

# Policy – Enrolment

**Navitas Professional - Careers & Internships**  
**ABN 25 100 404 199**

## Document

<b>Document I.D.</b>	CI-01.01-12P Enrolment Policy
<b>Responsibility</b>	National Business Manager, C&I
<b>Initial Issue Date</b>	27 October 2015

## Version Control

<b>Issue Date:</b>	<b>Summary of Changes</b>	<b>Review Date</b>
27 October 2015	Initial document, v1.0	27 October 2017
29 February 2016	Update position titles, v1.1	27 October 2017

## 1. Purpose and Scope

The purpose of the Enrolment Policy is to ensure that enrolments for programs are completed correctly, accurately and in accordance with the National Vocational Regulator standards, the Department of Training and Workforce Development, and relevant Professional Bodies.

This policy applies to all prospective participants enrolling in Navitas Professional – Careers and Internships (C&I) programs and all staff involved in the selection and admission of participants.

## 2. Policy

C&I will ensure that all applicants seeking admission are treated fairly and equitably.

### 2.1. Pre-enrolment

2.1.1. Potential applicants will apply using the relevant Program application form, providing all information requested including certified copies of required documents as follows:

- Academic transcripts;
- Eligible Visa or Bridging Visa;
- Evidence of English Language proficiency;
- Valid skills assessment from the relevant professional body (Professional Year Program only);
- A Cover letter outlining the reasons why they wish to apply for the program;
- A current CV/resume;
- Legible copy of the Photo page of their passport showing a visible and clear photo; and
- Proof of application fee payment.

Note: All applications for the Engineers Australia's Professional Year in Engineering will be processed by Engineering Australia

2.1.2. Applicants will be interviewed either in person or by phone by Navitas Professional – Careers and Internships.

### 2.2. Enrolment

2.2.1. The relevant Program Application Form will be completed by the applicant including a declaration for Navitas to obtain a Unique Student Identifier on their behalf, if required.

2.2.2. The State Office administration team will verify the identification of all applicants by obtaining a copy of the applicant's ID and completing the relevant sections on the Program Application Form.

2.2.3. Applicants with past study in other VET courses of study or significant work experience may apply for course credit or Recognition of Prior Learning through the Credit Transfer Policy.

- 2.2.4. Applicant details are entered onto C&I's Student Management System by the Program Administration Officer.
- 2.2.5. Successful applicants will be sent a Letter of Offer which outlines the tuition fees to be paid.
- 2.2.6. Applicants who have been deemed eligible to commence a program who have incomplete documentation and/or outstanding documentation may be given a Conditional Letter of Offer with approval from the State Operation Manager.
- 2.2.7. Once all required documentation has been provided and payment has been received the successful applicant will be sent a Confirmation of Enrolment letter which includes the program start date.

### 3. Responsibilities

- The **Director, C&I** and the **Curriculum Learning Manager, C&I** are accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.
- **The National Business Manager, C&I** and **State Operations Managers, C&I** are responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.
- **C&I employees** are responsible for being aware of, and complying with this Policy.

### 4. Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

- **C&I** – Navitas Professional – Careers and Internships
- **RPL** – Recognition of Prior Learning
- **VET** – Vocational Education Training

### 5. Review

This document is reviewed every 2 years by the relevant manager to ensure alignment to appropriate strategic direction and its continued relevance to Navitas Professional Careers & Internships' current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

### 6. Records

All records in relation to this policy will be managed as follows

Record type	Responsible	Location	Retention
<b>C&amp;I Application Form</b>	Team Leader	WIP	7 years
<b>Participant File</b>	Team Leader	WIP	7 years

## 7. Related documents

- Program Application Forms
- CI-01.01-28D Participant Handbook
- Letter of Offer
- Letter of Confirmation
- NRI-01-F-10P Credit Transfer Policy
- CI-01.01-17P Access and Equity policy
- CI-01.01-13P Records Management policy
- CI-01.01-05P Learner Support policy
- CI-01.01-10P Professional Year Accreditation and Regulatory Requirements Policy