

## Policy 5: Enrolment Policy and Procedure

### Purpose

The purpose of this policy and procedure is to ensure that every applicant is treated in an equitable, fair, ethical, accurate and consistent manner in line with the requirements of the course in which the applicant is seeking to enrol and the guidelines of the State and Commonwealth Government.

### Scope

This policy applies to all students seeking enrolment in any VET qualification on offer by ACU.

### Definitions

- 1. Eligible Individual** - an individual who is eligible for government subsidised training in accordance with the eligibility requirements set out in the VET Funding Contract and related guidelines.
- 2. Evidence of Eligibility** - Individual's eligibility for government subsidised training in accordance with the requirements set out in the VET Funding Contract and the related Guidelines about Determining Student Eligibility and Supporting Evidence.
- 3. Evidence of Participation** - evidence of an eligible individual's participation in training and assessment provided by the RTO, as detailed in the VET Funding Contract.
- 4. Foundation Skills (FS)** - refers to learning, reading, writing, oral communication and numeracy as defined by ACSF. In this policy LLN refers to the foundation skills.
- 5. Pre-training Review (PTR)** is the process of determining suitability and relevance of the course based on the individual's current competencies. Such as existing educational attainment, capabilities, aspirations and interests and the likely job outcomes from the development of new competencies and skills.
- 6. Australian Core Skills Framework (ACSF)** is a tool which assists both specialist and non-specialist English language, literacy and numeracy practitioners to describe an individual's performance in the five core skills of learning, reading, writing, oral communication and numeracy.

### Policy

#### 1. Marketing and advertising

- 1.1 There are normally two intake periods. One starting in February and the other starting in July each year.
- 1.2 Applications for the courses are open in late September for February intake and early March for July intake. The relevant details are published on the ACU website and any enquires are handled in accordance with this policy and procedure.
- 1.3 ACU ensures that all marketing and advertising of the training services to prospective clients/applicants is ethical, accurate and consistent with the requirements under the VET Funding Contract and the ASQA standards.
- 1.4 All advertising and marketing activities (print and digital) for the courses offered by ACU are carried out in association with ACU's marketing department and are consistent with the contractual requirements.
- 1.5 ACU does not engage any subcontractors/agents/brokers to advertise and recruit prospective applicants for ACU.
- 1.6 All the marketing and advertising materials are checked against the marketing and advertising checklist before they are released and published/distributed to ensure that the materials are consistent with the ASQA guidelines and contractual requirements.
- 1.7 ACU does not offer any form of inducements (e.g. tablets, iPads, mobile phones, Wi-Fi, computers and including associated software licences, vouchers, cash payments, opportunity to win items and bonuses) to entice applicants to enrol under the VET Student Loans (VSL) scheme or under any other funded schemes nor engage in any unconscionable conduct.
- 1.8 People from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander students and people with diverse academic, work and life experiences are encouraged to apply.

#### 2. Recruitment

- 2.1 All students for ACU are recruited directly by ACU. ACU does not engage agents to recruit students.
- 2.2 The students apply online or on paper for the course of their choice.

2.3 Upon receiving the application the applicants are sent an email with the date and time of their Course Information Session and LLN/Entrance/Foundation Skills test.

### 3. Entry requirements

- 3.1 In general there are no entry requirements prescribed in the training package or by the regulator, however licencing authorities may have prescribed some entry requirements which are outlined in the specific course pages on the website, in the student handbook and in Training and Assessment Strategies (TAS).
- 3.2 In order to complete the course successfully, ACU in accordance with the **Policy 04: Pre-training review policy and procedure**, has determined the required LLN entry levels in comparison with ACSF levels for each course of study.
- 3.3 All pathway courses have a minimum entry level of year 12 or equivalent (12 months post-secondary study or 12 months employment) including English. ACU reserves the right to vary this requirement in special circumstances.
- 3.4 For Diploma of Nursing, NMBA requires all applicants, prior to the commencement of the course, to demonstrate English language skills to be suitable for initial registration. Please refer to **Policy 04: Pre-training review policy and procedure for more details**.
- 3.5 Some qualifications may have prerequisite units listed in the training packages which are listed on the specific course page on the website, student handbook and in Training and Assessment Strategy (TAS).
- 3.6 Students applying for VET Student Loans (VSL) must meet the LLN requirements outlined in Policy 04: Pre-training review policy and procedure.

