



Enrolment Policy and Procedures -PP011

Introduction

Plenty River College (the College) is an independent, co-educational specialist senior secondary school, delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM) and Vocational Education and Training (VET) . It provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them.

Rationale

Plenty River College is committed to ensuring that students are admitted in a manner that is fair, transparent and non-discriminatory. As a specialist independent school, the College recognises that that particular groups of young people in society have experienced and continue to experience disadvantage and unequal educational outcomes.

Purpose

The purpose of this policy is to:

- explain entry requirements at Plenty River College;
- explain our enrolment procedures;
- ensure that enrolment is non-discriminatory, fair and transparent; and
- explain clearly the basis on which offers of admission are made.

Scope

This policy applies to current and prospective students of the College, their parents, and all College staff involved in the enrolment process.

Definitions

Applicant	The person seeking an enrolment offer from the College. If the applicant is under the age of 18 years and is not considered an independent minor, the applicant must be accompanied by a parent.
Disability	A student who has a disability which may include <ul style="list-style-type: none"> • Physical e.g. may need paramedical support,



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	<ul style="list-style-type: none"> • Visual and/or hearing impairment which requires intervention or assistance to communicate, • Severe behaviour disorder e.g. demonstrates frequent aggressive or violent behaviours, • Intellectual disability e.g. sub-average general intellectual functioning, • Autism Spectrum Disorder, • Severe language difficulties with critical educational needs e.g. may be non-verbal • Any other disability classified under National Consistency Collection of Data (NCCD)
Enrolment Agreement	The agreement containing the conditions required to be accepted for enrolment as a student at the College
Parent/s	Refers to parents, guardians, step-parents and/or carers as listed in the College Enrolment Form.
Procedural fairness	Acting with fairness, giving the individual concerned the opportunity to be heard, and ensuring that decisions are made without bias.
Sensitive information	This is defined in privacy legislation and includes information about racial or ethnic origin, religious beliefs, sexual preferences or practices, health information, criminal record, political and trade memberships, political opinions, and biometric information.
Student	Student named in the Enrolment Application
Student Support Team	The Student Support Team comprises youth welfare workers and education support workers. Other specialists such as the College psychologist or external case managers may also be included or consulted.
Victorian Assessment Software System (VASS)	VASS is a web-based application that allows student personal details, enrolments for VCE, VET, VPC and VCE VM and results to be entered and stored on the central VCAA database
SIMON	SIMON is a School Management System that allows schools to manage students, staff and all the functions associated with the day-to-day workflows of a school environment.
aXcelerate	A student management system that is AVETMISS compliant to record all VET related information regarding the student's enrolment, contact details, results and attendance
Victorian Curriculum and Assessment Authority (VCAA)	The Victorian Curriculum and Assessment Authority is a statutory authority of the Government of Victoria responsible for the provision of curriculum and assessment programs for students in Victoria, Australia.
Victorian Pathways Certificate (VPC)	The VPC is an accredited 'foundation secondary qualification' under the Education and Training Reform Act 2006. It is an inclusive



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	Foundation Certificate that can be commenced in Year 10, Year 11 and/or Year 12, and can be completed over two or more years. It is designed for students who benefit from a more individualised and flexible approach in their final years of secondary schooling.
VCE Vocational Major (VM)	The VCE VM is a 2-year vocational and applied learning program that enables students to transition into apprenticeships, traineeships, further education and training and university (via non-ATAR pathways).
Vocational Education and Training (VET)	Nationally recognised vocational courses (certificates) integrated within the VCE and Victorian Pathways Certificate.

Responsibility

1. The College Board is responsible for authorising the Enrolment Policy.
2. The Executive Principal is responsible for:
 - implementing the enrolment policy and procedure, and ensuring that the enrolment process is fair, transparent and non-discriminatory.
 - making all enrolment decisions.
 - ensuring that enrolments are only accepted where they meet College eligibility criteria, and where the College has the capacity to offer reasonable adjustments if the applicant is a student with disabilities.
 - advising applicants and parents of the acceptance, rejection or deferment of an enrolment application, including waitlisted enrolments.
 - addressing complaints and grievances from students and parents about the enrolment process and ensuring procedural fairness.
 - ensuring that procedures are in place for the management, storage and retrieval of enrolment data.
 - Maintaining an enrolment register that is accurate and contains all required information. Parents, carers or guardians and students will be asked twice a year to check their enrolment data and notify the College of any changes to student enrolment details
 - Ensuring the policy is implemented in accordance with Commonwealth and State privacy laws as well as the College's Privacy Policy.
 - Reporting data relating to the characteristics of students at the College to the College Board and to the College community at least once a year (via the annual report process) and to VCAA.



