VET Student Enrolment Procedure

Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') supports students by providing clear, accurate, and accessible information about Vocational Education and Training (VET) courses to prospective students prior to enrolment.

(2) Pre-enrolment processes allow the University to evaluate whether each prospective student is suitable for their chosen VET course, ensuring they are enrolled in an appropriate program.

Section 2 - Purpose

(3) This procedure describes the processes for managing the enrolment of students into an appropriate VET course.

(4) This procedure should be read in conjunction with the VET Student Lifecycle Policy, the Enrolment Policy and the VET Recognition Procedure.

Section 3 - Scope

(5) This procedure applies to all prospective VET students enrolling in an approved VET course.

Section 4 - Procedure

Initial enquiry or contact

(6) Initial enquiries may come through several avenues and will be managed according to the type of course, student cohort, and method of enquiry. Enquiry paths include the prospective student contacting through:

a. CDU website and the "Apply Now" button;
b. Student Central;
c. VET delivery team;
d. CDU Global;
e. Third-party providers;
f. Organisations with VET Training contracts; and
g. Australian Apprenticeship Support Network NT (AASNNT).

Enquiry through the VET Enrolments Team

(7) Applications received through the following channels are forwarded to VET Enrolments:

a. CDU website ("Apply Now" button); and
b. Student Central.

(8) When VET Enrolments receives an application or enquiry, they will either:

a. Send the prospective student the pre-enrolment preliminary assessment; or
b. Send the application or enquiry to the VET delivery team.

(9) The VET delivery team is responsible for accessing prospective student information through the online admission management system sent by VET enrolments within three (3) business days of notification.

Enquiry to the VET Delivery Team

(10) Enquiries direct to VET delivery teams may occur in several ways:

a. Email;
b. Phone; or
c. Walk-in/in person.

Pre-enrolment

(11) TAFE Enrolments or the VET delivery team will provide the prospective student with the following information:

a. The training product code and name;
b. Delivery duration;
c. Mode/s of delivery;
d. Location;
e. Commencement date and schedule;
f. Entry requirements or completion requirements including work placements, clearances, vaccinations, licencing requirements (as applicable);
g. Details of any third-party arrangements;
h. Availability of, and accessing, training support services and wellbeing support services;
i. Fees or costs payable by the student, equipment or clothing requirements, training kits, or other incidental fees;
j. How they will be advised of changes to training; and
k. Code of Conduct – Students.

(12) A pre-enrolment process will be conducted for prospective students, consisting of:

a. pre-enrolment questionnaire; and
b. language, literacy, numeracy, and digital (where applicable) literacy (LLND) assessment via one of the following means:
    i. Validated Australian Core Skills Framework (ACSF) tools from Skills Education, available under a Creative Commons licence.
    ii. Via the LLN Robot and Digital Robot (where applicable).
    iii. Using LLN tools developed by Graduate Certificate level LLN practitioners in TAFE's Foundations Skills team or CDU's Library Support team.

(13) The equivalent entry criteria described in the training and assessment strategy (TAS) are set by the VET delivery team and provide pre-determined pathways for enrolment. Students can provide evidence that meets any of these criteria to gain entry into the course.

a. The equivalent entry criteria must be commensurate with the optimal ACSF level of enrolling students as outlined in table 1.

Table 1 – Minimum ACSF levels at admission

AQF level	ACSF level
Certificate I or II	Exit level 1/Working level 2
Certificate III	Exit level 2/Working level 3
Certificate IV	Exit level 3/Working level 4
Diploma	Diploma qualification LLN entry levels are stipulated by the VET-FEE HELP application process and generally sit at Exit level 3 / Working level 4, the same as a Certificate IV level.

(14) The pre-enrolment questionnaire includes technology accessibility requirements as per the VET Student Online and Distance Study Capability Checklist (if online resources, learning activities, or assessment will be used).

(15) The pre-enrolment questionnaire includes questions directly related to the inherent requirements of the course and industry sector, which may include vaccination status, physical fitness, ability to gain and/or hold clearances, and disability.

(16) Where VET Enrolments sends a prospective student the pre-enrolment questionnaire it must be the same one approved and used by the VET delivery team.

(17) Where training has been arranged by an independent organisation or through a VET training contract, the organisation will determine initial eligibility for training and provide the prospective student's details to the VET delivery team. The VET delivery team will subsequently conduct LLND assessments. LLND assessments will be conducted prior to the commencement of training, where possible, but may be conducted on the first day of training.

(18) Students applying for VET Student Loans (VSL) must be at Australian Core Skills Framework (ACSF) exit level 3 or higher as part of the entry requirements.

(19) As necessary, VET Enrolments or the VET delivery team may request additional information or evidence from the prospective student.

(20) The VET delivery team or VET Enrolments will assess the information provided by the prospective student.

