

## **Participant Recruitment, Selection and Enrolment Policy**

Djerriwarrh Community & Education Services (Djerriwarrh) is committed to selecting participants for training and educational programs in an ethical and responsible manner and in accordance with the Access and Equity Policy, the relevant curriculum or Training Package and if applicable the specified requirements of a contract.

Djerriwarrh undertakes to recruit participants whose educational backgrounds and skills reflect a suitability to undertake a particular course and who demonstrate a commitment to work satisfactorily to achieve the stated competency standards.

Prospective participants for accredited qualifications and language and literacy programs will be confidentially interviewed before placement in a program.

Prospective participants for vocational education and training (VET) and foundation skills qualifications/courses are required to attend an information session/pre-training interview. The information session/pre-training interview outlines course outcomes, pathways, fees, training and assessment arrangements, selection and enrolment processes, student support services, legislative and occupational requirements, complaints and appeals procedures and any other relevant policies and procedures.

Selection of participants is based on:

- attendance at an information session/pre-training interview; and/or
- potential to successfully complete the program; and/or
- potential to gain employment on completion of the program; and/or
- participant eligibility for government funded training.

Djerriwarrh will endeavour to be responsive to the needs of interested participants and to offer training programs to meet demand.

Prospective participants for short courses will be taken into the program in the order in which an expression of interest in the program is received and where there are no other selection criteria or pre requisites specified.

The language, literacy and numeracy (LLN) skills of participants enrolling in a VET qualification/course will be assessed at the pre-training interview using the LLN Assessment identifying whether the participant possesses the ACSF Core Skills required to successfully complete the qualification/course. Based on the assessment results the participant will be advised to:

- proceed with enrolment in qualification/course as they possess the LLN skills required; or
- proceed with enrolment in qualification/course with embedded support provided by the VET trainer
- proceed with enrolment in qualification/course with an additional individual LLN support program conducted by a qualified LLN practitioner to assist participant during the VET qualification/course; or

- enrol in a Foundation Skills training qualification/course to address gaps between existing performance and the level required to successfully complete VET qualification/course.

The LLN skills of participants enrolling in a Foundation Skills qualification/course will be assessed at the pre-training interview to identify current ACSF core skills using the Foundation Skills Learner Assessment to determine the appropriate level of qualification/course for enrolment.

Participants with a disability will be placed into programs in accordance with the Access and Equity Policy. Where participants needs cannot be met then every endeavour will be made to refer and/or place the participant in another suitable program either internally at Djerriwarrh or another organisation.

<b>Associated Policies</b>	PO 001 Access and Equity
<b>Associated Procedures</b>	PR 025a Pre Training Review for VET Qualifications PR 025b Short Course Recruitment, Selection and Enrolment PR 025c Foundation Skills Pre Training Review (CGEA & EAL) PR 025d Eligibility Checks under the Skills First Program PR 025e Language, Literacy and Numeracy Assessment (Pre Training Review)
<b>Other associated documents Internal</b>	FO 028 Pre-Accredited Enrolment Form FO 272 Statement of Fees FO 275 Pre Training Review & Interview Checklist FO 287 Foundation Skills Learner Assessment Summary FO 288 Foundation Skills Placement Recommendation Form FO 291 Foundation Skills Pre Training Review Interview FO 309 Skills First Learn Local Eligibility Exemption FO 329 Accredited Courses Enrolment Form FO 334 Pre-Training Review Form FO 341 VET Language, Literacy & Numeracy Assessment Form DO 096 Student Handbook DO 109 Program Overview DO 147 LLN ACSF Assessor Guide DO 149 Foundation Skills Learner Assessment DO 157 Course Information Booklet

	DO 159 PTR Process Flowchart CK 021 Foundation Skills Checklist
<b>Relevant Legislation</b>	Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic) Working with Children Act 2005 (Vic) Privacy Act 1988 Privacy Data and Protection Act 2014 (Vic) Competition and Consumer Act 2010
<b>Other associated documents</b> <b>External</b>	AQTF 2013 Condition 3 AQTF 2013 Standards 2.1, 2.3, 2.5 VRQA 2016 Guidelines 2.5 and 2.6 Skills First Quality Charter Skills First Program Guidelines about Determining Student Eligibility and Supporting Evidence Skills First Program Guidelines about Fees Skills First Program Evidence of Student Eligibility and Student Declaration