# Overview

1. This checklist must be used in accordance with the Enrolment Policy and Procedure
2. This checklist is used:
	1. By sales / enrolment coordinators
	2. For potential students inquiring about a course
3. All students must receive the required information outlined in this document prior to enrolment. To ensure this:
	1. One form is completed for each potential student
	2. The completed form is required for enrolment

# Student Information

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|  |
| **Student Name:** | Student name | **Course inquiry:** | [ ]  Diploma of Information Technology[ ]  Others: Click or tap here to enter text.  |  |
|  |
| **Contact mobile:** | Mobile number |
|  |
| **Email address:** | Email address |
|  |
| **Date of initial enquiry:** | Date of initial enquiry |
|  |
| **Enrolment Coordinator:** | Enrolment coordinator |
|  |
| **Student number:** | Student number | **Course start date:** | Start date |  |
|  |
| **Enrolment date:** | Enrolment date | **Course end date:** | End date |  |
|  |

# Enrolment checklist

Tick boxes when corresponding information has been provided to the student. All items are required except where it states ‘if relevant’. In which case, indicate reasons where it is not relevant.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Requirement** |  | **Date** |  | **Comments** |  |
|  |
|  |[ ]   | 1. Website
 |  | Enter date |  | Refer student to: [www.aupi.com.au](http://www.aupi.com.au)  |  |
|  |
|  |[ ]   | 1. Course information – Brochure/Flyer/Course Page
 |  | Enter date |  | Send student the course brochure (refer to latest approved copy) |  |
|  |
|  |[ ]   | 1. Fees
 |  | Enter date |  | Refer to latest fee information released (note ongoing promos and sales) |  |
|  |
|  |[ ]   | 1. Terms and Conditions
 |  | Enter date |  | Refer student to last page of the enrolment form |  |
|  |
|  |[ ]   | 1. Student Handbook
 |  | Enter date |  | Refer student to the student handbook (refer to latest approved copy) |  |
|  |
|  |[ ]   | 1. Policies and Procedures
 |  | Enter date |  | Refer student to Fee Administration and Refund Policy, Complaints and Appeals Policy and RPL and Credit Transfer Policy – Found in the student handbook |  |
|  |
|  |[ ]   | 1. Pre-enrolment Conversation
 |  | Enter date |  | Use the pre-enrolment interview form. Ask student about relevant prior experience, and whether the student wishes to get assessed for recognition of prior learning; if yes, send the student the RPL Eligibility Assessment |  |
|  |
|  |[ ]   | 1. Pre-requisites
 |  | Enter date |  | Check TAS to confirm if target course includes pre-requisites. Confirm if student meets course pre-requisites.  |  |
|  |
|  |[ ]   | 1. Enrolment form
 |  | Enter date |  | Send student the enrolment form |  |
|  |
|  |[ ]   | 1. LLN assessment, if relevant (indicate reasons otherwise)
 |  | Enter date |  | Attached to the Enrolment Form; Possible reasons for deferring LLN assessment:* Has already taken the assessment from previous course with AuPI
* Holds the pre-requisite training certificate
* Holds equivalent or higher-level qualifications relevant to the course
 |  |
|  |
|  |[ ]   | 1. RPL application form
 |  | Enter date |  | If relevant: Send student RPL application form, if eligible (refer to outcome of Eligibility Assessment) |  |
|  |
|  |[ ]   | 1. Credit recognition form
 |  | Enter date |  | If relevant: Send student Credit Recognition form, if eligible (refer to outcome of Eligibility Assessment) |  |
|  |
|  |[ ]   | 1. USI
 |  | Enter date |  | Verify USI information: <https://www.usi.gov.au/training-organisations/using-usi-registry-system/verify-usi>  |  |
|  |
|  |[ ]   | 1. Payment
 |  | Enter date |  | Confirm receipt of payment required (refer to student’s payment plan) |  |
|  |
|  |[ ]   | 1. Send student welcome email with links to resources (15 to 20)
 |  | Enter date |  |  |  |
|  |
|  |[ ]   | 1. Training plan
 |  | Enter date |  | Customised for the student. Including timings and relevant reasonable adjustments, where applicable. (Where reasonable adjustments are required, refer completion of the Training Plan to the trainer) |  |
|  |
|  |[ ]   | 1. Vocational placement pack, if relevant
 |  | Enter date |  |  |  |
|  |
|  |[ ]   | 1. Learning resources
 |  | Enter date |  | Provided through the Learner Portal. |  |
|  |
|  |[ ]   | 1. Assessment resources
 |  | Enter date |  | Provided through the Learner Portal. |  |
|  |
|  |[ ]   | 1. Login details to student portal
 |  | Enter date |  |  |  |
|  |