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Fairbridge Education Enrolment Policy

1. Purpose

The purpose of this policy is to ensure that Fairbridge Education implements consistent and compliant processes for pre-enrolment, enrolment, Recognition of Prior Learning (RPL) and Credit Transfer. This policy establishes a framework to ensure that students are appropriately assessed as suitable for their chosen course, receive accurate and timely information to support informed decision-making, and are provided with fair and equitable access to recognition pathways.

This policy ensures compliance with the Standards for RTOs 2025 and supports Fairbridge Education's commitment to delivering training that is appropriate to the student's needs, existing skills and intended outcomes.

2. Scope

This policy applies to all prospective students, enrolled students, staff and relevant stakeholders involved in the administration and delivery of Fairbridge Education's training services.

It covers all processes related to pre-enrolment, enrolment, Recognition of Prior Learning (RPL) and Credit Transfer for all nationally recognised training products within Fairbridge Education's scope of registration.

3. Definitions

Term	Definition
Pre-Enrolment Review	A structured process conducted prior to enrolment to assess a prospective student's suitability for a course, including their skills, experience, LLND capability, support needs and career goals, to ensure informed decision-making and a reasonable likelihood of success.
Enrolment	The formal process by which a student is accepted into a course with Fairbridge Education following completion of all pre-enrolment requirements and approval of suitability.
Learner Suitability	The assessment of whether a training product is appropriate for a student based on their existing skills, knowledge, experience, LLND capability, support needs and intended outcomes.
Recognition of Prior Learning (RPL)	An assessment process that evaluates a student's formal, non-formal and informal learning to determine the extent to which they meet the requirements of a unit of competency or qualification.
Credit Transfer (CT)	A process that recognises previous formal learning by granting credit for equivalent units of competency that have already been successfully completed with an RTO.
Language, Literacy, Numeracy and Digital Skills (LLND)	The core language, literacy, numeracy and digital literacy skills required to participate effectively in training and assessment within a chosen course, assessed as part of the pre-enrolment process to determine learner suitability.
Reasonable Adjustment	Modifications made to training and assessment processes to support students with specific needs, while maintaining the integrity of the learning outcomes and competency requirements.
Support Services	Services provided or arranged by Fairbridge Education to assist students to successfully participate in and complete their training, including LLN support, counselling, flexible delivery and other assistance.

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4. Policy Statement

4.1. Learner Suitability and Informed Decision-Making

Fairbridge Education ensures that all prospective students are provided with clear, accurate and timely information to support informed decision-making about enrolment.

Prior to enrolment, Fairbridge Education conducts a suitability assessment to ensure that the selected training product is appropriate to the student's needs, existing skills and intended outcomes, and that the student has the capacity to successfully complete the training.

4.2. Pre-Enrolment

The Pre-Enrolment Review includes the provision of clear information about course requirements, delivery, outcomes, fees and expectations, and identifies any Recognition of Prior Learning (RPL) or Credit Transfer opportunities. Outcomes are documented prior to enrolment, and decisions are made based on the evidence gathered through this process.

4.3. Student Entry Principles

On application for enrolment, Fairbridge Education ensures that all students can seek admission to a course program on the same basis. Where students have particular needs, these are discussed in open consultation with the student, and where appropriate, reasonable adjustments will be made to facilitate the student's enrolment.

Fairbridge Education values diversity and equity and offers students and families the opportunity to provide information about themselves, including any specific needs required to participate fully in our programs.

4.4. Academically Suited

Fairbridge Education ensures that prospective students meet any academic and entry requirements applicable to their chosen training product prior to enrolment. Enrolment decisions take into account the student's capacity to participate successfully in the training and assessment requirements of the course.

4.5. Enrolling Students Under 17 Years of Age

Fairbridge Education ensures that any student under 17 years of age meets applicable legal and regulatory requirements for participation in training.

Where required, evidence of exemption from compulsory schooling or other approved arrangements must be obtained prior to enrolment. Fairbridge Education ensures that appropriate permissions from parents, guardians, schools or relevant authorities are in place before training commences.

Students under 17 are only enrolled where it is appropriate and compliant with relevant legislation and education requirements in Western Australia.

4.6. Pre-Enrolment Review

Fairbridge Education conducts a documented Pre-Enrolment Review with each prospective student prior to enrolment to determine whether the proposed training product is suitable for their individual needs, existing skills, knowledge, experience and intended outcomes.