### 4. LLN and pre-training review

- 4.1 All applicants are assessed by a validated LLN assessment tool which is based on the required LLN entry ACSF levels.
- 4.2 LLN and Pre-training reviews are conducted in accordance with **Policy 04: Pre-training review policy and procedure**.
- 4.3 LLN tests are conducted on a different day or on the same day when the information sessions are held, ACU ensures that the LLN tests are conducted prior to enrolment in training.

### 5. Offer process

- 5.1 ACU follows a very objective selection process ensuring that every applicant is considered in an equitable and fair manner.
- 5.2 In offering a candidate a place due care is taken of the candidates' LLN skills, current competencies, skills, knowledge and their ability to complete the course successfully.
- 5.3 An offer letter is generated for all students who meet the requirements of the course in which they are seeking to enrol.
- 5.4 The offer letter and course fee details/Statement of fees along with an acceptance form/letter/acknowledgement template are emailed or posted to the applicants.
- 5.5 Upon receiving the acceptance letter, the students are then sent another letter/email with details of enrolment and orientation/induction and a list of documentation required on the day of enrolment.
- 5.6 For some courses where ACU has small intakes or a late application, the information session, LLN test, pre-training review, offer and induction/orientation may be held on the same day. However ACU will ensure that these processes are held prior to enrolment in training.

### 6. Enrolment

- 6.1 ACU takes every possible measure to enable the students to make an informed decision about the course they are undertaking.
- 6.2 For most courses the enrolment and orientation will occur on separate occasions allowing students enough time to make a decision about their course of study. The enrolment session at a minimum includes information about
  - a. the nature and requirements of the training/course
  - b. the fees and charges of the course
  - c. training hours and commitment; and
  - d. the assessment and expected outcomes of the training;

- 6.3 In enrolment sessions the students are informed about the course structure, curriculum requirements, RPL/CT opportunities, support facilities, fee payment methods and options including funding eligibility and VET Student Loans (VSL).
- 6.4 The students are guided through the enrolment process. All relevant evidence, documents are collected and attached to the enrolment form.
- 6.5 The training plans are signed by the students and ACU representative within four weeks of course commencement.
- 6.6 The student eligibility for funding or VET Student Loans (VSL) loan is determined based on the documentation they provided.
- 6.7 If the student does not produce the documents to prove their eligibility for funding, they may be given one week from the enrolment date to submit the documents, failing to do so can result in the student paying the full fee. The one week period may be extended for any special circumstances upon request.
- 6.8 ACU does not in any way compel any student to enrol in the course.
- 6.9 The course commencement dates may be moved forward or backward at the discretion of the Director of ACU based on number of factors relating to but not limited to the number of students, teacher and resources availability, and viability of running a class.
- 6.10 If there is a change in the course commencement date students are communicated via an email or phone call and are updated about the changes.

## 7. Orientation / Induction

- 7.1. Every student is required to attend the orientation session.
- 7.2. Any student who does not attend the group orientation/induction session may be given another day or time to go through the basic information in order to enable them to understand the course requirements and the way ACU operates.
- 7.3. If a student does not attend the orientation day the second time he/she may forgo the opportunity to be enrolled in the group, however, ACU will take steps (email and follow up calls) before a decision is made against the opportunity.

## 8. VET Student Loans (VSL) application

- 8.1. Students applying for VSL must check the eligibility requirements and bring proof of their eligibility on the day of enrolment. The documents must
  - a. Identify the person and the date of birth (Pass port, birth certificate)
  - b. If under 18, one of the signatory must be a responsible parent of the student or have received youth allowance
- 8.2. At the time of enrolment students must indicate that they wish to access a VET Student Loan however the application must not be made before the end of the period of 2 business days after the enrolment.
- 8.3. ACU will then upload the students' enrolment details to eCAF system with the nearest census date.
- 8.4. Students will then receive an email from the Commonwealth Department of Education allowing them to sign into the eCAF system to verify, complete all the mandatory fields and submit the form.
- 8.5. Students must produce via email or hard copy of the application confirmation received from eCAF to ACU within a week of their application.
- 8.6. If the students do not complete the eCAF, or other permitted form, by the required date for the course, they will have to wait until the next study period to apply for VSL.
- 8.7. All eligible VSL students will be sent a 'VSL Statement of covered fees and VSL fee notice' and 'Commonwealth assistance notice' in accordance with Policy 6 Fees, Charges and Refunds Policy and Procedure.

