

PP11 – Student pre-enrolment policy

1. Purpose

This policy ensures that prior to enrolment, all potential students have access to clear and accurate information about AEATS, the course in which they're enquiring, and students are made aware of any changes that may affect them. AEATS considers each student's language, literacy, numeracy proficiency and digital literacy (LLND). It supports the student to make an informed enrolment decision and promotes positive learning outcomes.

2. Scope

This policy applies to all prospective students enrolling in any nationally recognised training product on the AEATS scope. It includes actions by admin, trainers, compliance, and student support staff involved in the pre-enrolment and enrolment processes, LLND assessment, and providing course suitability advice.

3. Definitions

Term	Definition
LLND	Language, literacy, numeracy proficiency and digital literacy
Training Product	A nationally recognised qualification, skill set or unit of competency
Suitability Advice	Recommendation given to a student about their readiness and alignment to a course, including alternatives if needed
Pre-enrolment Information	Key course and enrolment details provided through AEATS website, course guides and Student Handbook

4. Legislative Reference

- Standards for RTOs 2025 – Outcome Standard 2.2
- National Vocational Education and Training Regulator Act 2011
- Foundation Skills Training Package tools
- Training.gov.au training product specifications

5. Policy Statement

AEATS is committed to ensuring that all students are informed and supported in choosing suitable courses. Prior to enrolment:

- Suitability advice is provided based on their goals, current skills and course requirements
- LLND is assessed using validated tools
- Students are given accurate pre-enrolment information via the website, course guides and Student Handbook
- Where needed, support or alternative pathways are discussed with the student

No student will be enrolled until this process is completed and documented.

6. Step-by-Step Procedure

Step	Action	Responsible
1	Receive enquiries via website, phone or email	Enrolment Officer
2	Provide pre-enrolment information (via email, including course guide, website link + Student Handbook) information includes CT and RPL information and support services	Enrolment Officer
3	Conduct the LLND assessment using approved AEATS tools	Enrolment Officer
4	Compare LLND outcomes and prior experience against TAS and course entry requirements	Enrolment Officer
5	Provide clear advice to the student on suitability and discuss expectations and outcomes	Enrolment Officer
6	If student is not suited, discuss support options or offer alternative training pathways	Student Support Officer
7	Record decision and LLND results in student file / SMS	Enrolment Officer
8	Monitor and provide LLND or digital support where needed during study	Trainer / Student Support Officer

7. Related Documents

- LLND Assessment Tool
- Student Handbook
- Website
- TAS Document
- Student Support Referral Form
- SMS and Student File Records