

STUDENT APPLICATION/SUITABILITY & ENROLMENT CHECKLIST

Career Advisors/Administration

Student Identification

Rise Education and Training requires effective photo identification of all students prior to enrolment in a course program. This identification assists in verification of the student's USI and for authenticity in assessment purposes. Please confirm the student's identification, including full legal name and date of birth, with one of the following documents:

Student Identification	
Student USI:	<input type="checkbox"/> Verified
<input type="checkbox"/> Photo ID has been provided and matches verified USI.	

Document Verification

Where documentation is provided by the Student, is a copy of the original, the copy must be an 'original copy' certified by a person who is on the list of approved witnesses who can verify documents. Where Rise Education and Training personnel are verifying the Student documentation:

1. The original documentation is sighted.
2. A copy of the original documentation (both front & back of document if needed) is taken and in colour.
3. The document is confirmed as authentic with the relevant issuing organisation.
4. The Rise Education and Training representative may certify the documentation by signing and dating that the documentation has been verified, with the statement *"I confirm that this document is a true and accurate copy of the original"*.

Individual Aspirations

Rise Education and Training courses are designed to build on a student's existing abilities and develop new ones. The individual's existing educational and vocational attainment, other demonstrated capabilities, career aspirations and general interests are considered in course selections and services planning.

As a part of this process, Rise Education and Training ascertains and considers the individual's existing educational and vocational attainment, other demonstrated capabilities, career aspirations and general interests.

Individual Student Needs & Requirements		
Application for Enrolment Review	Yes	No
Student meets minimum age requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Student has completed minimum Year 10 or equivalent or pre-requisite qualification level for the enrolling course.	<input type="checkbox"/>	<input type="checkbox"/>

Student has indicated English language skills needed to successfully complete the course.	<input type="checkbox"/>	<input type="checkbox"/>
Student has indicated a disability or other individual needs that must be discussed further.	<input type="checkbox"/>	<input type="checkbox"/>
Student meets all mandatory course entry requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Student has the physical capabilities needed to successfully complete the course.	<input type="checkbox"/>	<input type="checkbox"/>
Career goals and aspirations of the individual are aligned with the course of choice.	<input type="checkbox"/>	<input type="checkbox"/>

Applicant Interview

During the *Application & Enrolment* process, general and course specific pre-enrolment information, including the relevant *Course Information* is explained in further detail and student queries answered.

Pre-Enrolment Interview		
	Yes	No
Background, existing educational attainment, capabilities, aspirations and interests		
<i>Student Handbook</i> provided / access confirmed.	<input type="checkbox"/>	<input type="checkbox"/>
Relevant <i>Course Information Guide</i> provided / access confirmed.	<input type="checkbox"/>	<input type="checkbox"/>
Specific course details covered in further detail as relevant: <ul style="list-style-type: none"> • Explanation of course content, competency standards, timelines and stakeholders. • Duration of course and the delivery mode of course, location of course. <ul style="list-style-type: none"> ○ Coorparoo ○ Mt Gravatt ○ Robina • Explanation of assessment procedures relevant to the course. • Rise Education and Training procedures and processes specific to the course. • Fees, charges and refunds information covered for specific course arrangements. 	<input type="checkbox"/>	<input type="checkbox"/>
Background, existing educational attainment, capabilities, aspirations and interests of student noted and discussed.	<input type="checkbox"/>	<input type="checkbox"/>
Scheduling, delivery modes, approaches of course training and assessment meets student's needs.	<input type="checkbox"/>	<input type="checkbox"/>
Student's learning preferences are catered for in course design.	<input type="checkbox"/>	<input type="checkbox"/>
Does the student have any disabilities or other significant individual needs? <ul style="list-style-type: none"> <input type="checkbox"/> If yes, refer to Trainer for consideration of the student's capability to undertake the course with the support of an <i>Individualised Learning Plan</i>. 	<input type="checkbox"/>	<input type="checkbox"/>

Specific Support Services	Yes	No
<p>Does the student require any specific or individualised support services?</p> <ul style="list-style-type: none"> • Study support program. • Equipment, resources and/or programs to support access. • Learning materials are required in alternative formats, for example, in large print. • Mediation services, Counselling services or referrals to these services. • Information and communications technology (ICT) support. • Other: <p><input type="checkbox"/> If yes, refer to Trainer for consideration of the student's capability to undertake the course with the support of an <i>Individualised Learning Plan</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Credit Transfer & Recognition of Prior Learning

Rise Education and Training will finalise initial Credit Transfer and RPL applications prior to course commencement and confirm any amended fee arrangements as a part of this process.

Recognition of Prior Learning/Credit Transfer	
Does the Student wish to apply for RPL:	Does the Student wish to apply for CT:
<input type="checkbox"/> Yes - RPL Application Form submitted	<input type="checkbox"/> Yes – Credit Transfer Application Form submitted
<input type="checkbox"/> No	<input type="checkbox"/> No

Government Subsidy / Support Eligibility Assessment

As a component of the Application & Enrolment process, Rise Education and Training undertakes an eligibility assessment on particular government subsidy or support initiatives that the Student may be eligible to access.