## 9. VET funding eligibility for VICTORIA

- 9.1. The eligibility criteria are outlined by the Department of Education – Victoria. These criteria may change from time to time and may impact the students' access to further government subsidised training.
- 9.2. Students seeking enrolment in any course at ACU must check the ACU website and the department of education website [www.education.vic.gov.au/skillsfirst](http://www.education.vic.gov.au/skillsfirst) to confirm their eligibility.
- 9.3. To be eligible for funding a person must be

- a. An Australian Citizen; or
- b. A holder of a permanent visa; or
- c. A New Zealand citizen; and
- d. under 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training; or
- e. over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a Foundation Skills course; or
- f. over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.
- g. For the purpose of upskilling, the following courses are exempted
  - i. Foundation skills qualifications,
  - ii. Victorian Certificate of Education, Victorian Certificate of Applied Learning (Intermediate or Senior), International Baccalaureate Diploma, senior secondary school certificates from other Australian jurisdictions
  - iii. VET certificates completed in schools
  - iv. qualifications with the title 'Course in...' which are not aligned to a specified level within the Australian Qualifications Framework (AQF) and
  - v. non-Australian qualifications except where equivalency has been formally established with a qualification at AQF level.

9.4. In addition to meeting the requirements of clause 9.3, an individual is only eligible to:

- a. commence a maximum of two government subsidised courses in a calendar year;
- b. undertake a maximum of two government subsidised courses at any one time;
- c. commence a maximum of two government subsidised courses at the same level within the Australian Qualifications Framework (AQF) in their lifetime. Foundations skills training is exempted;
- d. commence a maximum of two government subsidised accredited courses with the title 'Course in...' in their lifetime.

9.5. ACU may request for additional documents such as a utility bill, statutory declaration or any other relevant documents, as a proof of a student's physical presence in Victoria if ACU is not satisfied with the documents submitted.

9.6. An individual is not eligible for government subsidised **foundations skill training** if

- a. he/she has an AQF level 5 (Diploma) or higher qualification or
- b. he/she is enrolled in the Commonwealth Government's 'Skills for Education and Employment' program.

9.7. An individual is not eligible for government subsidised training if he/she is

- a. a student enrolled in a school
- b. a prisoner held at a prison
- c. a person who is detained under the Mental Health Act 1986 (Vic), or the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 (Vic) or the Sentencing Act 1991 (Vic) at the Thomas Embling Hospital or
- d. a person who is detained (other than on weekend detention) under the Children, Youth and Families Act 2005 (Vic) or the Sentencing Act 1991 (Vic) or who is held on remand in one or more of the following youth justice facilities:
  - i. Malmsbury Juvenile Justice Centre;
  - ii. Parkville Youth Residential Centre; or
  - iii. Melbourne Youth Justice Centre.

9.8. The exclusions described in clause 9.7 b, c & d do not apply to young people on community based orders.

9.9. Exceptions to eligibility criteria may be made under the Victorian Government guidelines. The following exceptions apply to the eligibility criteria:

- a. **Asylum Seeker VET Program** - must meet all Entitlement to Funded Training eligibility criteria except the citizenship/residency requirements. They must be referred, via a 'Referral to Government Subsidised Training - Asylum Seekers' form, by the Asylum Seeker Resource Centre or the Australian Red Cross for training under the Asylum Seeker VET Program.
- b. **Retrenched employees** - must meet all Entitlement to Funded Training eligibility criteria except the "upskilling" requirement. Any applicant applying for this exception must provide a 'training referral letter' issued by a Regional Manager, Industry Engagement, Department of Education. Referred individuals must commence training within twelve months of the date shown on the letter.
- c. **Automotive Supply Chain Training Initiative** - must meet all Entitlement to Funded Training eligibility criteria except the "upskilling" requirement. Any applicant applying for this exception must provide an 'Automotive Supply Chain Initiative referral letter' issued by a Regional Manager, Industry Engagement, Department of Education. Referred individuals must commence training within twelve months of the date shown on the letter.