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- Implementing procedures for the management, storage and retrieval of enrolment data, particularly,
 - I. Maintaining proof of the student's identity, specifically date of birth, enrolment name and residency status, and
 - II. Maintaining immunisation status (as applicable).
- 3. The Assistant Principal/Curriculum Leader is responsible for:
 - Supporting the Executive Principal to implement the enrolment policy, specifically to participate in
 - the enrolment process – conducting interviews, consulting with parents, carers or guardians during the process, considering decisions on enrolment.
 - communicating the applicant's welfare needs to the Wellbeing team
 - assessing support and/or proposed reasonable adjustments required by an applicant and discussing these with the parents, carers or guardians, Executive Principal and Wellbeing team.
 - ensuring that the Student Support Team assesses the applicant's support needs, and, if necessary, consults with the applicant's external support providers.
 - ensuring Codes of Conduct are understood and signed by applicants and parents.
 - ensuring the Enrolment Agreement is signed.
- 4. The Finance Manger is responsible for:
 - updating the College fee schedule at least annually.
 - determining payment options and managing payment plans where necessary
 - Monitoring tuition fee payments and issuing invoices for initial and ongoing enrolment.
 - ensuring that suitable financial records are maintained.
- 5. The Wellbeing team is responsible for:
 - assessing the support needs of applicants, including reasonable adjustments for students with disabilities, and advising the Executive Principal or Assistant-Principal/Curriculum Leader.
- 6. College Administration staff are responsible for:
 - Maintaining the enrolment register and updating relevant information.
 - sending out letters to parents of applicants (including letters of offer, waitlisting, application rejection).
 - processing and securely filing all enrolment paperwork, including checks that all relevant documents have been provided.



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- Responsible for recording, updating, and maintaining student enrolment details in SIMON for all students enrolled with PRC College. For students undertaking Vocational Education qualifications through PRC College, maintain their enrolment records in aXcelerate. and
- Entering/updating VASS records when enrolment is confirmed.

Implementation

Plenty River College recognises the rights of all people to seek equal access to education. We do not discriminate against anyone on the grounds of sex, race, religious belief, age or disability. The College supports and encourages applications from young people:

- of Aboriginal and Torres Strait Islander heritage
- from linguistically diverse backgrounds; and
- with disabilities.

Plenty River College is committed to child safety and will comply with Ministerial Order (MO) 1359: Managing the Risk of Child Abuse in Schools and School Boarding Premises. The College is committed to zero tolerance of child abuse.

Privacy

The College collects personal information, including sensitive information, from applicants and their families in order to complete its enrolment processes, provide ongoing education, and fulfil duty of care requirements, including wellbeing support. Personal and sensitive information will only be disclosed to relevant persons for these purposes. This may include disclosure to government departments, another school (if transitioning), medical practitioners (in an emergency) and College staff (such as teachers and youth welfare workers) who require this information to fulfil their duties.

Personal and sensitive information will be stored securely by the College, and be protected from unauthorised access, misuse, loss or damage. Personal information may be updated at any time by contacting the College office. For more information about how the College will use and ensure the accuracy of this information, please refer to our Privacy Policy and the Student Data protection and Privacy Statement in Appendix 3

Child Safety

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Enrolment Eligibility criteria

Criteria	Description
Age	be a minimum age of 15 years and a maximum of 20 years as at 31 January of the year of enrolment, e.g. on 31 January 2025; In exceptional circumstances, the College may approve the enrolment of a student under 15 years of age, subject to special permission granted by the Executive Principal.
Year 9 Completion	student must have completed Year 9 or equivalent.
Residency status	student must be Australian citizen or permanent resident or hold a valid visa allowing the student to access a funded place.
Disengaged or at risk of disengagement	The student is facing social, emotional, or behavioural challenges that have impacted their ability to attend school regularly and fully participate in their learning.
Engagement	student must demonstrate they have the commitment to undertake courses offered by the College; and
Alignment of purpose and values	the values of the student and their family should align with the College's philosophy and there should be a correlation between the prospective student's academic, physical, social and/or emotional needs and the College's capacity to make reasonable adjustments to meet these needs.
The College is unable to support the learning and social/emotional needs of students with severe intellectual disabilities or significant mental health and behavioural problems.	