Government Subsidy / Support Eligibility Assessments		
Does the Student wish to apply for government subsidy support:		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Government Subsidy / Support Eligibility Assessments		
Government Support Program:		
Subsidy Eligibility Decision	Yes	No

Number of courses student is currently eligible for: 1 2

Rise Education and Trainings' declaration

Based on discussion with the student, the above evidence I have sighted (and retained a copy of), and the information provided to me by the student in, I believe that the individual satisfies the Entitlement to Funded Training eligibility criteria as set out in the PQS and is eligible for funding under the QLD Certificate III Guarantee/Higher Skills Program for the following qualification/s (below).

I have also sighted and retained (where applicable) relevant evidence required to grant an exemption from eligibility requirements or other limitations pursuant to any initiatives.

(Include full title of qualification/s in which the student is seeking to enrol)

Authorised Rise Education and Trainings' delegate

Name: _____

Position: _____

Signed: _____ Date: _____

The student has been assessed as:

- Not Eligible** – The reasons why have been explained to the student.
- Eligible** – The student is eligible and course subsidy will be applied.

Subsidy eligibility, availability and implications has been discussed with student including they will no longer be eligible for a subsidised training place under Certificate 3 Guarantee or Higher Level Skills.	<input type="checkbox"/>	<input type="checkbox"/>
Fee concession / exemption arrangements	Yes	No
Does the student wish to apply for a fee concession?	<input type="checkbox"/>	<input type="checkbox"/>
<p>The student has been assessed as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not Eligible – The reasons why have been explained to the student – full course fee applies. <input type="checkbox"/> Eligible for concession / exemption / waiver – as follows: <p><input type="checkbox"/> Relevant evidence has been collected, verified and retained. (Copy both sides of documents)</p>		
Fee concession / exemption eligibility and implications has been discussed with student.	<input type="checkbox"/>	<input type="checkbox"/>

Summary of Student Application/Suitability & Enrolment Review (not including LLN assessment)

Acceptance Outcome	
Further Discussion Comments / Notes:	
<p>Students are not encouraged to undertake training where there is not a reasonable prospect of their completion.</p>	
Recommended Course of Study	
Course Code	Course Name
Key learning objective:	
<input type="checkbox"/> The qualification enables the individual to obtain the required skills to make them job-ready by:	
<input type="checkbox"/> The qualification assists the individual to undertake further education by:	
<input type="checkbox"/> The qualification promotes/enables access to training for a disadvantaged individual by:	
Decision rationale:	
<p>The selected course is both suitable for the individual, and the most suitable course option for the individual because:</p> <input type="checkbox"/> The student has been advised that a Statement of Fees will be prepared and provided by Rise Education and Training in order to make a formal enrolment offer, and that this agreement must be finalised and executed before enrolment is confirmed and an enrolment place secured.	
Declaration	
<p>I confirm that I reasonably believe the student is academically suited to undertake the course, course arrangements are suitable to the existing skills, knowledge and the experience of the student due to the reasons noted above and that the course service is appropriate to the student's needs.</p>	
Rise Education and Training Representative's Signature:	
Date:	

Non-Acceptance Outcome	
Rise Education and Training does not enrol a student in a course or qualification that is at an inappropriate level for that student. Reasons why Rise Education and Training will not be able to offer the student a course place:	
<input type="checkbox"/> The student has been advised of reasons why their course enrolment application will not be accepted. <input type="checkbox"/> The student has been referred to alternate course providers / course services / additional support information.	
Rise Education and Training Representative's Signature:	
Date:	

Trainer/Assessor

TRAINER & ASSESSOR REQUIREMENT TO COMPLETE:

Language Literacy & Numeracy Assessment

As a component of the *Application & Enrolment* process, Rise Education and Training reviews all enrolment applications to ensure entry requirements are being met prior to acceptance of a student into a course. As part of the review students are required to complete an *Australian Core Skills Framework (ACSF)* aligned *Language, Literacy, and Numeracy (LLN) Assessment* to ensure that the student has the ability to complete the course.

Language, Literacy & Numeracy Assessment	Yes	No
LLN Quiz Successfully Completed – ASCF Level: _____	<input type="checkbox"/>	<input type="checkbox"/>
Quiz Not Successfully Completed: <ul style="list-style-type: none"> <input type="checkbox"/> Course entry requirements not met – Student will not have the ability to successfully completion the course – enrolment application will not be accepted; OR <input type="checkbox"/> Suitable strategies and actions can be taken to assist the student to be able to complete the course. <i>Individual Learning Plan</i> to be prepared in consultation with the student. 		
Rise Education and Training Trainer & Assessor's Signature:		
Date:		