

POLICY

Enrolment			
Standard 1	STD 1.2, STD 5.2	Policy No.	RTO.S1-POL-006
		Related Procedure No.	RTO.S1-PRO-006
Policy Owner	Ferne Robinson, Compliance Manager		
Scope	This policy applies to clients, participants and employees of Risk Management Training Solutions and its associated entities.		
Date of approval	01.10.2019	Review Date	30.09.21
Change Control	Review of policy as part of continuous improvement		
Version No.	1.1		
Related Policies	Complaints and Appeals Policy Fees and Payment including Refund Policy Cancellation (Withdrawal) Policy Access and Equity Policy Management of Personal Information Policy Unique Student Identifier (USI) Policy Participant Consultation and Support Policy Transition from Superseded Training Product Policy		

1. Overview

Risk Management Training Solutions will ensure all prospective participants are fully informed about the services they are to receive, their rights and obligations and RMTS responsibilities.

2. Policy

2.1. To ensure consistent and timely enrolment, Risk Management Training Solutions enrolls participants who have:

- Applied in the prescribed manner and completed all forms;
- Completed the selection requirements for the relevant course;
- Supplied accurate personal and academic information;
- Agreed to abide by Risk Management Training Solutions policies, procedures and standards of conduct;



- 2.2. Risk Management Training Solutions will provide access to their Participant Handbook, Complaints and Appeals Policy, Fees and Payments Policy and Refund Policy prior to a Participant's formal enrolment.
- 2.3. Each enrolled Participant is required to have a unique student identifier (USI).
- 2.4. Each enrolled Participant is required to complete a literacy and numeracy survey prior to commencement of training.
- 2.5. Participants under the age of eighteen (18) years must have a guardian co-sign all documentation (where applicable).
- 2.6. A Quote will be supplied to the Participant and/or employer where required and once agreed to, the participant will be issued an Invoice and enrolled on or after receipt of first payment.
- 2.7. All enrolments will be managed by the administration team through the Student Management System.
- 2.8. Risk Management Training Solutions will abide by all relevant privacy legislation in relation to the obtaining and storing of personal participant information.
- 2.9. No participant will be enrolled in a superseded, removed or deleted training product as per the *Transition from Superseded Training Product Policy and Procedure*.

3. Definitions

Participant – where participant appears it is deemed to be the same as student, learner or client.

4. References

Standards for Registered Training Organisations (RTOs) 2015

Standard 1 - Clause 1.2

Standard 5 – Clause 5.2