

Application, Suitability and Enrolment Policy and Procedure

Date of Implementation – 05 January 2026

Authorisation - Chief Executive Officer

Procedure

Students must read and understand the enrolment form, enrolment eligibility, LLND requirement, student's obligation from the Student Handbook, Fees, Charges and Refund Policy, Complaints and Appeal Policy, Credit Transfer, RPL and RCC Policy and Procedure and all other information relating to student matters. Student must sign on the last page of enrolment form and all related form contained in the documents listed.

Students are required to comply with the Student Code of Conduct and the policies and procedures as outline in the Student Handbook. Failure to do so may lead to enrolment being suspended or canceled.

Rise Education and Training reserves the right to change its fees at any time without notice. Fee must be paid in advance otherwise the student will not be permitted to commence.

Administration Fee, Co Contribution Fee (Funded Program ONLY) or Student Contribution Fee (Fee for Service ONLY) must be paid. If student wishes to withdraw or cancel their enrolment within the cooling off period, Administration Fee is non-refundable.

A cooling off period is 14 days after the date of student enrolment into course. If student wishes to withdraw after 14 days of course commencement, Contribution Fee will be based on pro rata to refund to the student. Full details of refund can be found on our Fees, Charges and Refund Policy and Procedure.

For Fee for Service students can have the option to either pay the Student Contribution Fee by instalment with minimum \$500 every month until completing the course, with an initial upfront payment of \$700. Student who has demonstrated financial hardship, can negotiate on an individual basis with the CEO in writing by email to manager@riseeducation.edu.au

Career Start or Career Boost subsidies training Student who is interested in studying Career Start or Career Boost funding program should access for further information:

[career-start-program-policy_1-july-2025.pdf](#)

[career-boost-program-policy_1-july-2025.pdf](#)

What is the Career Start Program?

Career Start provides Queenslanders with skills and support to start their career.

The program provides training to help job seekers secure a job and supports those already employed to move into more skilled roles or full-time employment, including after completing an apprenticeship or traineeship.

From 1 July 2025, Career Start will provide eligible Queenslanders with:

- access to certificate III qualifications in priority and emerging industries
- access to apprenticeship and traineeship training in priority and emerging industries
- access to lower-level qualifications identified by industry as the entry point for jobs
- expanded access to foundation skills such as language, literacy, numeracy, digital literacy and employability skills
- increased access to training in regional and remote areas
- supported training pathways for women and priority cohorts to take-up skilled careers.

What is the Career Boost Program?

Career Boost aims to take a person's career to the next level, enabling them to grow and apply their skills to existing or new job roles and to support productivity growth and workplace innovation.

The program delivers training to help individuals develop the higher level skills needed to secure employment, advance their careers, or progress to further education and training to undertake university or tertiary qualifications.

From 1 July 2025, Career Boost will provide eligible Queenslanders with:

- one subsidised training place in either a certificate IV or diploma or advanced diploma qualification
- a higher level apprenticeship/traineeship at certificate IV or above
- up to two subsidised skill sets in priority industries or sectors as part of the program

Career Start and Career Boost replaces funding previously available through the Certificate 3 Guarantee, Higher Level Skills and User Choice programs.

What qualifications are subsidised?

Under the Career Start and Carrer Boost Funding, the Queensland Government provides a subsidy for a range of priority certificate III, IV and Diploma vocational qualifications.

Foundation skills training and lower-level vocational qualifications may also be subsidised in certain circumstances.

Are you eligible to participate?

The program is open to any Queensland resident aged 15 years or over who is no longer at school (with the exception of VET in Schools students) and is an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency, not already have a certificate III or higher qualification completed within the last 10 years (qualifications completed as a school student and foundation skills qualifications do not count).

Prospective students must not have or be enrolled in a certificate III level or higher qualification, even if it is on hold or deferred, whether funded by DTET or not. (not including qualifications completed at school and foundations skills training).

Do you need to contribute to the cost of training?

Students enrolled in certificate III, IV or Diploma qualifications and skill sets, and non-concessional students in lower-level qualifications, are required to contribute to the cost of training through a co-contribution (student) fee.

This fee can be paid by an employer, a family member, a friend, or another organisation, but it cannot be paid or waived by the Skills Assure Supplier or any person or entity connected to the Skills Assure Supplier.

The fee amount is a decision for the SAS. As part of receiving subsidised training place, students may be asked to complete a DTET survey.

Career Start Career Boost Funding Eligibility

If you are eligible for Career Start or Career Boost funding subsidies training you will no longer be eligible for a subsidised training place under the Career Start or Career Boost Program once you complete a Certificate level III, IV or Diploma Qualification.

