



THE CENTRE OF EXCELLENCE

Entry Requirements, Application Process, Orientation and Enrolment

The Centre of Excellence (COE) recruits students in an ethical and responsible manner. COE provides information that enables students to make informed decisions about studying at COE. COE ensures that by evaluating their qualifications, experience, Language, Numeracy and Literacy proficiency students are appropriate for the course for which enrolment is sought. This refers to the Pre Training review process.

COE upholds access and equity by encouraging applications for enrolment without discrimination through a variety of means so that an optimal number of students can participate in education and training at the highest level.

The following guidelines outline entry requirements, selection, orientation and enrolment procedures for students intending to undertake study at COE.

1.0 Entry Requirements

- 1.1. The minimum age for entrance into COE courses is 16 years of age. If the student is 17 years or under, they would need permission letter from the School principal. If student has left school, they would need permission letter from Secretary, Department of Education.
- 1.2. Academic Entry Requirements

Certificates	Advanced Diplomas & Diplomas
Year 10 or equivalent (*)	Year 11 or equivalent (*)

(*) – Mature age students would be assessed based on other factors like life experiences etc and not just only on the above entry requirement.

1.3 Pre-requisites

Some courses require completion of specific courses or subjects as a condition of enrolment.

Applicants will be informed of requirements at the time of application and are required to provide evidence of how they meet these conditions as part of their application.

- 1.4 **All documents that are presented on application for enrolment at COE must be written in English or translated into English when the original document is in another language. Translations must be undertaken by an official translation agency/body, at the applicant's expense and certain verification that the translation is accurate and a true representation of the original document.**

2.0 Student Application Process

The COE student selection process is conducted in an ethical and responsible manner. Entry requirements are in accordance with equal opportunity laws in Australia and

On commencement of the application process (including successful completion of **Pre Training Review**) the applicant will receive the following documentation:

- 1 Student Application Form including the Evidence of Student Eligibility
- 2 Fee Acceptance Form
- 3 Student Handbook
- 4 Language Literacy and Numeracy Test (depending on course applied for) (part of pre training review)



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- 5 Statutory Declaration (in case a student is unable to provide sufficient documentation)
- 6 Credit Transfer Recognition of prior learning
- 7 Course details (contact hours per week etc.)
- 8 To be considered for selection for enrolment into a course at COE students must:
 - Provide a completed Student Enrolment Form
 - Have read and agree to the terms of the Student Handbook
 - Attend and complete successfully a Pre Training Review with a COE representative
- 9 Students are to produce original copies of the following documentation certified by a nominated delegate;
 - Previous statements of attainments or Certificates

And for proof of identity

- Any one of the following;
- An Australian Birth Certificate or
- A current Australian Passport or
- A current New Zealand Passport or
- A naturalisation certificate or
- A Temporary Protection Visa or
- A green Medicare card or
- Formal documentation issued by the Australian Department of immigration and Citizenship confirming permanent residence or
- A signed declaration by a relevant referee

And one of the following

- A current drivers licence or
- A current learner permit or
- A Proof of Age card or
- A 'Keypass' card

On receiving the signed student enrolment form and signed fee acceptance form the representative will complete part A of the office only section of the enrolment form. The COE representative will create a student file and will then complete the Application Checklist. Once the checklist is completed and all of the relevant information has been collected, the COE Representative will then forward the student file, onto the Admin department.

3.0 Selection

Once the admin officer has received student file, they will enter the students name, address, date of birth, phone number and course name into the student management system. The admin officer will review the application and make a decision on whether an applicant is eligible and forward either a letter of offer or a letter of decline to the applicant within 7 days of receiving the initial application.

The letter of offer will contain the following information.

- The course enrolled in
- Orientation date, time and location
- Course location
- Course start and anticipated end date
- Deposit amount required
- Total fee amount



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The letter of decline will describe why the applicant has been declined enrolment.
A copy of the letter sent will be placed on the student file.

4.0 Orientation Process

The student Orientation date is to be set and the student is notified of their orientation time and date via the letter of offer.

The student eligible for enrolment must attend the Orientation day to complete the enrolment process, or the letter of offer will be revoked, unless prior arrangements have been made with the Director of Studies.

During this process the Applicant will receive an enrolment pack with the following documentation;

- 4.1 Student Enrolment and evidence of eligibility Form
- 4.2 Student Agreement
- 4.3 Language Literacy and Numeracy Assessment and Questionnaire
- 4.4 Payment Plan
- 4.5 Fee Acceptance V2
- 4.6 Student Responsibilities

For students under the age of 18 the following form will need to be completed

- 4.7 Student Permission Form
 - At the interview a COE representative will assess the applicant on their aptitude and suitability to the course and the industry and ensure the applicant is made aware in circumstance where they are accessing their Victorian Training Guarantee entitlement that this may impact their access to further government subsidised training.
 - Students will need permission letter from the Principal of the School, if the student is attending School. If student is not attending School, they need a permission letter from Directorate, Department of Education.
 - Students are given a tour of the locations and introduced to key personnel, and familiarise them with the premises and procedures at COE as well as to welcome them.

5.0 Enrolment Process

- 5.1 The following guidelines outline the enrolment procedures for students intending to undertake study at COE.

5.1.1 To secure the offer, the student must do the following:

- A signed Enrolment Form with the non-refundable initial deposit or the full course fees.
- The Enrolment Form, Student Agreement **must** be completed in its entirety, signed and submitted on orientation day
- If the applicant is under 18 years or age the Enrolment form, Student Agreement and the Student Permission Form must be signed by a parent or legal guardian. The student Permission form ensures the parent or legal guardian is aware of any treatment which may be conducted on the student throughout the course.
- Students are required to sign the Student Responsibility's Form to ensure the students are aware of the following obligations;
 - Attendance
 - Uniform
 - Attitude
 - Lateness etc.



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- Deposit of \$1000 or agreed amount must be paid on orientation day. If a deposit is paid by the student and the deposit amount is less than the required fees then the student must enter into an agreed Payment Plan. The accounts department will generate a payment plan and invoice for remaining amount.
- Fees may be paid by cash, bank cheque or direct payment into the COE's bank account (refer to Student Fees and Charges Policy).
- Students will be issued with a Training Plan within the first week of scheduled classes which must be signed and dated by both the trainer and student. The training plan will then be returned to the compliance manager for processing.
- Within 7 days of orientation the admin officer will enter the student's details into the Student Management System (SMS) for those who have completed the orientation.