

POLICY

Student Selection Procedures

Students wishing to enrol in courses under the scope of registration of Community Training Australia will be:

- (a) Provided with clear information about the enrolment procedures
- (b) Provided with clear information about the payment obligations and procedures
- (c) Provided with clear information about the policies and procedures of Community Training Australia
- (d) Provided with clear information about the grievance procedures
- (e) Provided with clear information about their rights for support in assessment and training
- (f) Provided with clear information about the course they wish to enrol in, including pathways to further training or employment, timetables, units of competency, training staff, venue, and times for classes or contact with trainers etc.
- (g) Provided with clear information about the codes of conduct for the organisation

Students will be admitted to the course if they:

- (a) Fulfil the training package requirements of entry into the course which may include:
 - Pre-requisite knowledge and skills from a workplace or through other training
- (b) Have sufficient literacy and numeracy skills to have reasonable capacity to fulfil requirements of the course they are undertaking
- (c) Have completed necessary documentation for personal suitability to enter the course they are undertaking
- (d) Have filled out enrolment/application pack information
- (e) Have completed any payment details necessary for enrolment

Selection and admissions process

1. A prospective student contacts Community Training Australia Pty Ltd to enquire about a course.
2. An information package is sent to the prospective student containing depending on the program:
 - A letter
 - Brochures on courses available
 - Application form
 - Course information session invitation
 - Textbook information
 - Fee schedule information
3. Persons seeking to enrol in a course with Community Training Australia Pty Ltd are required to complete and submit the application form contained in the information package. Applications may be submitted by post, fax or email.
4. It is recommended that all prospective students attend an information session about the course or have a discussion by phone with the Course Coordinator for the program.