Unique Student Identifier

All students who enrol with Rise Education and Training will be asked to either obtain a Unique Student Identifier or provide their previously issued USI to the Enrolment team. Students cannot commence their studies without a valid USI. If you have not created a USI before, please refer to the USI website:

<https://www.usi.gov.au/students/get-a-usi>

Students who feel that they require assistance in applying for a USI may request this assistance from the Rise Education and Training Team. Please note the following:

- Rise Education and Training will require students to provide their consent prior to assisting them in obtaining a USI.
- Every USI presented to Rise Education and Training by a student will be checked for validity.
- Rise Education and Training will not be able to issue any certificates or Statements of Attainment until a student obtains a valid USI (unless an exemption applies under the Student Identifiers Act 2014).

Australian Apprentice Training Support Payment

The Australian Apprentice Training Support Payment (AATSP) provides up to a maximum of two years direct financial support to eligible Australian Apprentices commencing an Australian Apprenticeship in priority occupations experiencing national skills shortage.

All full time apprentice may claim up to a maximum of \$5000 over a two year period and a part time apprentice up to \$2500. Eligible occupations appear on the [Australian Apprenticeships Priority List](#).

Am I eligible?

To be eligible for the AATSP, an apprentice must meet all primary eligibility criteria, and must:

- Have commenced or recommenced their Australian Apprenticeship on or after 1 July 2024; or
- Recommenced their Australian Apprenticeship with their original employer on or after 1 July 2024, where the period of cancellation or suspension was greater than six months; and
- Be undertaking a qualification at the Certificate III, Certificate IV, Diploma or Advanced Diploma level which is aligned to an occupation listed on the Priority List at the date of commencement or recommencement.

In addition to the above requirements, the Australian Apprentice must not be in receipt of payments under the Key Apprenticeship Program.

Enrolment Procedures

Student put an inquiry to study the course, Administration Officer will check student's eligibility from Partner Portal with student first and last name and date of birth to check student's studied record prior enrolment. A Suitability check is conducted during the interview process for the course selection. Course outline and marketing flyers will be sent out to the candidates if they are keen to enrol the course.



Student can choose to download the enrolment form from the website www.riseeducation.edu.au or get a copy from the Administration Officer in the office



Students will be provided the contacts if they have any queries about the enrolment and course.



Complete the enrolment form and submit to the office. Student must present eligibility identification to Administration Officer for checking and verification.



Credit Transfer/Gap training and RPL/RCC student will need to present original copies of certificate, academic transcripts, statement of attainment, work experience documents and any others relevant document for Administration Office to check and verification before submitting to head trainer.



Student will be given Language, Literacy, Numeracy and Digital Test (LLND) and eligibility form. If the Student requires an individualised support plan to be developed, the student will be interviewed by the head of trainer.



Once the student's suitability has been approved for enrolment, student will be guided to access, read and understand the relevant Rise Education and Training policies and procedures, student handbook and relevant government fact sheets on the website.



Administration Officer will also send out the tax invoice with the amount of fees and the details of payment. You will receive an orientation phone call which includes technical support and the opportunities to ask any questions.



Student may commence study



RTO ID 91823

Publication

This policy is available through publication on the website, www.riseeducation.com.au and in summary within the Student Handbook.

Government Related Documents

Skills Assure Program Schedule 2 – School Based Apprenticeships and Traineeships (SATs)

Skills Assure Program Schedule 3 – Career Start

Skills Assure Program Schedule 4 – Career Boost

Skills Assure Program Schedule 5 – Continuing Students

Skills Assure Program Schedule 7 – Free Apprenticeships for Under 25s

Skills Assure Supplier Policy 2025-2028

Skills Assure Supplier Audit Evidence Requirements 2023-2025

Related Documents

SUPPORTING DOCUMENT Student Handbook

SUPPORTING DOCUMENT Individualised Support Plan

SUPPORTING DOCUMENT FORM Application and Suitability for Enrolment

SUPPORTING DOCUMENT FORM Variation to Enrolment

Privacy Notice (NCVER)

Associated Policies and Procedures

POLICY AND PROCEDURE Commitment to All Legislative and Regulatory Requirements

POLICY AND PROCEDURE Complaints and Appeals

POLICY AND PROCEDURE Fees and Refunds

POLICY AND PROCEDURE Student Withdrawals, Deferment, Extension and Refund

Responsible Officer

The responsible officer for the implementation and training for this Policy and Procedure is the Chief Executive Officer.

Document History and Version Control

Version	Date Approved	Approved By	Brief Description
1.0	16 September 2019	CEO	New Policy
2.0	16 September 2020	CEO	Annual Review
3.0	16 September 2021	CEO	Annual Review
4.0	16 September 2022	CEO	Annual Review and new Format
5.0	1 July 2025	CEO	Annual Review
6.0	5 January 2026	CEO	Updated title of policy to include Suitability. Updated policy to include VET Investment Clauses and Australian Apprentice Training Support Payment (AATSP)