

ASSOCIATION FOR THE BLIND OF WA (INC)

STUDENT SELECTION AND ENROLMENT POLICY AND PROCEDURE

POLICY

1.0 INTRODUCTION

The Association for the Blind of WA (“the Association”) is committed to the establishment and maintenance of high standards in the provision of vocational education and training for people who are blind or vision impaired.

The Association has been a Registered Training Organisation since 1996 and operates within the Australian Qualifications Framework.

2.0 STATEMENT

2.1 Training Available

The Association delivers in the following National Training Package qualification areas:

- i) Information and Communication Technology
- ii) Business
- iii) Community Services

The Association uses a range of delivery strategies, including on the job, off the job, on-line and self-paced.

2.2 Candidate Selection

Selection of course participants will be conducted at all times in an ethical and responsible manner. Decisions regarding selection will rest on assessment by the Association, of the extent to which the stated competency standards and outcomes are likely to be achieved by the applicant, given his/her qualifications, proficiencies and aspirations. The Association will provide documentation to prospective course participants that will disclose in full all of the contractual arrangements between the Association and the course participant. This documentation will be written in clear, concise plain English, in an appropriate format for the individual’s needs.

2.3 Marketing

Training programs are advertised by the Association via brochures, posters, information sessions, the Association’s Web site and the quarterly magazine **News Access** in accordance with the Association’s policy on ethical marketing.

for Dr Margaret Crowley
Chief Executive Officer

21/12/2004
Effective Date

First Adopted 2002

PROCEDURE

1.0 INTRODUCTION

The following procedures support the provisions of the Selection and Enrolment Policy. They are to be implemented to ensure that the Association for the Blind meets its policy objective to establish and maintain high standards in the provision of vocational education and training for people who are blind or vision impaired.

2.0 SELECTION AND ENROLMENT PROCEDURE

2.1 Waitlist

2.1.1 When candidates indicate an interest in a specific course, their name is placed on a Waiting List for that course.

2.1.2 Candidates on the Waiting List are contacted when details of forthcoming courses are available.

2.2 Information

2.2.1 Candidates who have expressed an interest in a course are provided with information regarding that course, either as handouts at an interview or at an information session.

2.2.2 The information provided to candidates includes:

- i) enrolment form
- ii) description of the course and its content
- iii) details of tuition fees and any other fees required
- iv) details of the basic assessment process for the course and also the reassessment process
- v) a description of the Certificate and (if applicable)
- vi) Statement of Attainment to be given on completion of the course
- vii) a statement as to whether the course is recognised by industry or professional organisations, public institutions or government authorities
- viii) days and times when the course is offered
- ix) duration of the course and number of attendances required
- x) skills recognition (see policy on Skills Recognition Framework)
- xi) any prerequisites required.

2.3 Selection

Eligible candidates are selected. Where there are more eligible candidates than places, competitive interviews are undertaken and the best-ranked candidates are offered places.

2.4 Enrolment

Candidates offered a place, who wish to proceed with the course enrolment are asked to complete the enrolment form (attached) and pay the required course fees.

3.0 ENROLMENT, RESOURCE AND TUITION FEES

The Enrolment, Resource and Tuition Schedule of Fees are as per the fees for provision of RTO Training Services.

4.0 RELATED DOCUMENTS/FORMS

- Schedule of Fees for provision of RTO Training Services
- Training Application and Enrolment Form