



Enrolment Procedure

| Global International College Enrolment Procedure | |
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| PURPOSE | To ensure complete and accurate enrolment, according to the provisions of the Enrolment Policy. Changes to this procedure may only be made upon approval of the CEO . |
| ROLE UNDERTAKING TASK | Admissions Team |
| DOCUMENT UPDATE | 28/02/2019 |

| STEP 1 – Initial Enquiry | | |
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| No. | Who | Actions |
| 1.1 | Learner | a. Student enquires about the program/qualification through phone or website. |
| 1.2 | Admissions Officer | b. Provide detailed information to the student through their website, marketing materials, pre-enrolment information, student handbook or correspondence. |
| STEP 2 – Processing Enrolments | | |
| No. | Who | Actions |
| 2.1 | Admissions Officer | a. Provide the pre-enrolment documents and forms to the prospective learner via email. <ul style="list-style-type: none"> i. Student Enrolment Form ii. Competency Assessment Form b. Call the learner for initial consultation to assist client and conduct assessment of need. <ul style="list-style-type: none"> i. LLN Assessment ii. Determining Amount of Learning iii. RPL and Credit Transfer The results of the following assessments will be used by the assessor to determine the best training plan to suit learner's needs. |
| 2.2 | Learner | c. Completes and signs all pre-enrolment forms. |
| 2.3 | Admissions Officer | d. Collect completed pre-enrolment documents. e. Collect student ID and supporting documents for processing and filing. f. Provide RPL and credit transfer information (if applicable). |
| STEP 3 – Create Student Account in SMS | | |
| No. | Who | Actions |
| 3.1 | Admissions Officer | a. Create or update learner record in learner management system (LMS) – take note of special needs requirements and notify trainers, assessors and learners. <ul style="list-style-type: none"> i. Create client. ii. Create enrolment. |



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| | | <ul style="list-style-type: none"> b. Verify USI, or apply for USI, if applicable. c. Create student folder in <Google Drive/Dropbox>. <ul style="list-style-type: none"> i. Learner record folder. ii. Learner learning resources. iii. Create shareable link and share folders to the student email address. d. File all pre-enrolment forms and supporting documents in the learner record folder. |
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STEP 4 – Invoicing and Payment Processing

| No. | Who | Actions |
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| 4.1 | Admissions Officer | <ul style="list-style-type: none"> a. Create the learner invoice in the LMS. b. Send the invoice to the learner via email. c. Once payment is made, enter payment details into the LMS. d. Print the paid invoice and receipt, and file in appropriate folder. e. Email a copy of the receipt to the payee. f. Send notification of enrolment/welcome information email to the learner and employer via email/post, if applicable. g. Create event note in LMS for emailing welcome pack and/or client contact. |



| Version Control Table | | | |
|-----------------------|---------------------------|-------------|---------|
| Date | Summary of Modifications | Modified By | Version |
| 09/01/2018 | Procedure Creation | 360RTO | v. 1.0 |
| 28/02/2019 | Reviewed and Logo changed | GIC | v. 2.0 |