



## Student Enrolment Discussion Guide (CF003F3)

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**Use this Student Enrolment Discussion Guide (SEDG) prior to enrolment occurring.**

### Introduction

This prompt sheet is designed for lecturers to use and covers a range of items that should be discussed with clients before they are enrolled. This will ensure clients are given relevant information to assist them in making enrolment decisions. It is important that where a client indicates that they have a specific need that could impact on their success in a course record this is to be recorded a Client Needs Summary form (CF003F4 available on the Lecturer's Guide).

### Essential Information

- Provide advice to the prospective learner about the training product.
- Provide either a printed course brochure or refer to the Central Regional TAFE website.

### Course Overview

Provide an overview of the course to the prospective learner including:

- Qualification Code; Title; Currency
- Duration
- Location
- Work placement, if any
- Pre-requisites
- Entrance requirements
- Existing skills/experience (discuss RPL; Transfer of Credit and National Recognition where relevant)
- Training or education pathways
- Career pathways and job outcomes
- Where relevant, legislative, occupational and licensing requirements

Where pre-requisites and entrance requirements exist the lecturer should take a copy of the prospective client's relevant certification.

If there is to be a third party involved in the training and/or assessing process, or supporting the client, provide details.

### Resources

Identify any resources the client is required to purchase including:

- Text books
- Stationery, USB memory stick etc.
- Personal Protective Equipment
- Industry/course specific equipment

Provide a resource list indicating approximate costs and discuss any barriers to purchasing these resources.

Discuss fee payment options.

Provide details of cost: Refer prospective learner to VET FEE HELP information if applicable including:

- Payment terms and conditions
- Rights as a consumer
- Cooling off periods
- Rights to refund

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### Delivery Approach

Outline the delivery approach used in this course:

- Face to face; Flexible; Online; Blended etc.
- Full or part-time
- On the job or Work Placements etc.

### Assessment Approach

Provide a general overview of the assessment approach:

- How competency based assessment works
- Methods of assessment that will be used (practical activities, oral questioning, written questioning, project work, portfolios, scenarios, simulations, third party evidence, RPL etc.)
- Where assessment will take place (on campus / off campus, on the job / off the job)
- When assessment will take place
- What candidates can do if they are unhappy with an assessment outcome (re-assessment, the assessment appeals process)
- Discuss any concerns with the prospective client.

### Timetable and Attendance

Provide a copy of the Course Timetable and a campus map. Discuss:

- Location of classes
- Attendance requirements and any foreseeable attendance issues
- Flexible options
- Parking facilities

### General Discussion and Questions

- Where specific client needs are identified the lecturer is to record this on the Client Needs Summary form (CF003F4)
- Confirm the student has already talked to the Client Services Team, if not ensure they are introduced to a Client Services staff member. Provide an overview of the client services support team.
- Discuss the complaint process and refer the client to the Central Regional TAFE website information.
- Is there anything else we need to know about you that might enable us to assist you in being more successful while you are studying at Central Regional TAFE?

### Ready to Enrol?

After this discussion, if you believe the client meets the entry requirements of the course and it is suitable for their needs lecturers should then sign the Enrolment Form and advise the client of the next step in the enrolment process.