Enrolment Procedure

Newskills provides a comprehensive enrolment procedure.

Enrolment sessions are arranged by the Business Developer, Account manager and the client and are conducted at the worksite at a suitable time for trainees.

During the enrolment session the trainee has an opportunity to:

1. Meet with the Newskills' trainer/assessor, an Account manager and a representative/s of the Apprenticeship centre
2. Be introduced to the Newskills' training and assessment process, receive and discuss Trainee Information Handbook, including Fees and Refund Policies, course duration, grievance procedures, etc.
3. Complete the relevant State's enrolment form and discuss privacy statement.
4. Discuss the Unique Student Identifier (USI) and if authorisation has been given by trainee to create on their behalf, copies of identification are collected.
5. Complete pre-training review.
6. Discuss Credit transfer and recognition of prior learning options.
7. Discuss the Training Plan and reasonable adjustments as required.
8. Training Plan (relevant to the State) signed by the trainee, workplace supervisor and an RTO representative.
9. Provide all the required documents for eligibility checks.
10. Hand over session to Apprenticeship Centre to have trainee's complete registration documentation. (if applicable)
11. Close – Advise trainees that the forms that have been completed and signed today will be processed and registered with the ACC (if applicable)
12. Mentor Handbooks are distributed to the Mentor's/ Supervisors and explaining to the mentors what their obligations and requirements are for the training. (Q&A session if necessary)

Enrolment session checklist

Company Name: ____

☐ Schedule enrolments with Employer & trainees for the enrolment session

☐ Introduction of Newskills and AAC staff members (if required) and advise what will be involved and required to be completed when enrolling into a National accredited qualification/course.

☐ Distribute and discuss Trainee Handbooks to trainees

☐ Explain and complete the following documents:

- ☐ Pre Training Review
- ☐ Enrolment Form (for applicable State)
- ☐ CT/RPL Form
- ☐ Training Plan (for applicable State)
- ☐ Collection of photo IDs and other documents to confirm eligibility for applicable State Regulator

☐ Questions and answers from trainees

Account Manager Name: ______________________________________

Account Manager Signature: ______________________________________

Date: ____ / ____ / __________