Australian Polytechnic Institute
Enrolment Checklist

Use this checklist to ensure students are provided with all relevant information required to allow them to make informed decision about enrolling to a course.

Overview

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

Student Information

Student Name:	Student name
Contact mobile:	Mobile number
Email address:	Email address
Date of initial enquiry:	Date of initial enquiry
Enrolment Coordinator:	Enrolment coordinator

Course inquiry:
☐ Diploma of Information Technology
☐ Others: Click or tap here to enter text.

Student number:	Student number	**Course start date:**	Start date
Enrolment date:	Enrolment date	**Course end date:**	End date

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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.edu.au
☐	2. Course information – Brochure/Flyer/Course Page	Enter date	Refer the student to the course brochure (refer to the latest approved copy)
☐	3. Fees	Enter date	Refer to the latest fee information released (note ongoing promos and sales).
☐	4. Terms and Conditions	Enter date	Refer the student to the terms and conditions on enrolment.
☐	5. Student Handbook	Enter date	Refer the student to the student handbook (refer to the latest approved copy)
☐	6. Policies and Procedures	Enter date	Refer the student to the Fee Administration and Refund Policy, Complaints and Appeals Policy and RPL and Credit Transfer Policy.
☐	7. Pre-enrolment Conversation	Enter date	Use the pre-enrolment interview form. Ask the student about relevant prior experience, and whether the student wishes to get assessed for recognition of prior learning; if yes, refer the student the RPL Eligibility Assessment

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☐	8. Pre-requisites	Enter date	Check TAS to confirm if the target course includes prerequisites. Confirm if the student meets the course prerequisites.
☐	9. Enrolment form	Enter date	Refer the student to the enrolment form.
☐	10. 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 the previous course with AuPI - Holds the pre-requisite training certificate - Holds equivalent or higher-level qualifications relevant to the course
☐	11. RPL application form	Enter date	If relevant: refer the student to the RPL application form, if eligible (refer to the outcome of the Eligibility Assessment)
☐	12. Credit recognition form	Enter date	If relevant: Send student Credit Recognition form, if eligible (refer to outcome of Eligibility Assessment)
☐	13. USI	Enter date	Verify USI information: https://www.usi.gov.au/training-organisations/using-usi-registry-system/verify-usi
☐	14. Payment	Enter date	Confirm receipt of payment required (refer to the student's payment plan)
☐	15. Send the student a welcome email with links to resources (15 to 20)	Enter date	
☐	16. Training plan	Enter date	Customised for the student. Including timings and relevant reasonable adjustments, where applicable. (Where reasonable adjustments are required, refer to the completion of the Training Plan to the trainer)
☐	17. Vocational placement pack, if relevant	Enter date	
☐	18. Learning resources	Enter date	Provided through the Learner Portal.
☐	19. Assessment resources	Enter date	Provided through the Learner Portal.
☐	20. Login details to the student portal	Enter date	