The Pre-Enrolment Review is designed to support informed decision-making and ensure that students are enrolled in a course that provides a reasonable likelihood of successful participation and completion.

As part of the Pre-Enrolment Review, Fairbridge Education will:

- provide accurate and current information about the course, including entry requirements, delivery arrangements, assessment requirements, fees and charges, support services and potential outcomes;
- identify the student's learning goals, career aspirations and training needs;
- assess the student's suitability for the selected training product, including any relevant foundation skills requirements;
- identify any support needs, reasonable adjustments or services that may be required to assist the student to participate successfully in training and assessment;
- determine whether Fairbridge Education can reasonably provide or arrange the support required to facilitate successful participation and completion;
- identify opportunities for Recognition of Prior Learning (RPL) and Credit Transfer (CT);
- determine whether the selected training product is appropriate having regard to the student's circumstances and intended outcomes; and
- document and retain the outcomes of the review in accordance with Fairbridge Education's recordkeeping requirements.

Fairbridge Education will not enrol a student in a training product where the Pre-Enrolment Review identifies that the course is not suitable for the student, or where the RTO is unable to provide the support required to enable successful participation and completion. Alternative pathways will be discussed where appropriate.

The Pre-Enrolment Review includes the collection and verification of information necessary to determine learner suitability, eligibility, support requirements and compliance with regulatory, funding and reporting requirements.

The outcomes of the Pre-Enrolment Review are documented and used to inform the final enrolment decision.

4.7. Language, Literacy, Numeracy and Digital (LLND) Skills Assessment

Fairbridge Education assesses the Language, Literacy, Numeracy and Digital literacy (LLND) skills of prospective students as part of the learner suitability assessment process prior to enrolment.

LLND assessment outcomes are used to:

- determine whether the student has the skills required to participate effectively in the proposed training and assessment;
- identify any support needs, reasonable adjustments or additional services that may be required;
- inform enrolment decisions; and
- support the development of appropriate training and support strategies.

Where LLND assessment identifies gaps in skills, Fairbridge Education will determine whether appropriate support can reasonably be provided or accessed to facilitate successful participation and completion. Where a student is unlikely to successfully participate in or complete the training, enrolment may be declined and alternative pathway options discussed where appropriate.

LLND assessment outcomes and any resulting support arrangements are documented and maintained in accordance with Fairbridge Education's recordkeeping requirements.

4.8. Reasonable Adjustment

Fairbridge Education is committed to providing equitable access to training and assessment for all students.

Where a student requires reasonable adjustment, Fairbridge Education will consider and implement appropriate adjustments to training and assessment practices where these do not compromise the integrity of the training product, assessment requirements or competency outcomes.

Reasonable adjustments are determined in consultation with the student and are designed to support participation in training and assessment while maintaining the requirements of the relevant unit of competency, qualification or accredited course.

Reasonable adjustment arrangements will be documented and retained in accordance with Fairbridge Education's recordkeeping requirements.

4.9. Credit Transfer

Fairbridge Education recognises Credit Transfer as a means of acknowledging previous formal learning and reducing unnecessary duplication of training.

Fairbridge Education will grant Credit Transfer where a student can provide verified evidence that they have previously achieved the same unit of competency, or a unit deemed equivalent, through a Registered Training Organisation.

Students are not required to repeat training or assessment for units for which Credit Transfer has been granted, except where licensing, regulatory or training package requirements require otherwise.

Information about Credit Transfer is made available to prospective students prior to enrolment and students may apply for Credit Transfer at any stage consistent with Fairbridge Education's procedures.

Credit Transfer applications are assessed fairly, consistently and in accordance with regulatory requirements, and outcomes are documented and communicated to the student.

4.10. Recognition of Prior Learning

Fairbridge Education offers Recognition of Prior Learning (RPL) as an assessment pathway that enables students to have skills and knowledge gained through formal, non-formal and informal learning assessed against the requirements of a unit of competency or qualification.

Information regarding RPL is provided to prospective students prior to enrolment to support informed decision-making and identify opportunities to avoid unnecessary duplication of learning.

RPL applications are assessed in accordance with the requirements of the relevant training product and the Principles of Assessment and Rules of Evidence. Assessment decisions are made fairly, consistently and based on sufficient evidence of competency.

Fairbridge Education is committed to ensuring that RPL processes are accessible, transparent and supported by appropriate guidance and information.

