

PR.05.02 ENROLMENT AMENDMENT PROCEDURE

1.0 POLICY REFERENCE

Entry requirements and selection policy P.05.04

2.0 PROCEDURE

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

- 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:
 - Update CoE via PRISMS
 - Update the student's Individual File
 - Update the Enrolment List excel sheet on AVETA's Drive
 - Update the student's enrolment details in AVETA's Student management System (VETtrak) (CoE start and end dates)
 - Update Timetable where required
- 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 Credit transfer in the System where required
 - Update the Result Overview

3.0 REFERENCES

3.1 ESOS Act (2000) - <https://www.legislation.gov.au/Details/C2020C00039>

3.2 ESOS National Code (2018) - [National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(legislation.gov.au\)](#)

3.3 Standards for Registered Training Organisations (RTO's) 2015 - [Users' guide to Standards for RTOs 2015 | Australian Skills Quality Authority \(ASQA\)](#)