

Enrolment Flow Chart Process

PRE- ENROLMENT STAGE - Candidate Enquiry to Enrol with AVETA

Candidate's completes the following: -

- F.05.06a Enrolment Form – International students
- F.18.03c – Recognition of prior learning (RPL) form
- Accepts the information on Pre-enrolment information sheet for course enrolling
- Submits all documentation required & Provides Release info if transferring from other provider



ENROLMENT STAGE

- LT.15.03ci Offer Letter is send to the student along with the required fees to pay
- Student accepts the offer & pays the required fees as per the offer letter
- A.19.01ci Student Written agreement & Acceptance of Offer along with payment plan is send to the student
- Once student accepts the Written agreement & payment plan, deposits the prepaid fees – CoE is generated.
- Copy of the CoE/s are emailed to the student
- Student Profile is created on VETtrak and enrolled in the Programme Occurrence for the course



ORIENTATION / INDUCTION STAGE

- An Orientation email is send to student from VETtrak informing of the orientation/induction date and time
- Induction / Orientation Day – Induction form is completed, LLN assessment conducted using LLN Robot, Marketing Consent form completed and Timetables given to student.
- Change of Detail form completed – if address is changed.



POST ORIENTATION / INDUCTION STAGE

- All documents completed on the Induction / Orientation Day are filed in the Student's Admin File along with Induction form, LLN assessment result from LLN Robot, Marketing Consent form and Copy of Timetable given to student.
- Enrolment Checklist is updated and filed in the Student's Admin File.



ENROLMENT PROCESS IS COMPLETED