RPL outcomes are documented and communicated to students in accordance with Fairbridge Education's procedures.

4.11. Enrolment decisions

Enrolment decisions are made by authorised Fairbridge Education personnel based on documented evidence gathered through the Pre-Enrolment Review process.

Decisions must be fair, consistent, evidence-based and support the enrolment of students into training products that are appropriate to their needs, capabilities and intended outcomes.

Where Fairbridge Education determines that a training product is not suitable for a prospective student, , or where the RTO is unable to provide the support required to facilitate successful participation and completion, the enrolment application may be declined.

Decisions to decline enrolment will be documented and communicated to the applicant. Where appropriate, alternative training or pathway options may be discussed. Applicants may access Fairbridge Education's Complaints and Appeals process if they disagree with the decision.

4.12. Complaints and Appeals

Students may access the Complaints and Appeals process where they disagree with an enrolment decision or an RPL or Credit Transfer outcome. All decisions are subject to review in accordance with the Complaints and Appeals Policy.

5. Roles and Responsibilities

Role	Responsibility
CEO	• Provide overall oversight of enrolment practices and ensure compliance with the Standards for RTOs 2025. • Support a culture of ethical enrolment, informed decision-making and student suitability. • Approve the policy and ensure it is reviewed in accordance with the review schedule. • Monitor compliance with this policy and support appropriate governance oversight of enrolment practices.
RTO Manager	• Implement and maintain this policy and associated procedures. • Oversee pre-enrolment, enrolment, RPL and Credit Transfer processes. • Ensure learner suitability is assessed consistently and documented appropriately. • Ensure compliance with applicable regulatory, funding and organisational requirements. • Oversee the collection and maintenance of student records and enrolment documentation. • Ensure appropriate LLND assessment, learner support and reasonable adjustment arrangements are implemented where required. • Monitor enrolment decisions and outcomes to ensure consistency, fairness and compliance. • Manage complaints and appeals relating to enrolment, RPL and Credit Transfer decisions.
Trainers / Assessors	• Conduct pre-enrolment discussions and contribute to assessment of learner suitability. • Identify student needs, including LLND skills and support requirements. • Provide accurate vocational and course advice to support informed decision-making. • Participate in RPL assessments and validate evidence in accordance with assessment requirements. • Support students throughout the enrolment and training process.
Students	• Provide accurate and complete information during the enrolment process. • Participate in the pre-enrolment review, including LLND assessment where required. • Provide evidence to support RPL or Credit Transfer applications. • Engage in the enrolment process and make informed decisions based on the information provided. • Notify Fairbridge Education of any changes to their circumstances that may affect their enrolment.

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6. Implementation and Compliance

Fairbridge Education implements this policy through structured pre-enrolment, enrolment, RPL and Credit Transfer processes, supported by trained personnel and documented procedures to ensure students are assessed as suitable and able to make informed decisions prior to enrolment. Systems are maintained to ensure accurate documentation, recordkeeping and communication of enrolment decisions and outcomes.

Compliance with this policy is monitored through routine reviews of enrolment practices, student records and decision-making processes to ensure alignment with the Standards for RTOs 2025. All decisions are evidence-based, documented and retained in accordance with recordkeeping requirements. Any identified non-compliance is addressed through corrective action, staff guidance and continuous improvement processes.

7. Related Policies and Documents

- Complaints and Appeals Policy
- Fairbridge Education Fees, Charges and Refunds Policy
- Fairbridge Education Student Handbook
- Enrolment, Credit Transfer and Recognition of Prior Learning Procedure
- Enrolment Application Form
- Credit Transfer/RPL Application Form

8. Review and Amendment Log

Document No	Version	Document Owner	Key Stakeholders
RTO_POL_005	2	RTO Manager	All RTO staff

Approval Date	Authorised by	Review Frequency	Next Review Date
29 Sep 2026	CEO	Annually	29 Sep 2027

Review Version	Review Date	Context
V2	29/09/2026	Review and further updates.
V2	5/05/2026	Minor updates Review and update
V2	21/04/2026	Post external audit updates, Standards for RTOs 2025.
V1	July 2025	Document creation

Note:

- Active policies must be saved as PDF documents (or copied to Complispace).
- The original Word Document should be saved in the relevant controlled document folder in the governance folder.
- Archived Policies should be moved to the archive folder for controlled documents in the governance folder.