

PR.05.02 ENROLMENT AMENDMENT PROCEDURE

This procedure is to be followed when a student requests a change to their enrolment at AVETA.

1.0 PROCEDURE

- a) Student must fill out an Enrolment Amendment Request Form F.05.02

STEP ONE

- b) AVETA's Administration Department will alter the enrolment after the requested amendment has been approved by the Enrolment Officer, who will then undertake the following tasks:
- Alter the CoE via PRISMS
 - Update the student's Individual File
 - Update the Enrolment List excel sheet on AVETA's G Drive
 - Update the student's enrolment details in AVETA's Student management System (VETtrak) (CoE start and end dates)
- o These tasks should be completed within five working days of receiving the Enrolment Amendment Request Form F.05.02.
 - o Once completed and signed the Enrolment Officer will notify the relevant Training Coordinator, Finance and Administration Departments, via email that the above tasks have been completed.

STEP TWO

- c) The Administration Officer responsible for updating the academic aspects of an enrolment change will complete the following tasks:
- Update the Group List
 - Update the Attendance Sheets
 - Update National Recognition (Credit) in the System
 - Update the Result Overview