

RTO Short Course Enrolment Procedure

Version: 1

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Authorised by: RTO Manager



1. Purpose

This procedure describes Four Wheel Drive Victoria (herein referred to as FWD VIC) short course enrolment process. It provides information on each stage of the enrolment process from enquiry to course commencement date. This procedure is relevant to all enrolments in courses with unit of competency or non-accredited unit outcomes.

2. Compliance Referencing

Standards for RTOs 2015; Standard 1, 2, 3, 4 and 5

3. Participant Enrolment Enquiries

Enquires for enrolment into FWD VIC courses are taken via telephone, e-mail, website or in person. Up-to-date course information should be provided to the participant.

Participants may enquire about course content, structure and delivery, these questions should be directed to the relevant Instructor.

4. Participant Application Process

Applications are accepted via the following methods:

- By mail/email
- In person

Participants, or companies on behalf of employees, need to discuss and agree on course date and details with a FWD VIC staff member. The following information must be collected by the FWD VIC staff member and recorded via email correspondence:

- Client contact details
- Course details
- Instructor details

The course details must also be recorded on FWD Planner.

The FWD VIC staff member must then provide written confirmation of course booking to the client including fees and course details (venue, time, requirements, etc.).

E-mails and other written communication between FWD VIC and the client/participant must be retained.

5. Unique Participant Identifier

All participants commencing nationally accredited training in Australia must have a Unique Participant Identifier (USI). The USI is a form of file number that links participants to their training records which are held in the national training collection.

Participants must provide their USI number on the Course Enrolment Form at time of enrolment. Should a participant not already have a USI, they may tick the option of Four Wheel Drive Victoria

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applying for one on their behalf on the enrolment form. In order to create a USI on behalf of the participant, the participant must complete the Course Enrolment Form in full and provide a copy of one of the following identification documents:

- Driver's License
- Birth Certificate
- Citizenship Certificate
- Immicard
- Medicare
- Passport
- Visa

It is the responsibility of the Instructor to ensure all participants have completed the Course Enrolment Form and to photocopy a form of identification.

A certificate or Statement of Attainment may only be issued to a participant once a USI is allocated against their name and is verified in VETtrak.

Should a participant request more information regarding the Unique Participant Identifier, please direct them to the Department of Industry website www.usi.gov.au.

6. Fees

FWD VIC will publish on their website indicative fees for the current year for each public course. Fees are collected in upfront and invoice issued to participant/client prior to course delivery. Receipt for payment may be issued upon request. See Fee Policy for further information.