

Procedure of Enrolment of Student in HRTC Systems

Step	Description	Form Required
1	Initial Contact with Student	NA
	Discussion on course/career interests.	
	Personal Information gathered.	
	<b>Pre Enrolment Letter</b> Printed and Sent with attached <b>Expression of Interest</b> Form	<b>Pre Enrolment Letter</b>
	Direct student to website ( <a href="http://www.hrtcbendigo.com.au">http://www.hrtcbendigo.com.au</a> ) for Pre Enrolment Information	<b>Expression of Interest (File)</b>
	Notes:	
2	Upon receipt of <b>Expression of Interest</b> Form with course selection ticked information to gain <b>Student Eligibility Procedure</b> starts	<b>Potential Enrolment Letter</b>
	Print and Send <b>Potential Enrolment Letter/Enrolment Form/Citizenship&amp;Residency Form/HRTCStudentAcceptanceAgreement</b>	<b>Citizenship&amp;Residency Form (File)</b>
	Print and Send <b>Course Tick Sheet</b> .	<b>Enrolment Form (File)</b>
	Notes:	<b>Course Tick Sheet</b>
3	Upon receipt of <b>Citizenship/Residency Form, Enrolment Form/Course Acceptance and Course Tick Sheet</b> with electives selected	<b>Tax Invoice with Enrolment Fee Letter</b>
	RTO to determine citizenship/residency requirements (Yes: Funding potentially available)(No: FFS Option)	
	RTO to determine eligibility for Vic Skills funding (Yes if: <20 or Foundation or Apprentice or Higher qualification or Foundation)(No: FFS Option)	
	Any Certificate II in Equine Industry who is currently attending school and has checked VET enrolment NOT ELIGIBLE..FFS Option	
	RTO upon determining total eligibility sends <b>Tax Invoice with Enrolment Fee Letter</b> as per Fees and Charges Policy	
	**If Fee Waiver Forms (Job Seeker Referrals) completed by EO. Original stays with RTO copy faxed to ESP.	
	Notes:	

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4	Upon receipt of <b>Enrolment Fee</b> .	
	Student <b>Enrolment Procedure</b> starts (**Note : Trainees must wait for DELTA Details**)	
	Notes:	
5	Print Student Confirmation Report. This is the Class Schedule with start dates	<b>Class Schedule</b>
	Print Student <b>Agreed Training Plan 1</b> off LMS. Document is to be signed by relevant parties. RTO, Trainee, Employer and School (SBAT's)	<b>Agreed Training Plan 1</b>
	<b>**Please Note : SBAT signed Training Plans must be sent to AAC with signed RTO notification form</b>	
	Print Student <b>Agreed Training Plan 2</b> . This is the Assessment Schedule and Practical Logbook	<b>Agreed Training Plan 2</b>
	Print <b>Receipt</b>	<b>Receipt</b>
	Print <b>Student Online Induction Requirements</b> with link to Enrolment Procedures Evaluation	<b>Online Induction Requirements Letter</b>
	Notes:	
6	Create Online Login at Performance Plus/Ezylearn	<b>Online Creation</b>
	Notes:	