FAIRBRIDGE
EDUCATION

Fairbridge Education Enrolment, RPL and Credit Transfer Procedure

1. Purpose

This procedure describes the operational processes used to implement the Fairbridge Education Enrolment policy, including:

- Pre-Enrolment Review
- Enrolment
- LLND assessment
- Reasonable adjustment
- Credit Transfer
- RPL
- Enrolment decisions

2. Scope

This procedure applies to prospective students, enrolled students, trainers and assessors and the RTO Manager.

3. Procedure

3.1 Enquiry and Initial information

Procedure

When a prospective student enquires about a course, Fairbridge Education provides relevant course and enrolment information prior to progressing the student to the Pre Enrolment Review process.

Process

1. Respond to the student's course enquiry and provide information relevant to the requested training product.
2. Provide the student with access to the Student handbook.
3. Provide or discuss course specific information, including:
    a. course content and units of competency.
    b. entry requirements and admission requirements.
    c. duration of course and the delivery mode.
    d. resource, equipment, and workplace requirements.
    e. assessment requirements and expectations.
    f. fees, charges, and refund information.
    g. Any work placement, licensing, or industry requirements relevant to the course
4. Answer any student questions relating to the course, enrolment process, or training requirements.
5. Progress the student to the Pre enrolment review process.

Records

- Student Handbook (version current at time of enrolment)
- Course Information Flyer/Brochure (where applicable)

3.2 Pre enrolment review

Procedure

Prior to enrolment, Fairbridge Education conducts a documented Pre-Enrolment Review to assess learner suitability, identify support requirements and ensure the student can make an informed decision regarding their enrolment.

Process

During the Pre-Enrolment Review, Fairbridge Education representatives will:

1. Confirm and verify the student's identity and, where applicable, eligibility for enrolment and government funded training by reviewing the required supporting information.
2. Discuss the student's:
    a. educational background.
    b. previous training and qualifications.
    c. work experience.
    d. career goals and aspirations.
    e. interests and training needs.
3. Assess the suitability of the proposed training product, including:
    a. vocational relevance.
    b. employment and further study outcomes.
    c. industry and regulatory requirements.
    d. entry requirements.
    e. avoidance of unnecessary duplication of existing competencies.
4. Review the student's ability to participate successfully in the course by considering:
    a. communication skills appropriate to the course requirements.
    b. aptitude for learning.
    c. LLND capability.
    d. support needs and reasonable adjustment requirements.
5. Determine whether Fairbridge Education can reasonably provide the support required to facilitate successful participation and completion.
6. Discuss course information including:
    a. delivery arrangements.
    b. assessment requirements.
    c. attendance expectations.
    d. work placement requirements (where applicable).
    e. course fees and additional costs.
    f. equipment or resource requirements.
7. Identify and discuss any opportunities for:
    a. Credit Transfer; and
    b. Recognition of Prior Learning (RPL).
8. Complete the LLND assessment process.
9. Determine the suitability of the proposed training product and document the outcome of the review.
10. Refer the application for an enrolment decision.

Where the student is under 17 years of age, the Fairbridge Education representative confirms that any required parent, guardian, school, or regulatory approvals are in place prior to enrolment.

Records

The following records are retained:

- Pre-Enrolment Review Record.
- LLND Assessment Record.
- Evidence of verified student identity and eligibility.
- Citizenship or residency evidence where applicable
- Credit Transfer and RPL documentation (where applicable).
- Enrolment decision records.

3.3 Collection of Enrolment Information

Procedure

Fairbridge Education collects enrolment information required to meet regulatory, funding and reporting obligations.

Process

1. Student completes the Enrolment Form.
2. Required AVETMISS information is collected.
3. Student provides their USI.
4. Student confirms information is accurate.
5. Parent/guardian consent and school documentation is collected where applicable.
6. Documentation is retained on the student file.

