 ***Educate. Learn. Empower. Lead***

**NEW STUDENT ENROLMENT PROCESS**

ICAN Learn

Email to student:

* Enrolment Form;
* Statutory declaration form re: ID
* Information guide
* Fees and Charges
* RPL toolkit – if required.

Add new student registration in Audit Answers

Send registration invite to student from Audit Answers

Student

When student returns enrolment form – check that form is completed correctly and signed, that student has provided JP certified ID documents in a colour copy.

When notification received from Audit Answers that student has completed their student registration, check the registration that all required details are completed and that student has provided USI.

If student has not provided a USI, contact student and request their USI.

If USI is incorrect, contact student.

Verify USI within the Audit Answers student management system.

ICAN Learn – student enrolment Audit Answers

Select student record in Audit Answers and complete subject enrolment in chosen course of enrolment

ICAN Learn - Student Enrolment Summary

Complete an enrolment summary for new student

Email enrolment summary to student and ask them to check and ensure that all details are correct. Edit if required and resend to student.

Upload enrolment summary form to student record in Share Point

ICAN Learn - Finance

Invoice request – using Invoice Request Excel sheet to Finance for billing for $500 enrolment fee and the cluster of units student is enrolling in. Share Point>Operations>Finance>Billing and select the group that student is training under

ICAN Learn – Student Records

Create new student profile in Share Point>Teaching and Learning>Courses> either CHCSS00077 or CHC51115

Scan and upload student enrolment form and ID to Share Point> Teaching and Learning>Courses> either CHCSS00077 or CHC51115>Student Record

All student docs to be uploaded to their individual student record – enrolment, ID, training plan, LLN placement and workplace agreements, assessment progress reports under correct topic.

ICAN LEARN - Update Student lists

1. Share Point>Operations>Information>Student details

Update Student name and Student Number list

2. Share Point>Operations>Student List

Update Full Student List Activity Detail – Excel Sheet

ICAN Learn Language Literacy and Numeracy test

Student must undertake Language Literacy and Numeracy [LLN] activity prior to commencement of course.

LLN outcome is recorded in the student file. Should the student not meet the LLN requirements for the course level, the student will be informed of the standard required, and given assistance to reach appropriate Language, Literacy and Numeracy.

ICAN Learn student training plan

Student will receive a training plan with all units and delivery year. This plan will be signed by the student in acknowledgement of the units in which they are enrolled. The training plan must identify Recognition of Prior Learning, Credit Transfer and enrolment in a unit.

The Training Plan must be reviewed at the end of each year, to ensure currency. If there are changes, then the training plan will be updated and a new copy signed and saved in the student record.

Student Enrolment Survey

Once enrolment has been finalised, email Student Enrolment Survey for completion and return to ICAN Learn