## 10. VET funding eligibility for QUEENSLAND

- 10.1. ACU under the Queensland Government VET investment plan offers Certificate 3 Guarantee including Fee-free training for Year 12 graduates.
- 10.2. The Certificate 3 Guarantee aims to help working-age Queenslanders without a post-school Certificate III or higher-level qualification to complete a nationally recognised Certificate III qualification that leads to a job outcome for individuals trying to enter the labour market or their desired industry/career or advancement in the workplace or career progression for individuals already employed in their preferred industry.
- 10.3. To be eligible to access the Certificate 3 Guarantee, prospective student must:
  - a. be aged 15 years or older
  - b. be no longer at school (with the exception of school students in Years 10, 11 and 12 undertaking a VET in School (VETIS) program)
  - c. permanently reside in Queensland
  - d. be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
  - e. not hold, and not be enrolled in, a certificate III or higher-level qualification, not including qualifications completed at school and foundation skills training.
- 10.4. The Fee-free training for year 12 graduates aims to successfully transition the year 12 students to employment in high priority qualifications. To be eligible for fee-free training;
  - a. The students must meet the Certificate 3 guarantee requirements
  - b. have evidence of completing Year 12 in Queensland
  - c. enrol in a high priority qualification under the program
  - d. commence training within 12 months of graduating Year 12
- 10.5. ACU will implement any exemptions and exceptions of eligibility as released by the Department of Education – Queensland. Students must check our website and the department of Education – Queensland website [www.training.qld.gov.au](http://www.training.qld.gov.au) to check their eligibility.
- 10.6. ACU may be able to offer the Queensland Government cohort-specific programs or initiatives where participants access their training through the Certificate 3 Guarantee, which include:
  - a. Skilling Queenslanders for Work
  - b. Indigenous VET Partnerships
  - c. Strategic Industry Initiatives.
- 10.7. ACU will conduct a search in the Apprenticeships Information Self Service (AISS) system to ascertain that the students do not hold/not enrolled in any Certificate III and above courses.

- 10.8. The students will no longer be eligible for a government subsidised training place under a program once they complete the qualification level targeted through the program.

## 11. VET Student Loans (VSL) eligibility

- 11.1. VET Student Loans (VSL) is a loan scheme that helps eligible VET students pay their tuition fees for eligible Diploma or higher qualifications.
- 11.2. VET Student Loans (VSL) must be repaid to the Commonwealth Government on reaching the threshold income stipulated by the government. The loan will remain a personal debt until it is repaid to the Commonwealth.
- 11.3. Students must check our website and the Study Assist website [www.studyassist.gov.au](http://www.studyassist.gov.au) for details about VET Student Loans (VSL).
- 11.4. To be eligible for VET Student Loans (VSL), you must
- a. be an Australian citizen or permanent humanitarian visa holder (resident in Australia for the duration of the course); or
  - b. a qualifying New Zealand Citizen;
    - a) holds a special category visa; and
    - b) has been usually resident in Australia for at least 10 years; and
    - c) was a dependent child when he or she was first usually resident in Australia; and
    - d) has been in Australia for periods totalling 8 years during the previous 10 years; and
    - e) has been in Australia for periods totalling 18 months during the previous 2 years; and
  - c. have not exceeded the FEE-HELP limit; and
  - d. have a Year 12 certificate or Certificate IV and above qualification or achieve a ACSF Exit level 3 in ACU VSL Test or any other Commonwealth Government approved LLN test.
- 11.5. The VSL is limited to the loan cap for the selected course as stipulated by the Commonwealth Government.

