

# Standard Operating Procedure

## for Enrolment and Induction/Orientation



**AIM:** To explain the procedure for student enrolment and induction

**PURPOSE:** To ensure that Victorian Occupational Training Educational Services (VOTES) maintains and adequate standards for induction/orientation that comply with the Australian Quality Training Framework (AQTF)

**RESPONSIBILITY:** All VOTES employees, sessional teachers and auspiced external partners

### Procedure

- The participants in any course, run by VOTES, will be selected in accordance with:
  - > Access and Equity and Client Services Policy
  - > The student paying of the full amount, or deposit, of the course will be given a priority status into the course being run
  - > The student meeting the pre-requisites for the relevant course
- The potential student needs to fill in an Expression of Interest form (QF3-008) of any course he/she is interested in. At this time the student will be provided with a Pre-Enrolment Kit, detailing procedures, policies and details of courses run by VOTES
- The student will be notified by a telephone call, or by mail, when the course will commence. At that time an invitation will be issued by VOTES for the student to come in, fill in an enrolment form at Bendigo Access Employment and make the initial payment
- At the time of payment, for the course, the enrolment form must be filled in. A VOTES staff member, where possible, should be with the student at this time to answer any questions. The client will be given a brief overview of the course structure and will be told about the locations, days and times of the course