

DRUGBEAT OF SA  
**STUDENT SELECTION, ENROLMENT AND INDUCTION/ORIENTATION POLICY AND PROCEDURES**

**Purpose**

This procedure describes the processes whereby DRUGBEAT OF SA selects, enrolls and inducts students.

**Related ATQF standards**

Standard 6: Access and equity and client service

Standard 2: Compliance with Commonwealth, State/Territory legislation and regulatory on requirements.

**Scope**

This procedure applies to all students seeking enrolment in and/or those enrolled in courses within DRUGBEAT OF SA's scope of registration.

**Responsible parties**

The Operations Manager and Heads of Department are responsible for the control and implementation of this procedure.

**Definitions**

Pre-enrolment: This term is used to describe a 'stage of enquiry' when a prospective student is entitled to receive as much information as possible in order to make an informed decision and selection of the course of training and provider of training

Enrolment: The term assumes a student has participated in pre-enrolment activities at DrugBeat or has received pre-enrolment information by request. Enrolment has occurred when the student's application has been received, selected, processed and endorsed.

Student orientation/induction: This process is undertaken on the first day of attendance at a DRUGBEAT OF SA and may include a number of orientation activities.

Diversity Strategy: DRUGBEAT OF SA has considered its obligations and commitment to the provision of education services for people of all cultures, age, gender and interests. To meet this commitment the organisation has defined the scope of its capabilities within the Code of Practice and the document referred to as the Diversity Strategy. These set out for all stakeholders the organisation's intentions to manage the needs of individuals as learners, to encourage and promote the value of diversity in learning, and to develop and implement a range of instruments to ensure fair access and equity for all students.

## **POLICY STATEMENT**

The offer of accredited training services requires DRUGBEAT OF SA to meet a minimum standard of student services and support. These services are to be delivered at pre-enrolment, enrolment and during the progress of training.

At pre-enrolment, prospective students must be informed of their rights and obligations as students of DRUGBEAT OF SA.

Student selection processes must be documented and implemented in accordance with legal and regulatory requirements. These processes must be underpinned by DRUGBEAT OF SA's diversity strategy and own policies and procedures governing student selection.

DrugBeat will lay down in a Code of Practice, all responsibilities to its students for the conduct of education services and will provide access to this document on the website or on request of a hardcopy.

The DRUGBEAT OF SA will promote all policies and procedures implemented to assure the education services provided and will provide to prospective and current students a documented guide to this information.

DRUGBEAT OF SA will comply and promote its responsibilities with all relevant laws and regulations on matters of :

- occupational health and safety
- workplace harassment, victimisation and bullying
- antidiscrimination, including equal opportunity, racial vilification, disability discrimination
- vocational education and training
- privacy
- disability
- copyright

DRUGBEAT OF SA will provide additional support and welfare services or refer students to external agencies where personal difficulties are impacting on their training progress.

DRUGBEAT OF SA will implement strategies and processes to assist with the identification of learner needs and develop programs of learning that are relevant to diverse groups of learners.

## PROCEDURES

### Pre-enrolment

All potential students are to be provided with a course brochure that details accredited course/code and units of study and vocational outcome. Brochures are to be accompanied by general course information (or details of access through DrugBeat web) detailing at least:

- selection processes
- fees and charges
- provision for language, literacy and numeracy assistance
- learning support arrangements
- learning strategies and methods
- welfare and guidance services
- appeals and complaints processes
- disciplinary processes
- DRUGBEAT OF SA approach to access and equity
- Skills recognition processes

Prospective student enquiries are to be directed to the Administration Manager or to reception staff who have the appropriate course knowledge. Prospective students are to be encouraged to attend Information Sessions or discuss with the Administration Manager, details specific to intending VET students (see above).

Information Sessions are to be scheduled throughout the education year, and will offer prospective students information concerning:

- selection processes
- course content and outcomes
- fees and charges
- provision for language, literacy and numeracy assistance
- learning support arrangements
- learning strategies and methods
- welfare and guidance services
- appeals and complaints processes
- disciplinary processes
- DRUGBEAT OF SA approach to access and equity
- Skills recognition processes

Prospective student's unable to attend information sessions (ie regional and country) are to be encouraged to discuss their enrolment application with the Administration Manager and make an interview time to meet with the relevant HOD.

## Student Selection

Selection is based on demonstration of ability to successfully participate in the study program. This is demonstrated through high school and interview results. Adult learner applications are required to demonstrate readiness for a return to study or capabilities based on prior learning.

Students who are returning to study or have expressed learning difficulties, are to be considered for a 'graduated entry', where a reduced study load is to be offered and a mix of units selected for commencement to ascertain readiness and provide a balanced course study load. This is to be arranged by the Administration Manager in conjunction with the relevant HOD.

Where applicants do not have the prerequisite requirements for course entry they may be offered an alternative course more appropriate to their skill level, or will be advised of other training providers who could assist them in gaining the prerequisite skills.

## Enrolment

All candidates are notified in writing of their application result. Appeals may be lodged in writing to the CEO and will be dealt with under the organisation's 'complaints process',

All enrolled students are to be offered an orientation program. This must confirm responsibilities and provide further information regarding student services, vocational services and DrugBeat resources.

Students who are unable to attend orientation sessions are to be directed to the Administration Manager and the DRUGBEAT OF SA website for further information.

Students are to be issued with a Student Diary summarising DRUGBEAT OF SA processes course information and student responsibilities.

Course fees are to be finalised on enrolment and subject selection. Adjustments for RPL and RCC applications are made to the fees schedule in outcome.

### Student Participation and Progress

Student progress is to be monitored and recorded by the lecturers (trainers/assessors) HOD and Administrative Manager. Issues arising over student progress are to be considered within the framework of the learning and assessment strategy governing the course, and adult learning principles underpinning the AQF qualification. See Learning and Delivery Strategies Policy.

In addition, all staff are required to implement equity and access instruments developed to support learner progress. These instruments include the DrugBeat of SA:

- Code of practice
- Diversity Strategy
- Graduate Commencement Procedure
- Reasonable Adjustment Principle
- Language, Literacy and Numeracy Strategy

These instruments are to be made available to all staff and students via the DRUGBEAT OF SA website, induction process, policies and procedures documentation (library) and on request of the Administration Manager.

Staff failing to consider these instruments in the delivery of VET education services will be required to undertake professional development at the discretion of the CEO.

### **ASSOCIATED DOCUMENTATION**

- Orientation Program
- Course Application and Enrolment Form
- Student Information Brochures
- Student Diary
- Complaints Application and Appeals
- Fees Refund Form
- Code of Practice
- Scope of Registration
- Diversity and LL&N Strategies