

Understanding Student Enrolment

Student enrolment is the process by which a learner is formally admitted into a course of study. It involves the completion and submission of various forms for the creation of a student file.

Required Information for Enrolment

For a successful enrolment, a student needs to provide the following information:

1. **Personal Details:** This includes name, address, and contact information.
2. **Previous Study Details:** Information about any previous studies or courses undertaken.
3. **Any Disabilities:** Declaration of any disabilities, if applicable.
4. **Identification:** Proper identification proofs.
5. **Unique Student Identifier (USI):** This is a unique number assigned to every student.

Enrolment Information and AVETMISS Reporting

Some of the information collected at enrolment is used to fulfil AVETMISS reporting requirements. Registered Training Organisations (RTOs) are expected to maintain standardised enrolment forms that capture sufficient information to meet these operational requirements.

Issuances Upon Enrolment

Upon successful enrolment, RTOs may issue the following:

1. **A student number:** A unique student identifier.
2. **A student identification/travel concession card:** Proof of student status.
3. **Course Material:** Educational content pertaining to the enrolled course.
4. **Links to online learning platforms/forums:** Access to digital resources.
5. **Assignment of a trainer/assessor:** Specific instructors or evaluators.

Standardised Enrolment Procedures

Having a standardised set of procedures for enrolment helps to ensure uniformity in the enrolment experience for all students. It also ensures that no step is missed, regardless of who within the RTO is handling the enrolment process.

Note: This VET Fact Sheet provides general information and should not be considered as legal advice.