Eligibility Evidence

To establish identity, age and residency status parents, carers or guardians will need to provide one of the following:

- Australian or International Birth Certificate (not an Extract of Birth Certificate)
- Australian or International passport
- Australian Citizen Certificate or Certificate of Registration by Descent
- Permanent Residency Visa or other visa categories including Humanitarian/Protective visa permitting access to a funded place in a school.

Parents, carers or guardians will also need to provide:

1. A referral letter or a report from a medical practitioner, psychologist, psychiatrist, counsellor, social worker or other relevant specialist confirming the student's disengagement from education; and
2. Information from the student's most recent school relating to academic reports, behavioural reports (if available), the student's general character and behaviour and date of last attendance.



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Successfully demonstrating capacity to meet all the above criteria does not guarantee entry into the College. The Executive Principal will make enrolment decisions on a case-by-case basis with reference to:

- information collected from the applicant
- the number of currently enrolled students
- the College's capacity to cater for the educational and special needs of an applicant, and
- the willingness of the student and their family to comply with the College's policies and procedures, as demonstrated by signing the Parent and Student Codes of Conduct.

Tuition Fees and Other Charges

Plenty River College is a low tuition fee school. The College provides essential student resources including classroom resources, and access to a personal laptop (Chromebook) for use at the College. The College provides opportunities for students to participate in and attend excursions and activities, at low-cost to the student.

A schedule of fees is contained in the Enrolment Agreement. Parents, carers or guardians are required to pay a deposit \$100 deposit on enrolment. Payment in full must be made by the end the year in which the student is enrolled.

Parents, carers or guardians experiencing financial hardship may be eligible for an exemption from tuition and other fees at the discretion of the Executive Principal. Families experiencing financial hardship should contact the College as early as possible.

Note:

- Parents, carers or guardians with a government issued Concession Card or Health Card Care are eligible for a Concession fee of 50% on their tuition fees.
- The VET fee information provided in the Enrolment Agreement applies only to students undertaking Vocational Education and Training (VET) with PRC
- Students enrolled in VET programs delivered by an external provider are responsible for paying the fees specified on the invoice issued by that provider
- If the student commences at the College halfway through the school year, tuition fees will be charged on a pro rata basis.

Codes of Conduct

The College, parents/carers/guardians, and students hold shared responsibility for fostering engagement, consistent attendance, and positive conduct. As part of the enrolment process, students must sign the Student Code of Conduct, and parents/carers/guardians must sign the Parent Code of Conduct, which will be included in the enrolment pack.

Enrolment Register Procedure

The College enrolment register is an electronic system and will be maintained by the Administration team and kept up to date. Changes to the register in consultation with the Assistant Principal will be made to reflect current student numbers and movement of students into and out of the College.



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The College enrolment register will be recorded on the secure College student management system (SIMON) and the VET enrolments will be recorded in VET student Management System (aXcelerate).

Physical records will be held in a locked cupboard with copies of the student's Enrolment Form and Enrolment Agreement, medical records and information and other details including:

- full legal name,
- address,
- date of birth,
- parents, carers or guardians' contact details,
- enrolment commencement and cessation date,
- Victorian School Number (VSN) and
- a copy of birth certificate/passport, Visa or Immi Card.

State and Commonwealth authorities will receive enrolment census data as required.

The Assistant Principal and class teachers will be responsible for reporting any change in circumstance to the Executive Principal and the Administration team.

Students with Disabilities

The College will not deny enrolment of a student with disabilities, solely due to their disability status. The College will involve the applicant and their family in discussions about their enrolment and may request further information (including medical reports from external specialists or an independent assessment), in order to identify whether, and in what form, reasonable adjustments will be necessary.

The Executive Principal will consider the following factors before making a decision to offer the applicant a place at college:

- the nature of the applicant's disability, and how it may impact the applicant's participation.
- the applicant's preferred adjustments.
- the views of the applicant, their family and relevant service providers (such as a support worker, or case manager) about whether a proposed adjustment is reasonable and will enable the applicant to participate in the VCE VM/VPC–programs–on the same basis as student without disabilities.
- the effectiveness of the proposed adjustment in ensuring the applicant's access to the VCE VM/VPC programs, achievement of learning outcomes, and development of life and work skills.
- the impact of the proposed adjustment on anyone else affected, including College staff and other students;



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- the costs of making the adjustment, such as additional staffing or skill sets, or adjustments to curriculum;
- the College's current financial circumstances and viability; and
- other benefits, such as the positive learning and social outcomes for the applicant, other students and College teachers.