## 12. Proof of identity and eligibility documents

- 12.1. To determine the eligibility for funding and VET Student loans, students must produce the following documents.
- a. **For VET Student Loan**
    - i. Current Australian Passport; or Birth Certificate (not extract of birth certificate); or
    - ii. Humanitarian Visa; or
    - iii. New Zealand Passport with other qualifying documents; and
    - iv. Year 12 or Certificate IV and above document or LLN Certificate
  - b. **For Victoria**
    - i. Current Australian passport; or Australian birth certificate (not birth extract); or current New Zealand passport; or current **green** Medicare Card; or formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence; and
    - ii. If the above documents do not include a date of birth, then one of the following is required - a current drivers licence; or a current learner permit; or a Proof of Age card; or a "Keypass" card; and
    - iii. if the above documents do not have a Victorian address any other proof of Victorian residence (utility or telephone bill).
  - c. **For Queensland**
    - i. Current Australian Passport; or Australian Birth Certificate (not Birth Extract); or Current New Zealand Passport; or Current **green** Medicare Card; or an Australian permanent residency VISA (includes humanitarian entrant); or a temporary residency VISA with the necessary visa and work permits on the pathway to permanent residency; or; and
    - ii. If the above documents do not include Date of Birth, then one of the following are required - a current drivers licence; or a current learner permit; or a Proof of Age card; or a "Keypass" card



- iii. Evidence of permanent residency in Queensland (If the above documents do not include); and
- iv. Evidence of search conducted on Apprenticeships Information Self Service (AISS).

