



# Enrolment Policy

Australian Paramedical College



## Overview

Industry Pathways Pty Ltd (ABN 65 153 814 192) operating as Australian Paramedical College (APC) is committed to providing a fair and equitable process for student enrolment and ensure students are provided with accurate and sufficient information to make an informed choice about their enrolment and chosen course.

APC is committed to ensuring all students are treated fairly and equitably, and are clearly informed of the enrolment process, conditions, course details, rights and obligations prior to enrolment. APC will provide prospective and current students with advice regarding relevant training products to meet their needs, taking into account the individuals existing skills and competencies.

## 1. Policy Principles

### 1.1 Information to Students

- a. Each student is provided with access and directed to the student handbook, relevant course information, and all relevant policies and procedures prior to enrolling with APC. Students must confirm via the enrolment form they are aware and understand the above documented terms and conditions, course requirements and expectations prior to their enrolment being finalised.

### 1.2 Enrolment of Students

- a. Enrolment into training programs will be conducted at all times in an ethical and responsible manner, ensuring fairness and compliance with the Access & Equity Policy.
- b. Enrolments are subject to availability of places within the training program, based on the maximum number of students who can be accommodated under the particular circumstances (e.g. safety, capacity of training venue, type of course, learning structures etc. within the program).
- c. All prospective students will be provided with relevant information regarding the RTO, course information and all relevant policies and procedures in accordance with the Standards for Registered Training Organisations (SRTO's) 2015.
- d. APC prior to and during enrolment reviews the individual needs of each student, taking into account their existing skills and competencies to support their needs.
- e. Enrolments will be considered tentative until requested enrolment payments are received, and the student has met all the enrolment requirements. If these requirements are not met, the enrolment will not be confirmed.
- f. All students are advised of the course payment options and schedules which they must agree and conform to prior to enrolment.
- g. Once enrolment is confirmed the student is provided with written confirmation of their enrolment, including a training schedule guide.

## 1.3 Individual Needs of Students

- a. Students intending to enrol for training are requested to advise of any learning, physical or other impairments/needs (e.g. English language, LLN support, disabilities, physical or mental health issues) which may adversely impact their ability to successfully complete their chosen course.
- b. Individuals may be required to participate in an assessment prior to enrolment to determine their language, literacy and numeracy suitability to successfully undertake the course and/or determine where additional support may be required.

## 1.4 Unique Student Identifier (USI)

- a. All students are required to obtain and provide their Unique Student Identifier, in accordance with requirements of the Student Identifier Act.
- b. Students will be advised and supported in obtaining a Student Identifier if they do not already have one, via <http://www.usi.gov.au/Pages/default.aspx>
- c. APC will verify and securely maintain all Unique Student Identifier throughout enrolment.

## 1.5 Group Enrolments

- a. APC may discuss courses and requirements with relevant company representatives for group enrolments.
- b. Written confirmation is required to confirm course booking with names of individual students included. Unique Student Identifiers are also required for enrolment
- c. Individual enrolment forms are required for all individual students to secure a place.

## 1.6 Recognition Options

- a. Recognition of Prior Learning and Credit Transfer is available for students. Please refer to the 'Recognition Policy' for more information.

## 1.7 Clinical Workshop requirements

- a. Students are to provide evidence of their current drivers licence prior to attendance where a driving component is required.
- b. Students must complete all required theoretical components prior to booking their attendance at a clinical workshop.
- c. A medical declaration is required prior to attendance to support safety and WHS requirements.
- d. If a clinical workshop is fully booked at the time a student enquires, they will either be placed on a 'wait list' or offered a place on another date that has been scheduled. Students on the 'wait list' are given priority should a place become available.
- e. Where a student does not attend all full days of a clinical workshop as originally scheduled or is deemed not yet satisfactory, re-booking and re-attendance of the full clinical workshop is required.

## 1.8 Course Duration and Progression

- a. Students are provided with a training schedule guide that identifies the optimal timelines for progression and completion of study in order to complete within the required timeframe.

## 1.9 Changes to Training and Assessment

- a. Any changes to a training product, course, services or third-party provider (if applicable) will be advised to students, as soon as possible.