If the Executive Principal is satisfied that the applicant and their family have been sufficiently consulted, but that the required adjustments are not reasonable, or would cause unjustifiable hardship, the College may decline to offer the student a position or defer or withdraw the offer.

Termination of Enrolment

There may be occasions when an individual student's behaviour may have a negative impact on the welfare, safety and wellbeing of other students and staff at the College. While the College aims to support the needs of vulnerable students who have a greater risk of poor educational outcomes, it has a duty of care to ensure all enrolled students are provided a safe and supportive learning environment.

The College will apply fair and transparent processes prior to any decision to terminate the enrolment of an individual student. Students and their parents, carers or guardians will be offered support, understanding and procedural fairness at all stages during any disciplinary actions.

The Executive Principal may terminate a student's enrolment if they reasonably consider the student has:

- been expelled after the College suspension and expulsion processes have been applied and decided;
- engaged in unsatisfactory conduct or they (or their parents, carers or guardians) have breached any policy or code of conduct of the College;
- engaged in conduct which is dangerous toward or prejudicial to the College, its students or staff;
- demonstrated behaviour or an attitude that is considered detrimental to their own best interests or to those of other students;
- not achieved satisfactory academic or social development and is not benefiting from the College program/s.

Fees Policy

The parent, carer or guardian who signs the Enrolment Agreement accepts legal responsibility (jointly and severally) for payment of the tuition fees incurred for the entire period of the enrolment of the student. For more information about the Fees and refund policy please refer to Fees Refund Policy - PP002

Complaints and Grievances Policy

Where an applicant or parent has a concern, complaint or appeal arising from the student admission process, they should immediately contact the Executive Principal with the details. All concerns, complaints and grievances will be addressed according to the College's Complaints and Grievances Policy.



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Communication of the enrolment policy

The Enrolment Policy is available on the College website and in the Student & Parent/Guardian Handbook. The policy will be provided to applicants in pre-enrolment information packs.

Enrolment Process and Procedures

The Enrolment process is managed by the Assistant Principal with the support of the Executive Principal as required.

Students may be referred to the College by local schools or community agencies or may self-refer or make a direct enquiry.

Upon receiving the enquiry, PRC will schedule a meet and greet. The Assistant Principal/Curriculum Leader will invite the prospective student and their parent/guardian for a “*meet-and-greet*” interview. At the interview, Assistant Principal will:

- Explain the structure, purpose and outcomes of the College program including an overview of the VCE VM, VPC programs and Internal VET programs.
- Assess the student's suitability and motivation to undertake the program offered through discussion of the applicant's personal and educational background, their interests and aspirations and any support needs they may have.

Following this, a wellbeing interview will be organised with a member of the Wellbeing Team. During this process, the wellbeing team will:

- Gather relevant information about the student's medical (Diagnosed Conditions), physical, social, and emotional needs.
- Identify any specific supports or adjustments required to assist the student's learning and wellbeing

If the student has not completed Year 9 or does not fall under the eligible age for enrolment, but meets other enrolment criteria, the Executive Principal will outline the process for submitting a letter to the Principal and the Board. This letter should explain why Plenty River College is a suitable choice for the student's further studies and provide reasons for considering the application.

If both the *meet-and-greet* and the wellbeing interview confirm that PRC can support the student's needs, the Assistant Principal will extend a verbal offer of enrolment to the prospective student and instruct the administration team to collect the required documentation prior to the student's commencement.

The Administration Team will:

- Collect relevant admission information such as previous school reports, and any reports from allied health/medical professionals, psychologist or any assessments available.



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- Collect any additional College forms on health and medical requirements (such as Asthma, Anaphylaxis, etc) or special provision.
- Provide prospective students with the Enrolment Policy, Privacy Policy, Student Code of conduct, Parent/guardian Code of Conduct and the Student & Parent/Guardian Handbook which summarises the education program, course requirements, assessment process, key dates and relevant policies and procedures.
- Request the parent to submit a completed Enrolment Form.

Once the college receives all the required document the Executive Principal will

- Offer in writing a confirmed place to the student and advise them of the next steps in the process
- Provide the Enrolment Agreement to parents, carers or guardians to sign.