## PROCEDURES FOR ENROLMENT AND ELIGIBILITY ASSESSMENT

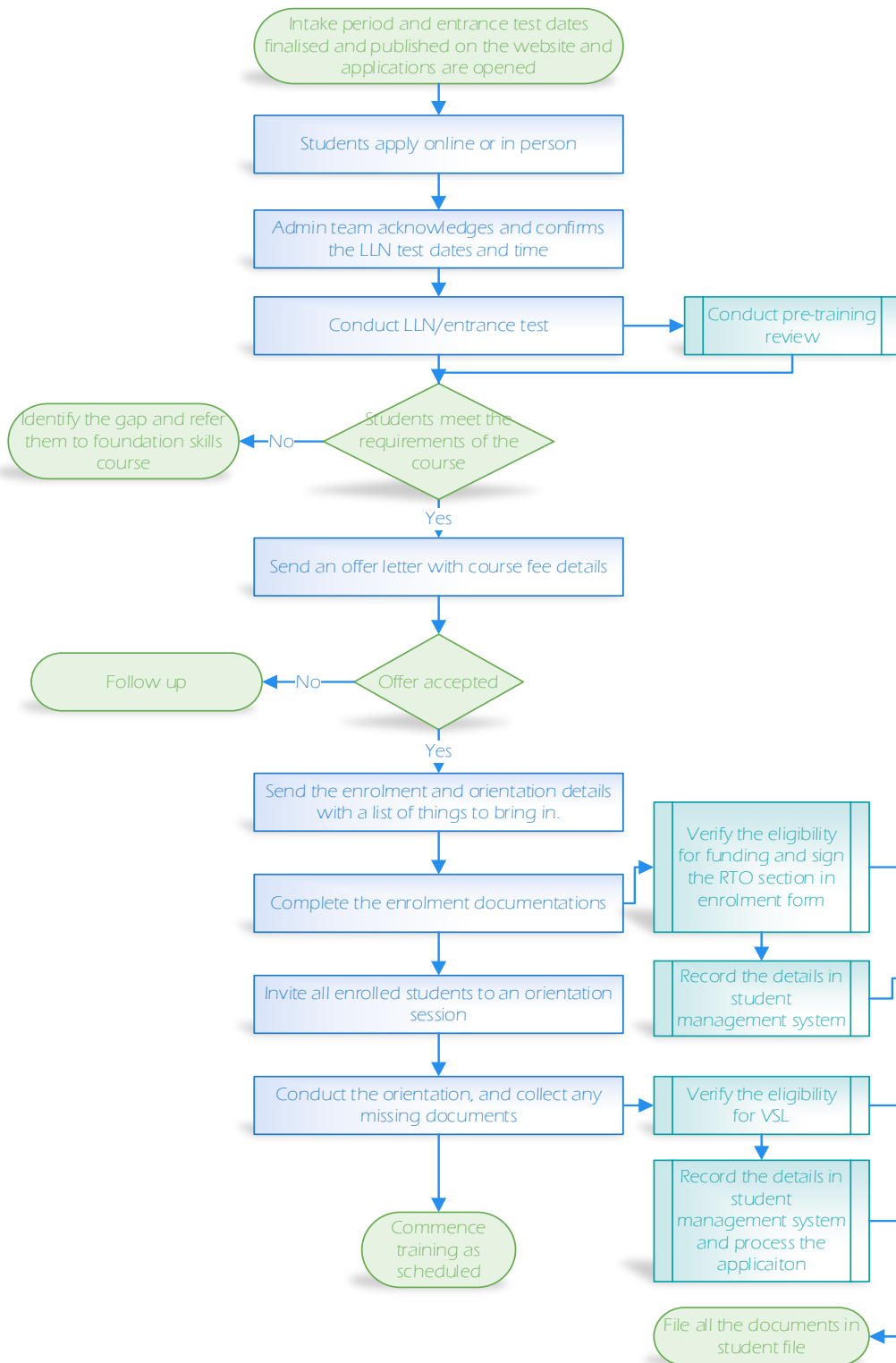
	Action	Details of action and timelines	Responsible person
1	Preparation for enrolment	<ol style="list-style-type: none"> <li>1. The data team receives the spreadsheet stored in <a href="#">N:\ACU College/2018</a> (Entrance test list) and the folder with student eligibility evidence from the reception/admin team.</li> <li>2. The Course Coordinators provide the details of: <ul style="list-style-type: none"> <li>• course commencement and end date</li> <li>• proposed unit commence and end dates</li> </ul> in a stipulated format forwarded by the data team and stored in a common location (<a href="#">N:\ACU College\Training &amp; Individual learning plans</a>).</li> <li>3. The Data Reporting Coordinator creates occurrence/enrolments and creates an on online enrolment link (VETenrol) for each course.</li> <li>4. The Data Reporting Coordinator conducts a refresher training session with all the staff involved in the enrolment process twice each year or before each intake period. The session includes information about: <ul style="list-style-type: none"> <li>• Reference to the VET Funding Contract and Guidelines about Determining Student Eligibility and Supporting Evidence</li> <li>• Relevant forms to be completed, signed and dated</li> <li>• Evidence of eligibility</li> <li>• Evidence of participation</li> <li>• Types of evidence documents to be collected and retained.</li> </ul> </li> </ol>	Data team and Course Coordinators
2	Enrolment notification	<ol style="list-style-type: none"> <li>5. Upon receiving the spreadsheet (Entrance test list) stored <a href="#">N:\ACU College/2018</a> and the folder from the reception/admin team, the Data Reporting Coordinator generates the online enrolment link from VETenrol for each course and sends it back to the reception team.</li> <li>6. The reception team sends: <ul style="list-style-type: none"> <li>• the online enrolment link</li> <li>• instructions to complete the online enrolment form</li> <li>• list of certified evidence documents needed for different funding options (Skills First, VSL, QLD)</li> <li>• enrolment deadline (a date at least two weeks prior to course commencement date) by which all evidence documents must be provided to ACU office and date for 'Orientation day'.</li> </ul> </li> <li>7. All the evidence documents must be certified as 'true copy of the original' by relevant persons and provided to the office in hard copy. <b>Note:</b> Certified photocopies that are scanned or faxed are not acceptable forms of evidence.</li> <li>8. In case the online enrolment link/form is not available, the correct enrolment form (available on LEO) must be used. <ul style="list-style-type: none"> <li>• <a href="#">EN01 Enrolment Form_Victoria</a>;</li> <li>• <a href="#">EN02 Enrolment Form_QLD</a>;</li> <li>• <a href="#">EN03 Enrolment Form for Non-funded and Short Courses</a>;</li> </ul> </li> </ol>	Reception/ Admin team

