Policy Rationale

- CCAE enrolls students 16+ years of age. Many enrollees come to us: from broken homes; displaced from family; lack parental support; an unsupportive relationship with their prior education facility and a general hostility toward the world and adults.
- From a CCAE viewpoint, enrolment is not just into the VCAL program, but a College culture of **Good Citizenship**, its values and codes of behaviour and the facilitation of a varied education and training opportunity to meet the enrollee’s needs.
- Failure on the part of an enrollee to honour the ‘Good Citizenship’ program and its associated values and code of behaviour will, after an initial warning, result in the student being removed from all programs but with an ability to re-enrol after 3 months should they decide to avail themselves of College counselling in the intervening period.

Policy Aims

- To provide an efficient process of enrolment that satisfies the needs of the enrollee and College staff and students.
- To set the framework for acceptable and unacceptable behaviours and the consequences attaching thereto.
- To treat all enrollees in a respectful, courteous, honest and fair manner in all matters so they feel welcome and can integrate into our College with a minimum of disruption and maximum support.
- To introduce indigenous enrollees to an indigenous welfare and vocational support person who attends the College each week and works 1:1 or in small group sessions with each indigenous student each week.
- To introduce all non-indigenous enrollees to the College part-time welfare support coordinator who assists students in need and/or assists students identified by the staff as in need of professional assistance.

Procedure - General Matters

- Only children aged 16+ years of age, with proof of age, may enrol at the CCAE.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children.
- The Administrative Manager will contact Principals of previous Colleges of students seeking enrolment to discuss any academic or behavioural matters. The Manager can defer admission for one College day in order that enquiries of the previous College are carried out in the interests of the enrollee and the CCAE staff and students.

Procedure - VCAL & VET Pre-enrolment Assessments

- There are no restrictions on the studies students may enrol in except for VET units, which may be drawn from nationally recognised training packages or curriculum.
- The decision about the level in which a student enrols will be made by the VCAL coordinator. Such decisions will be made in consultation with the student and, if the student is still living at home, with parents or guardians, after an initial assessment process and taking into account the student’s preparation and degree of readiness.
- The assessment will contain both literacy and numeracy exercises and be evaluated using the current version of the NRS (National Rating Scale). It is recommended that for Intermediate level VCAL a student should be rated at >3 scale and for Senior level VCAL a student should be rated at >4 scale.

Procedure - VCAL & VET Enrolment

- There may be restrictions on the VET training students can undertake because of industrial arrangement and/or regulatory requirements.
- The decision about the content and context of a training program will be made by CCAE in consultation with the student and the trainer of the Accredited Course selected.
- Students will be enrolled in the Certificate and all units of competence/modules expected to be completed in the current year only. If a student does not complete a unit of competence/module and wishes to complete it in a following year, the student must be re-enrolled in the following year.
- Core units enrolment is compulsory in both Intermediate and Senior level VCAL.
- Enrolment for VCAL must be completed on the Application for VCAL Enrolment form as contained in the VCAL Handbook.
- The CCAE also requires that students complete an Internal Enrolment Form so as details can be entered on our tracking system (VETtrak).
- Enrolments will be entered on VASS (Victorian Assessment Software System) and are subject to conditions and controls, especially in relation to dates, of that system. The CCAE adheres to published dates for entry and results on VASS. Due dates and warnings on the VASS homepage are designed to prompt VASS users to meet scheduled dates and CCAE abides by those dates.
**Enrolment Check**

- When both enrolment applications have been completed by the student the applications will be checked to ensure that core units and an appropriate VET course have been selected.
- CCAE has in place a Memorandum of Understanding with Rochester Secondary College to enrol students that are eligible to receive the Secondary Education Allowance. All other students are enrolled on VASS by CCAE.
- The original enrolment remains on the VASS system and three copies are made of the enrolment details. These copies are checked by the student and the VCAL coordinator immediately upon enrolment and at the end of the 1st, 2nd, and 3rd terms.
- If the enrolment details are correct the student signs all three copies - two are retained by CCAE and the student receives the third copy. The CCAE files one copy in a secure, central location while the other copy is placed in the student’s personal file.
- If the enrolment details are incorrect the student writes the errors they have noticed on the top copy and signs the document requesting alteration of their record. This is returned to the VCAL coordinator who checks the details on VASS and makes the corrections noted. Three copies of the amended enrolment details are printed and the VCAL coordinator and student reconfirm the details as explained above.
- Where changes have been made during a term the above process is repeated to ensure enrolment information remains current. A student is able to access a copy of their enrolment if and when they require it.

**Withdrawal of Enrolment**

- If a student withdraws from the VCAL learning program this is recorded on VASS and the date of withdrawal entered for both core and VET units/modules.
- Where possible a written request to withdraw will be completed by the student and placed in their personal file. If no request is possible then the VCAL coordinator will make a diary entry to the effect that they have been notified of the withdrawal and a copy of that entry will be placed in the student’s personal file.
- Where a student is withdrawn from the VCAL program due to a failure to honour the College ‘Good Citizenship’ values and associated codes of behaviour, that decision will be communicated in writing to the VCAL coordinator by the CCAE Manager. The document will be placed in the student’s personal file for future reference should the student exercise their option to access College counselling in the expectation of re-enrolment 3 months hence.

**CCAE’S Obligations to Students**

Upon enrolment CCAE carries out the following in our administrative procedures:

- Advising students of VCAA’s rules and responsibilities
- Ensuring that teachers use the accredited VCAA curriculum and assessment documents as the source of content for the teaching and learning programs
- Provide comprehensive course advice to students, including the consequences of receiving an N for a unit
- Provides a process for students to check their personal details stored on the VCAA database
- Keeps student personal details secure from unauthorised access
- Ensuring that there are established procedures for making College-based assessments and that these procedures are applied consistently
- Advise students of the appeal process in regard to decisions that they feel adversely affect them
- Ensure that students understand and have access to Special Provision where required
- Issue pertinent timetables to all students

**Evaluation**

This policy will be reviewed bi-annually