Followed by this, the Finance Manager will issue the invoice for tuition fees.

Payment of tuition fees and completion of the Enrolment Agreement must be made before enrolment at the PRC can be confirmed. The College will act in accordance with the *Equal Opportunity Act 1995*. In relation to Division 3 (Discrimination in education), the College reserves the right to decline any student enrolment if it cannot provide the student with special services or facilities to support their learning, or where to do so would place an unreasonable hardship on the College, its staff and/or other student.

For the rolling intakes upon commencement the Pathways and Careers Coordinator will

- Conduct relevant language, literacy and numeracy (LLN) assessment, administered and assessed by the college to ascertain suitability and senior school program where possible.
- Conduct a pre training review. The purpose of the Pre-Training Interview is to determine the suitability of the applicant for the proposed VET training. This involves:
- recording specific information about the prospective student.
- assessing the applicant's language, literacy and numeracy (LL&N) skills for their VET Enrolment where student enrolled with PRC RTO.
- using this information to review the suitability of the proposed VET course



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Appendix 1: Student Data Protection and Privacy Collection Statement

Plenty River College is committed to protecting the privacy of all information we collect, hold, manage, use, disclose and transfer.

As a student at the College, we will keep a record of the details you provided in your application and any supporting documents requested as part of your admission, and additional information collected in the course of your studies with us. This will become part of your student record. Your student record also includes information about your academic progress and outcomes.

The personal data processed by us as part of your student record will include details such as your name, home address, date of birth, course studied, fee payments, financial aid, health and wellbeing support. It will also include unique personal identifiers assigned to you (e.g. your student number) and details of any disciplinary or conduct issues. Access to, and the sharing of, this type of data is controlled very carefully.

Where you provide the College with the personal data of others (e.g. emergency contact details) you are encouraged to inform them that:

- you are disclosing that information to the College;
- the information will be retained; and
- they can access that information by contacting the Executive Principal.

Your personal data is created, stored and transmitted securely in a variety of paper and electronic formats. Access to your personal data is limited to the College staff or affiliates who have a legitimate interest in it for the purpose of carrying out their duties.

The personal data processed by us, or processed on our behalf, is needed for the purpose of your enrolment and throughout the time you are with us as a student and to help the College improve your experience as a student. If you choose not to provide your personal data, it may not be possible for the College to enrol you or provide you with support to complete your course of study, and may limit opportunities available to you.

The specific purpose for processing personal data outside of your student record will be communicated to you at the time that we first interact with you. If you choose not to provide your personal data, it may not be possible for the College to provide you with the specific information, assistance, facilities or services that you have requested.

We consider that the lawful basis for the processing of your personal data as a student at PRC is that it is necessary for the pursuit of the legitimate interests of the College to provide you with the course of study to which you are enrolled.



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We will obtain your consent for specific use of your personal data not covered by this Student Data Protection and Privacy Collection Statement or where that personal data includes special category data (e.g. as identified above), which we will collect from you at the appropriate time. You can withdraw your consent to our specific use of such data at any time.

In addition to the purposes set out in the Privacy Policy, our specific processing purposes of your personal data as a student and how we use it include:

- to correspond with you;
- to attend to day to day administrative matters;
- to inform you about your courses and other events related to your course;
- to facilitate and enable programs relevant to your studies such structured workplace learning or work experience;
- to enable participation at events e.g. Presentation Night;
- to facilitate and enable opportunities in community engagement, work-integrated learning activities and student-to-student learning;
- to seek feedback of your experience as a student with us;
- for benchmarking, analyses, quality assurance and planning purposes;
- to compile statistics and conduct research for internal and statutory reporting purposes;
- to fulfil and monitor our responsibilities to comply with legislative reporting requirements; and
- to use the information as otherwise permitted by the law other schools and teachers at those schools.

Our student wellbeing support services

We make wellbeing support services available to our students. If you receive wellbeing support from us, we may collect additional personal information about you, including health information about you, as part of providing this service. Health information includes any information or an opinion about an individual's physical, mental or psychological health, any disability that an individual has and any details of any health or medical services provided to an individual.

We will only collect health information about you with your consent. Our use and management of that information will be explained in the relevant privacy collection notices specific to those services.