	Action	Details of action and timelines	Responsible person
3	Collection and storage of eligibility documents	9. Upon receiving the enrolment notification via email, the students: <ul style="list-style-type: none"> <li>• submit their online enrolment form with all AVETMISS data correctly completed and</li> <li>• provide the certified copies of the eligibility evidence documents to the office within the stipulated time frame.</li> </ul> 10. The reception team collects the evidence documents and stores in the same folder (available from the data team) along with the acceptance form, LLN assessment, PTR interview, LLN report and evidence of meeting NMBA English requirements.	Reception/ Admin team
4	Eligibility Assessment and acceptance to the course	11. The nominated staff (Data Reporting Coordinator - Kunal Goswami and Administration team - Claudia Rodriguez and Pippa Mitchell) upon receiving the evidence documents, commence the verification of the enrolment details (AVETMISS data) in the online enrolment form and check the eligibility documents in accordance with: <ul style="list-style-type: none"> <li>• <b>Policy 5 Enrolment Policy and Procedure</b> and complete and date</li> <li>• <b>EN01.2 Eligibility Assessment and Student Declaration Form</b> and</li> <li>• <b>EN01.3 Evidence of Student Eligibility and RTO Declaration_Victoria.</b></li> </ul> 12. After the eligibility assessment the students are accepted into the course as: <ul style="list-style-type: none"> <li>• eligible for Government subsidised training or</li> <li>• full fee paying students or</li> <li>• eligible for Government subsidised training and VET Student Loans (VSL) or</li> <li>• Full fee paying students and VSL</li> </ul> 13. Enrolments are then linked to the relevant courses on the Student Management System by the Data team.           14. All the verification and eligibility assessments must be completed at least two weeks before the course commencement allowing room for the eligibility assessment team to follow up on any outstanding 'Evidence of Eligibility Documents' with the relevant students. This includes the guardian/parent signature for students under 18 years of age.           15. If the 'Evidence of Eligibility Documents' including the guardian/parent signature are not provided by the students on or before the course commencement date, the data team will email the students requesting their consent to be enrolled as a full fee paying student until the documents are provided.           16. On receive the consent from students they will be processed for enrolment in the course as full fee paying student until the evidence documents are received.           17. If the students do not consent or do not reply to the email they will be advised to come back for the next intake when all the documents are ready.           18. The students who are enrolled with pending eligibility documents will be noted on the enrolment tracking spreadsheet "2018 Group Enrolment Status" stored in <a href="#">N:\ACU College\2018\student administration</a> for the data administration team to follow up.           19. Upon receiving all the eligibility documents the current enrolment with 'full fee paying status' will be cancelled and the student will be re-enrolled as funded student from start of the next unit.	Data team  Eligibility Assessment team



	Action	Details of action and timelines	Responsible person
5	Student Number, logon details and LEO enrolment	20. The Data team loads the enrolment data into 'Banner' (the University Database) for the creation of student numbers and logon details, within a week from the date of enrolment. 21. The logon details are then forwarded to the LEO Administration team to be enrolled on to LEO units. 22. The data team then emails students (to their personal email address): <ul style="list-style-type: none"> <li>• Welcome pack and</li> <li>• student login details (student number, email address and temporary password).</li> </ul>	Data Team  LEO Administration team
6	Invoicing and correction of 'statement fees'	23. After the students have been linked to the relevant units, the finance team, now checks the funding source code entered in the student management system and verifies it against the spreadsheet stored <a href="#">N:\ACU College/2018</a> (Entrance test list) to check which 'statement of fees' was sent to the students. 24. If there is any change after the completion of eligibility assessment, the Finance team sends the student a revised 'statement of fees' within a week prior to course commencement. 25. Within two weeks of enrolment into the course, the finance team generates the invoices from the Student Management System and sends it to the students via email. 26. All fees are due to be paid by the due date stipulated on the invoice.	Finance team
7	Orientation and Course Commencement	27. The reception team sends a reminder to students about the 'Orientation Day'. It is mandatory that the students attend the orientation day. If any student misses the orientation day due to unavoidable circumstances, the Course Coordinator conducts one-on-one or a small group orientation session on or before the course commencement date. 28. The Course Coordinators conduct the orientation and provide the course timetable. 29. Training commences as per the timetable.	Reception/ Admin team  Course Coordinators
8	Training plans	30. The Data team prepares a training plan and Individual Learning Plans (where applicable) for each group/course and the coordinator ensures that these are signed and agreed upon within the first 4 weeks of training.	Data team  Course Coordinators.

## Process Map



Version History	Detail of update
Version 1.6	Rebranded to ACU College and included updated procedures.