FOUNDATION SKILLS PROGRAMS
ENROLMENTS Inc U18
9.02

Policy Rationale
- CCAE enrolls students aged 15+. Many come to CCAE: from broken homes; displaced from family; lacking parental support; unsupportive relationships with prior education facilities and a general hostility with society.
- Enrolment with CCAE is not just into a program, but a CCAE culture of Good Citizenship, its values, codes of behaviour and the facilitation of a varied education and training opportunity to meet the enrollee’s needs.

Policy Aims
- Provide an efficient enrolment process that satisfies the student, State and Federal authorities and CCAE staff.
- To set the framework for acceptable and unacceptable behaviours and the consequences.
- To treat all students in a respectful, courteous, honest and fair manner in all matters so they feel welcome and can integrate with a minimum of disruption and maximum support.
- To introduce indigenous students to the indigenous liaison welfare and vocational support person who attends CCAE each week and works 1:1 or in small group 1:4 sessions with indigenous student[s].
- To introduce all non-indigenous students to the 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 students aged 15+ 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 students.
- Education Services Coordinator [ESC] will (if necessary) contact previous Principals of students seeking enrolment to discuss academic or behavioural matters. The ESC can defer admission for two days in order that enquiries of the previous College/School are carried out in the interests of the student as well as fulfilling compliance issues.
- Where the matter of enrolment has been deferred, the ESC will communicate with the Manager of CCAE the reports from the previous Principals and a joint decision on whether to enrol will be made. A probationary period may be insisted upon.

Procedure – CGEA & VET Pre-enrolment Assessments
- At CCAE, the program consists of three levels of difficulty with each given a specific CCAE title:
  - [CCAE title = Entry] C-I in CGEA – [Intro] with possible Certificate I VET programs
  - [CCAE title = Pathway] C-I in CGEA with possible Certificate I and II VET programs
  - [CCAE title = Further] C-II / III in CGEA with possible Certificate II, III and IV VET programs

The decision as to the level in which a student enrolls and possible VET options are made by Education Services Coordinator. Such decisions will be made in consultation with the student and, if the student is still living at home or U18, 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 Australian Core Skills Framework. It is recommended that for CCAE’s Pathway level program the student should be rated at >3 Level and for the CCAE’s Further level program a student should be rated at >4 level.

Procedure – Pre-enrolment Assessments
- The decision as to the level in which a student enrolls is made by the Education Services coordinator. Such decisions will be made in consultation with the student and, if the student is still living at home or U18, with parents or guardians, after an initial assessment process and taking into account the student’s preparation and degree of readiness.

Procedure – CGEA & VET Enrolment
- There may be restrictions on the VET training students can undertake because of industrial and/or regulatory requirements.
- Decisions on content and context of a training program are made by CCAE in consultation with the student and the trainer.
- Students will be enrolled in a Certificate and all units of competence/modules expected to be completed in the current year.
- If a student fails or 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.
- Enrolment for CGEA must be completed on the respective CGEA Enrolment Form.
- Enrolment for a VET program must be completed on the appropriate VET Program’s Enrolment Form.
Enrolment in ACFE pre-accredited programs must be completed on the ACFE enrolment form developed for a specific year.

**Procedure - VET Enrolment**
- There may be restrictions on the VET training students can undertake because of industrial and/or regulatory requirements.
- Core units in enrolments are compulsory.
- Enrolment must be completed on the respective enrolment forms.
- Students details to be entered on VETtrak.
- Enrolments will be entered in VETtrak

**Enrolment Check – CGEA**
- When 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.
- Enrolments are also checked to ensure that identity requirements and previous qualification information is accurate.
- 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 request it.

**Withdrawal of Enrolment – CGEA/VET/ACFE**
- If a student withdraws from any learning program this is recorded on VETtrak and date of withdrawal entered.
- Where possible, a written request to withdraw will be completed by the student and placed in their personal file.
- If a request is not possible then the Education Services Coordinator will make a diary/file note entry that they have been notified of the withdrawal and a copy of that entry will be placed in the student’s personal file and letter mailed to student’s last known address.
- Where a student is withdrawn from the program due to a failure to honour CCAE ‘Good Citizenship’ values and associated codes of behaviour, that decision will be communicated in writing to the Education Services Coordinator by the CCAE Manager. The document will be placed in the student’s personal file. The student can access this if there is an expectation of re-enrolment within 3 months.

**CCAE’S Obligations to Students**
Upon enrolment CCAE carries out the following in our Education Services procedures:
- Advising students of CCAE’s rules and responsibilities
- Ensuring that teachers use the accredited 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 a NC [Not Competent] for a unit
- Provides a process for students to check their personal details stored on the VETtrak database
- Keeps student personal details secure from unauthorised access
- Ensures there are established procedures for making 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