Health and personal information about you collected for these services will only be used for the purpose of providing the services to you. Any wellbeing support service that we provide is confidential and any information that you provide to us will be held in the strictest confidence. Any health information that



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we collect about you will be separately stored by our support staff and will not form part of your student records.

Sharing of your information

The College may disclose your personal information to:

- other schools and teachers at those schools;
- government departments (including for policy and funding purposes);
- medical practitioners;
- people providing educational, support and health services to the College, including specialist visiting teachers, counsellors, social workers;
- providers of specialist advisory services and assistance to the College, including in the area of Human Resources, child protection and students with additional needs;
- assessment and educational authorities including Victorian Curriculum and Assessment Authority (VCAA), and the Victorian Regulations and Qualifications Authority (VRQA);
- agencies and organisations to whom we are required to disclose personal information for education, funding and research purposes;
- people providing administrative and financial services to the College; and
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

Where personal data is disclosed to third parties, it will be done so only to the extent necessary to fulfil the purpose of such disclosure.

How we keep your information secure

Your personal information is created, stored and transmitted in a variety of paper and electronic formats.

We take reasonable steps to ensure that any personal information we collect, transmit, store or otherwise process, is accurate and complete, and that appropriate measures are implemented and maintained to protect it from accidental or unlawful destruction, misuse, loss, alteration, or unauthorised access or disclosure.

Your academic record is retained indefinitely so that the details of your academic achievements can be confirmed and for statistical or historical research purposes.



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Your individual rights

In addition to your rights to access and correct your personal data and lodge a complaint relating to how we handle your personal data as set out in the Privacy Policy, you may, under certain conditions, have the following rights available:

- to object to any processing of your personal data that we process on the lawful basis of legitimate interests, unless our reasons for the underlying processing outweighs your interests, rights and freedoms;
- to withdraw your consent where we have processed any of your personal data based on consent;
- to object to direct marketing (including any profiling) at any time;
- to ask us to delete personal data that we no longer have lawful grounds to process; and
- to object to the use of automated decision making.

If you have any questions about how your personal data is being used, or you wish to exercise any of your individual rights that are available to you, please contact the Executive Principal by writing to admin@prc.vic.edu.au



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Appendix 2: Privacy Notice (Applicable to Students enrolled with PRC RTO)

Issued by the Australian Government

Why we collect your personal information

As a Registered Training Organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide your information, PRC is unable to complete your enrolment.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than RTOs) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.



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The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.



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Related Forms
<p>Student Code of Conduct FT005 Parent Code of Conduct FT006</p>
Appendices
<p>Appendix 1: Student Data Protection and Privacy Statement Appendix 2: Privacy Notice (Applicable to Students enrolled with PRC RTO)</p>
Related policies
<ul style="list-style-type: none"> • Attendance Policy • Bullying and Harassment Prevention Policy • Child Safety Policy • Complaints and Grievances Policy • Fee Refund Policy • Student Engagement, Wellbeing and Inclusion Policy
Related legislation
<ul style="list-style-type: none"> • Australian Education Act 2013 (Cth) • Australian Education Regulation 2013 (Cth) • Charter of Human Rights and Responsibilities Act 2006 (Vic) • Children, Youth and Families Act 2005 (Vic) • Competition and Consumer Act 2010 (Cth) • Disability Discrimination Act 1992 (Cth) • Disability Standards for Education 2005 (Cth) • Education and Training Reform Act 2006 (Vic) • Education and Training Reform Regulations 2017 (Vic) • Equal Opportunity Act 2010 (Vic) • Family Law Act 1975 (Cth) • Health Records Act 2001 (Vic) • Human Rights and Equal Opportunity Commission Act 1986 (Cth) • Privacy Act 1988 (Cth) • Privacy and Data Protection Act 2014 (Vic) • Public Health and Wellbeing Act 2008 (Vic) • Racial Discrimination Act 1975 (Cth) • Racial and Religious Tolerance Act 2001 (Vic) • Sex Discrimination Act 1984 (Cth)



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	RTO Standards: STD1 - Training and Assessment		



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Revision Record:

Date	Version	Revision description
15/09/2021	V2021.V1	Initial Version
18/09/2024	V2024-V2	
18/08/2025	V2025.V3	Updated the definition, Responsibility Enrolment Eligibility criteria, eligibility evidence Added details of Fees Refund Policy, Communication of the enrolment policy, Enrolment Process and Procedures. Privacy Notice (Applicable to Students enrolled with PRC RTO)