Global Training Institute

Student Entry Procedure

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1   *Preamble*

Global Training Institute acknowledges its responsibility to advise participants of the entry procedures and requirements relating to student academic suitability, the process for assessing a student's competence in reading and numeracy, and the method for communicating the assessment results.

2   *Purpose:*

To define Global Training Institutes student entry procedure and entry requirements, consistent with current legislation.

3   *Scope:*

This policy shall apply to VET STUDENT LOANS enabled units of study and VET STUDENT LOANS enabled courses for which Global Training Institute has been accredited to deliver as a registered training organization.

4   *Responsibility:*

It shall be the responsibility of the Director to ensure the policy is complied with.

It shall be the responsibility of the following to comply with the requirements of this policy:

- The Operations Coordinator to implement the procedure and manage its compliance.

- All staff when promoting or publicizing the services and products Global Training Institute has been accredited to deliver as an RTO.

5   *Definition:*

RTO = Registered Training Organization.
NTFC = National Training Framework Committee.
TRC = Training Recognition Council
Client = Participant, Student, Staff Member, Volunteer, or person linked to Global Training Institute.

6   *Policy*

Policy Integrity

This policy gives effect to the requirements contained in the VET STUDENT LOANS framework for Student Entry Procedures, in compliance with the Act, Section 12 and the Rules, Sections 80-82 and 85.

Global Training Institute Student Enrolment Procedure

1 - Understand your Course, Studying with Global Training and about VET Student Loans:

Before you can apply to enrol, the Australian Government requires us to be able to provide proof that you have been given all the required information to make an informed decision about studying with us.

1.1 - Your Course: Ensure that you are comfortable and understand about the course you are applying to enrol in and that you believe you will get benefit from completing it. Download the Pre-Enrolment Course Information Flyer click here. Ensure you meet the course entry requirements listed.

1.2 - Studying with Global Training Institute: To access the policies and information regarding how studying occurs, your rights and obligations, Download the Student Handbook – click here. The up-to-date version will be available in the website footer and in your Online Student Area.

1.3 - VET Student Loans: Ensure you have read and downloaded the: VET Student Loans Information Book. For all official and up-to-date information about VET Student Loans https://www.studyassist.gov.au/vet-student-loans.

2 - Apply: Once you click the Next button on this page and you will be sent to complete the online Enrolment Form for VET Student Loans.

2.2 - USI: When completing the enrollment form you will need to provide copies of the following: Unique Student identifier Number (USI), Click here to read more about USI Numbers. You can also Click here to get your USI (Takes approximately five minutes).

2.3 - Citizenship Status: You will need to provide proof of your residency status, this can be: Australian or New Zealand passport; or Citizenship Certificate; or relevant information for GTI to confirm your status as an Australian Citizen or a Qualifying New Zealand Citizen or Humanitarian visa holder with the Department of Immigration and Border Protection's Visa Entitlement Verification Online (VEVO). If you don't have these, please fill out the form found on this page to confirm your citizenship.

When completing the Proof of Citizenship eligibility section of the form: Please provide a copy of the required documentation as specified on the Vet Student Loans Overview page.

2.4 Identity and Date of Birth: Your full name and date of birth provided on your enrolment form will be verified using the proof of citizenship documentation provided. This must also match your details linked to your Unique Student Identifier which will be verified by GTI within the USI Registry.

2.5 - Numeracy and Literacy: (Diploma and Advanced Diploma Applicants): Provide us with one of the following: A certificate of qualification at level 4 or above in the Australian Qualifications Framework (Certificate IV, Diploma, or University Degree); or an Australian Senior Secondary Certificate of Education (Year 12 Certificate); or proof of competence at or above Exit Level 3 in the Australian Core Skills Framework in both Reading & Numeracy. If you cannot provide any of these, you will just need to complete a Free Numeracy & Literacy Test with us.

2.5.1 - LLN assessment: We use the Basic Key Skills Builder (BKSB) tool to conduct our LLN assessments. After completion of the test, results will be emailed to you. If a student fails to achieve the required standard of language, literacy and numeracy (LLN), GTI will recommend resources and support to the student so that they can improve their test results. Students will allowed to re-sit with GTI after 3 months. This test must be conducted with honesty and integrity.

2.6 - Credit for Previous Study: If you are wanting Credits for any previous study, ensure that you attach your official Results Statement.

3 - Course Offer: We will confirm your eligibility for study in the course and any credits you have.

4 - Apply for VET Student Loan: You will be sent your VET Student Loans application form (eCaf form) after 2 working days of us receiving your enrolment form.

5 - Accept and Enrol: To accept your study place and officially enrol in your course, arrange your student fee payment. If paying via VET Student Loans, you will not be able to commence your course until we receive notification from you that you have completed your Ecaf VET Student Loans application.

6 - Enrolment Confirmation and Get Started: We will then get you started with your Trainer.

Publication

This Student Entry Procedure will be made available to students and persons seeking to enrol with Global Training Institute by publication in the footer of www.globaltraining.edu.au

END OF POLICY