

# Student Selection and Enrolment Policy and Procedure

## Policy

Jigsaw Training Group confirms the eligibility of Students prior to enrolment, identifies any individual support needed and informs Students of their rights, responsibilities and training and assessment requirements. The orientation process further ensures Student understanding of these rights, responsibilities and training and assessment.

Jigsaw Training Group ensures that all Students are provided with a Student Handbook and fact sheet related to the individual program prior to enrolment. On course commencement Jigsaw Training Group will conduct a Student orientation to ensure understanding of this information and acknowledgement is completed by Students' to verify understanding.

## Procedures

### Student information

1. All potential Students are to be provided with a copy of the Student Handbook prior to enrolment.
2. All Students are to sign an acknowledgement, which is part of the Enrolment Form, of the items in the Student Handbook.
3. Information is to be supplied advising the applicant of the purpose of the USI and process to apply for the USI.
4. Signed acknowledgement, which is part of the Enrolment Form, is to be placed on the individual Student's file.

### Selection of applicants for enrolment

1. Applicants who meet the eligibility requirements as set out in the training package will be accepted.
2. Where there are more applicants meeting entry requirement than there are available places, applicants will be accepted on a 'first come, first served' basis. Persons not accepted on this basis will be offered enrolment in the next scheduled training.

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3. The RTO is to confirm that the USI supplied by the Student is correct at

<https://portal.usi.gov.au/org/TermsAndConditions?ReturnUrl=%2fforg%252f>

### Supporting Documents:

- Student Handbook
- Enrolment Form

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