Records

- Enrolment form
- aXcelerate student record

3.4 LLND assessment

Procedure

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

Process

1. Students complete the approved LLND assessment unless a documented exemption applies.
2. LLND results are reviewed by authorised personnel.
3. Results are considered alongside other information gathered during the Pre-Enrolment Review.
4. Where LLND gaps are identified:
    a. support strategies are considered.
    b. reasonable adjustments may be explored; or
    c. enrolment may be declined where successful participation is unlikely.
5. LLND outcomes are recorded and retained.

Records

- LLND Assessment Record
- Support plans (where applicable)

3.5 Reasonable adjustment

Procedure

Where a student requires reasonable adjustment, Fairbridge Education works with the student to determine appropriate adjustments while maintaining the integrity of the training product.

Process

1. Consult with the student.
2. Identify the support requirements.
3. Determine suitable adjustments.
4. Document agreed adjustments.
5. Implement agreed adjustments.
6. Review the effectiveness of the adjustments and modify as required.

Records

- Training Plan
- aXcelerate Contact note.
- Support documentation

3.6 Credit transfer

Procedure

Fairbridge Education processes Credit Transfer applications for students who have previously completed units of competency through another Registered Training Organisation (RTO).

Process

1. Student submits a Credit Transfer application.
2. Supporting evidence is provided.
3. Evidence is authenticated.
4. Unit codes and equivalency are reviewed.
5. Outcome is recorded.
6. Student is notified.
7. Training plan is amended where applicable.

Verification of Evidence

Qualification or Statement of Attainment

1. Obtain copy of document.
2. Verify authenticity through USI transcript, or where required, with issuing organisation.
3. Record verification outcome.

USI Transcripts

1. Obtain a copy of the student's USI Transcript or access the transcript through the USI Organisation Portal with the student's permission.
2. Confirm that the units being claimed for Credit Transfer appear on the transcript.
3. Retain a copy of the transcript as evidence supporting the Credit Transfer decision.

Records

- Credit Transfer/ RPL Application Form
- Verified evidence.
- CT Outcome Record

3.7 Recognition of Prior Learning

Procedure

Recognition of Prior Learning (RPL) provides students with an opportunity to have existing skills and knowledge assessed against the requirements of a unit of competency.

Process

1. Student discusses RPL opportunities during the Pre-Enrolment Review.
2. Student submits an RPL application and evidence portfolio.
3. Assessor reviews submitted evidence.
4. Additional evidence may be requested.
5. Competency decision is made.
6. Student is notified of the outcome.
7. Result is recorded.

Records

- Credit transfer/RPL Application Form
- Evidence Portfolio
- Assessment Records
- Outcome Notification

NCVER Start Dates

The official start date for a unit of competency through RPL is determined (by NCVER) as the date that the student submitted their evidence portfolio for assessment. This is the start date that all RTO personnel are to record on the student's training and assessment plan.

The RPL result date is the final date that the student provided all evidence required and was deemed to have achieved the unit 'RPL-Granted' result.

Students will be advised of the outcome of their RPL assessment within ten working days of assessment completion.

3.8 Enrolment Decision

Procedure

Enrolment decisions are made following completion of all pre-enrolment activities.

Process

1. Pre-Enrolment Review is completed.
2. LLND outcomes are reviewed.
3. Support requirements are considered.
4. RPL and Credit Transfer outcomes are reviewed (where applicable).
5. Learner suitability is confirmed.
6. Enrolment decision is made.
7. Student is advised of the outcome.

Non-Acceptance of Enrolment

Where enrolment is declined:

1. Reasons are documented.
2. Student is notified in writing.
3. Alternative pathways are discussed where appropriate.
4. Complaints and Appeals information are provided.

Records

- Pre-Enrolment Review Record
- Enrolment documentation
- LLND Assessment Record
- Credit Transfer/RPL application form (where applicable)
- Enrolment decision records
- Student correspondence relating to the enrolment outcome.

3.9 Complaints and Appeals

Please refer to the Fairbridge Education Complaints and Appeals procedures

4. Review and Amendment log.

Document No	Version	Document Owner	Key Stakeholders
RTO_SWI_007	1.0	RTO Manager	All RTO Staff

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1	29/09/2026	Creation of Enrolment, RPL and Credit Transfer procedure document