

Enrolment Policy

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Owner	RTO Manager
Approved By	Chief Executive Officer
Applicable Standards	Outcome Standards 2025 — Standards 2.1, 2.2 National Code 2018 — Standard 2, Standard 5
Legislation	ESOS Act 2000 National Code 2018 Privacy Act 1988 (Cth) Australian Consumer Law

1. Purpose

This policy establishes the enrolment framework for Wyatt Education Group (WEG), ensuring that all students — domestic and international — receive clear, accurate, and timely information prior to enrolment, and that enrolment decisions are made fairly, transparently, and in compliance with all applicable legislative and regulatory requirements.

2. Scope

This policy applies to:

- All prospective and enrolled students (domestic and international)
- All staff involved in marketing, recruitment, admissions, and enrolment processing
- Education agents and third-party recruiters acting on behalf of WEG
- All nationally recognised qualifications on WEG's scope of registration (CRICOS 04130B, RTO 46003)

3. Policy Statements

3.1 Pre-Enrolment Information

WEG will provide all prospective students with clear, accurate, and current information prior to enrolment, including:

- The full name, course code, and CRICOS course code of each qualification
- Course duration, delivery mode, campus location, and scheduled contact hours
- The total tuition fee and any additional fees (materials, administration)
- Entry requirements including academic, English language, age, and visa requirements
- Refund conditions and the WEG Refund Policy (WEG-POL-REF-001)
- Complaints and appeals processes
- Student support services available
- Attendance and course progress requirements
- The requirement to obtain a Unique Student Identifier (USI) prior to enrolment

- Overseas Student Health Cover (OSHC) requirements for international students
- The ESOS Framework and student rights under the National Code 2018

3.2 Suitability Assessment

Prior to accepting an enrolment, WEG will assess the suitability of the prospective student for the chosen qualification. This assessment will consider:

- Language, Literacy, Numeracy, and Digital (LLN+D) capability relative to course demands
- Academic and vocational background
- Current visa status and work rights (for international students)
- Physical requirements for trade-based qualifications (e.g., CPC31320)
- Age requirements — all students must be 18 years of age or older at the time of enrolment

Where a student is identified as potentially unsuitable, WEG will discuss alternative pathways or provide additional support rather than declining enrolment without consultation.

3.3 Written Agreement

WEG will not finalise enrolment until a written agreement (Enrolment Agreement) has been signed by the student. The Enrolment Agreement will include:

- All pre-enrolment information as listed in 3.1 above
- Details of fees payable, payment schedule, and refund conditions
- Student obligations including attendance and course progress requirements
- WEG's obligations to the student

For international students, WEG will provide the written agreement at least five days before the student is required to pay fees, in accordance with the National Code 2018 Standard 3.

3.4 Students Under 18

WEG's minimum enrolment age is 18 years. In the event that an exception is approved by the CEO, the following additional requirements apply under National Code 2018 Standard 5:

- Documented welfare and accommodation arrangements must be in place prior to enrolment
- Written consent from a parent or legal guardian must be obtained
- The welfare arrangements must be approved by WEG and documented in the student file
- WEG must be satisfied that the accommodation and welfare arrangements are appropriate and safe

3.5 Confirmation of Enrolment (CoE)

For international students, WEG will issue a Confirmation of Enrolment (CoE) via PRISMS only after:

- The Enrolment Agreement has been signed
- All required fees (or first instalment) have been received
- OSHC has been arranged for the full duration of the student visa
- All required documentation has been verified (passport, visa, English test results)

3.6 Credit Transfer and RPL

At the time of enrolment, WEG will inform all students of their right to apply for:

- Credit Transfer (CT) — for previously completed equivalent units from AQF-accredited providers
- Recognition of Prior Learning (RPL) — for skills and knowledge gained through work experience and informal learning

Refer to WEG-POL-RPL-001 (Recognition of Prior Learning and Credit Transfer Policy) for full details.

3.7 Record Keeping

WEG will maintain accurate enrolment records for all students. Student files will include all documentation collected during the enrolment process and will be retained for a minimum of seven (7) years post-completion in compliance with the National Vocational Education and Training Regulator Act 2011. Assessment evidence will be retained for a minimum of two (2) years post-completion.

4. Responsibilities

Role	Responsibility
RTO Manager	Policy ownership, annual review, regulatory compliance, PRISMS reporting
Admissions Staff	Pre-enrolment information provision, suitability assessment, written agreement processing
Student Support Officer	USI verification, LLN assessment referral, welfare coordination for under-18 students
Education Agents	Accurate and compliant marketing; provision of WEG-approved pre-enrolment information only
CEO	Approval of any exceptions to standard enrolment requirements

5. Related Documents

- WEG-POL-REF-001 — Refund Policy
- WEG-POL-RPL-001 — Recognition of Prior Learning and Credit Transfer Policy
- WEG-POL-SSP-001 — Student Support Policy
- WEG-POL-PRV-001 — Privacy Policy
- WEG-POL-DSC-001 — Deferral, Suspension and Cancellation Policy
- WEG-FRM-ENR-001 — Enrolment Agreement Form
- Outcome Standards for RTOs 2025 (F2025L00354)
- ESOS Act 2000 and National Code 2018
- Privacy Act 1988 (Cth)

6. Review and Continuous Improvement

This policy will be reviewed every two years, or earlier in response to: changes to legislation or regulatory requirements; ASQA audit findings; student feedback or complaints; or changes to WEG's operations or course offerings. Review outcomes will be documented in the Continuous Improvement Register.

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