## 1.10 Cancellations and Refunds

- a. Please refer to the Student Handbook and Refund Policy for detailed information regarding cancellations and refunds.
- b. Courses may not be transferred to another student if an individual does not wish to remain enrolled.

## 1.11 Student Records

- a. APC is obligated to report all enrolments to relevant bodies to meet national reporting requirements.
- b. Individual student outcomes are recorded for each enrolment and maintained for a period of 30 years minimum.
- c. In accordance with the Privacy Legislation all individual students have access to their own records, documentation and are able to be informed on the progress of their learning.
- d. In accordance with the Privacy Legislation all individual students records are securely stored and only accessible by required staff.

## 1.12 Fees

- a. Fees are collected in accordance with the Financial Management Policy and the Fees and Payment Policy.

## 1.13 Student Induction

- a. Students are provided access to an orientation to ensure they have received appropriate and sufficient information to facilitate their interactions with the APC and their learning.
- b. Each student has access to copies of relevant information regarding the RTO, course information and all relevant policies and procedures in accordance with the SRTO's 2015.

## 1.14 Minimum IT Requirements

To participate and complete studies with APC, students are required to have access to the below at a minimum:

- A computer/tablet with Microsoft Office or equivalent,
- A landline or mobile phone
- Internet access
- Access to a printer, photocopier and scanner

Each students' computers/tablets need to have the following minimum specifications:

- Internet access/connection
- 4GB of RAM
- Adobe PDF Reader or equivalent
- Enabled use of a web camera and headset with microphone.

Students' computers/tablets must have either:

1. Specific requirements for Window users:
  - Windows 10 or equivalent
  - 2 gigahertz (GHz) or faster processor recommended
  - 4GB of RAM memory or higher
  - 10GB of free space on the computer
2. Specific requirements for Mac OS users:
  - MacOS 10.14 or higher is recommended
  - 2 gigahertz (GHz) or faster processor recommended
  - 4GB of RAM memory or higher
  - 10GB of free space on the computer

## 1.15 Student Expectations

It is the expected that students can meet the following:

**Communication:** Students are required to speak and write English and possess developed literacy and numeracy skills. Learning and assessment in this course requires practical skills, clear spoken and written English skills and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. This may include the ability to write reports, calculate medications, read detailed protocols and research and make recommendations for improvement.

**Physical Capacity:** Students must have the physical capacity and flexibility to freely walk, bend and twist, perform safe lifting techniques and perform general ambulance duties. All students will be required to perform 2-3 minutes of uninterrupted CPR on an adult manikin placed on the floor.

**Knowledge and Skills:** APC courses require students to possess cognitive, technical, and critical thinking knowledge and skills. This gives students the ability to select and apply a range of methods, tools, resources and information to complete learning and assessment activities. This may include the ability to read and write reports, research, calculate medications, respond to real life scenarios, understand, and follow detailed protocols and operate under time critical conditions. Throughout each qualification students are expected to demonstrate autonomy, judgement and responsibility within a training and assessment context, in accordance with APC defined parameters and in real life. According to as Australian Core Skills Framework (ACSF), there are five (5) core skills that are essential and allow for individuals to participate effectively in our society; learning, reading, writing, oral communication and numeracy

See below the core skills in relation to our qualifications:

## HLT31120 Certificate III in Non-Emergency Patient Transport

Learning → 4

Reading → 3

Writing → 3

Oral communication → 3

Numeracy → 3

## HLT41120 Certificate IV in Health Care

Learning → 5

Reading → 4

Writing → 4

Oral communication → 4

Numeracy → 4

## HLT51020 Diploma of Emergency Health Care

Learning → 5

Reading → 4

Writing → 4

Oral communication → 4

Numeracy → 4

If you have any questions regarding this information, please email [compliance@apcollege.edu.au](mailto:compliance@apcollege.edu.au) or call 1300 377 741

Version	Purpose/amendments	Issued
V1.1_17	Initial implementation	N/A
V1.2_17	Amended to reflect delivery changes	30 Dec 2017
V1.3_19	Annual review and amendments	07 Jan 2019
V1.4_19	Review and minor changes	17 Oct 2019
V2.0_21	Review and restructure	27 Sep 2021
V2.1_23	Minor changes	08 Feb 2023