g. workplace, RTO boardroom etc.),

- The primary resources required for training and assessment for each unit or group of units (e.g. specific equipment and where this is located),
- The name of and contact details for the responsible person for training and assessment for each unit or group of units (must also specify whether workplace representative or RTO personnel member),
- The name of and contact details for the nominated supervisor,
- Signature (including date of signature) of the YMCLC representative, employer, Apprentice/Trainee (School-based Apprentices/Trainees also require the signature of the school's representative), and
- Any other specific requirements to be met.

When developing the Training Plan, YMCLC engages with the employer and the apprentice or trainee and discusses:

- How, when and where the training will be delivered,
- The units of competence/units of study that will be delivered,
- Who will assess the apprentice or trainee, and
- The type of assessments that will be conducted.

Training plan jurisdiction specific requirements, including the use of mandatory training plan formats, is also met. The information in training plans is consistent with the needs of the student identified in the Pre-Enrolment Review.

Training Plans are developed and signed prior to training commencement, in line with any mandated timelines in the case of apprentices and trainees across states and territories. Typically, YMCLC prepares (and obtain the necessary endorsement of) Training Plans for National Training Contracts within twenty-eight (28) days of accepting a nomination. The Training Plan must be endorsed by the employer and the apprentice or trainee, as well as additional endorsement (as appropriate) from an apprentice's or trainee's parent or guardian, where the apprentice or trainee is under eighteen (18), and where the apprentice or trainee's parents are party to the Training Contract.

A copy of the endorsed (hardcopy or electronic) training plan is provided to each student (and employer where relevant) within fourteen (14) days of the Training Plan being signed. This information ensures that both YMCLC and the student are making informed decisions about the course services required and the respective obligations in the delivery of these course services.

Amendments to the Training Plan

YMCLC updates the Training Plan according to any changes mutually agreed throughout the course services. YMCLC monitors each student's progress in satisfying the requirements of the qualification, in line with the Training Plan.

YMCLC routinely negotiates amendments to the Training Plan approach with all students.

Where a major amendment occurs (e.g. delivery mode change of unit selection):

- An amended training plan is prepared in negotiation with the student(s), and
- All parties sign off a new declaration on the amended training plan to confirm agreement.

YMCLC reviews the training plan with the apprentice/trainee and the employer during every calendar quarter and maintain records of the reviews that are signed by the RTO, the employer and the apprentice/trainee.

YMCLC provides a copy of the revised Training Plan to the student (and the employer where applicable) within fourteen (14) days of the revised Training Plan being signed.

MONITORING AND EVALUATION

YMCLC monitors and evaluates application, student enrolment and induction processes to ensure performance is effective and outcomes are met.

A process of performance monitoring, evaluation, and reporting has been established and implemented.

The organisation continually improves the effectiveness and efficiency of processes. Process performance and outcomes are regularly audited to identify and remove causes of existing and potential problems, as well as to uncover any opportunities for improvement.

Please refer to the Quality Policy for further information on the monitoring and evaluation process.

RELATED DOCUMENTS

ACFE Delivery Plan
Application for Enrolment Form
Declaration of Evidence Sighted Form
Enrolment Form
Evidence of Eligibility and Student Declaration form
Exemption from School Application Form
Instalment Agreement
Pre-enrolment information
Pre-Training Review
Skills First VET Funding Contract
Statement of Fees

RELATED LEGISLATION

Australian Skills Quality Authority
National Vocational Education and Training Regulator Act 2011
VET Quality Framework

RELATED POLICIES

Fees and Charges
Recognition of Prior Learning (RPL)
Credit Transfer

RELATED STANDARDS

Standards for RTOs 2025

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APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Executive Officer
Advisory Board to Approval Authority	Board of Management
Administrator	Executive Officer
Next Review Date	

Approval and Amendment History	Details
Original Approval Authority and Date	28/02/2006 V1.0 - Board of Management
Amendment Authority and Date	<p>09/07/2013 V2.0 – updated for new SVTS regs</p> <p>10/02/2015 V3.0 – updated to reflect changes to standards and conditions of VTG funding contract</p> <p>28/04/2016 V4.0 – corrected errors and made formatting uniform</p> <p>09/05/2017 V5.0 – added incentives not offered, digital assessment</p> <p>11/07/2018 V6.0 – reordered to reflect need to provide information prior to enrolment, added ensure meets objectives of the funding contract, ensure exemptions and exceptions are taken into consideration.</p> <p>07/04/2020 V7.0 - Board of Management</p> <p>01/11/2021 V8.0 – update to policy to include key elements as outlined in External Audit.</p> <p>27/02/2022 V9.0 – addition of students under 17 years of age and Training Plan information.</p> <p>11/04/2023 V10.0 alteration to Eligibility Exemption information in line with 2023 Skills First contract.</p> <p>21/12/2023 V11.0 - update to new format and addition of Digital Skills to LLN assessment.</p> <p>26/06/2024 V11.1 - update to separate information about Students under the age of 17 and include requirement to notify School/Regional Office if student ceases to attend training.</p> <p>19/11/2024 V11.2 - scheduled review approved by Board of Management</p> <p>14/10/2025 V12 - Board of Management review and update to RTO Standards 2025 and rename policy from Enrolment Policy to Student Advice, Selection, Enrolment and Induction Policy.</p>
Notes	

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