(21) The VET delivery team or VET Enrolments will contact the prospective student to provide course information, digital literacy and technology requirements, and the outcome of the pre-enrolment assessment, and discuss course suitability.

(22) Following the pre-enrolment preliminary assessment, VET Enrolments or the VET delivery team may:

a. admit the prospective student to the course and process their enrolment; or
b. provide advice about course appropriateness and alternatives, which may include further assessment.

(23) Prospective students who fail to meet the eligibility criteria for the course are advised by email and, where appropriate, offered alternative study options.

(24) Evidence of pre-enrolment assessment must be retained in the student's file.

Enrolment

(25) Once eligibility has been determined, the VET delivery team or VET Enrolments will finalise the enrolment by directing the student to complete an enrolment form, online or paper based. Paper-based enrolment forms must be completed accurately and fully, signed by the VET lecturer and scanned and forwarded to VET Enrolments.

(26) Prospective students must provide other information as required, which may include:

a. evidence of previous qualifications; and
b. identification documents.

(27) Where training is conducted in a remote location and/or internet accessibility is difficult, the enrolment form is completed on the first day of training using a paper-based form and must be scanned and forwarded to VET Enrolments by the end of the first training day.

(28) VET Enrolments will process student enrolments and check for anomalies. Enrolment cannot be completed until the anomalies are rectified.

Students under the age of 18

(29) In accordance with the Admissions Policy, students must be at least 15 years of age at course commencement. Younger VET delivered to secondary schools (VETDSS) students may be eligible for an exemption.

(30) Prospective students under the age of 18, not in full-time schooling or undertaking an apprenticeship, must have a Notification of Arrangement.

(31) Enrolment forms for prospective students under the age of 18 must be signed by their parent or legal guardian.

Other Enrolment Pathways

VET delivered to secondary schools (VETDSS)

(32) VETDSS course offerings are determined by the Northern Territory Government Department of Education and Training (NTG DET) in the prior school year. Schools are provided with a VETDSS program booklet outlining the individual programs, delivery methods, and locations.

(33) Table 2 outlines the eligibility of secondary school students for VET courses under the NTG DET Vocational education and training delivered to secondary students – policy. Students commencing a program, under the age of 15 at the time the program starts or under the minimum age for enrolment in Table 1, must provide an underage exemption letter from their school.

Table 2 – VETDSS eligibility

Year at school	Minimum age at enrolment	Maximum AQF-level course
Year 9	14	AQF level I Certificate I
Year 10	15	AQF level II Certificate II
Year 11 or year 12	17	AQF level III Certificate III

(34) Prospective VETDSS students identify courses of interest and submit an expression of interest (EOI) form to their school. Expressions of interest for prospective students under 18 must be signed by a parent or legal guardian.

(35) Remote location VETDSS applications may be provided by the school without individual student EOIs.

(36) VETDSS EOIs are sent to the relevant VET delivery team for review and student selection.

(37) When a large number of EOIs have been received, VETDSS prospective students may be invited to an individual or group interview, before the end of the school year, to ensure they understand the requirements of the course and

are suitable for the course.

(38) Where interviews are carried out, this must be conducted in a manner in which students feel safe and culturally supported. This may include considering gender-based groups or conducting group interviews rather than individual interviews.

(39) Where possible, an enrolment form is completed, and a Learner Support Indicator (LSI) assessment is undertaken during the interview to determine potential support requirements.

(40) Enrolment forms and LSI assessments (where not completed during the pre-enrolment process) may be completed with the assistance of the school or during the first day of training.

(41) Remote location VETDSS applications are accepted based on classroom teacher input and student interest. An EOI is not required; however, students must have a CDU enrolment form completed and signed by themselves and their school or parent/guardian. The school should arrange completion of the enrolment forms before the start date of the unit wherever possible, or with the trainer on the first day.

(42) All enrolment forms and exemption letters are scanned and forwarded to VET Enrolments for processing. VET Enrolments will ensure the course is on the approved VETDSS list.

(43) Remote VETDSS VET lecturers will decide, once on location, how many students can participate in the training during that block. This decision will take into account new students, continuing students, and absenteeism. VET lecturers may over-enrol/over-deliver in these circumstances.

(44) Copies of all completed VETDSS enrolment forms are also forwarded to the CDU VETDSS Coordinator for NTG DET record-keeping requirements.

Third-Party Provider Enrolments

(45) A third party is an external organisation conducting training and assessment on behalf of CDU or an external assessment agency such as VETASSESS.

(46) Where training and assessment are arranged and conducted by a third party on behalf of CDU, the third party must follow the conditions set out in the approved Third-Party Delivery Agreement, and the enrolment processes set out in this procedure.

(47) The third party must inform prospective students that they will be enrolled with CDU as their training provider.

(48) The third party is required to share the information outlined in Clause 11 above with these students and detail the training to be provided by the third party.

(49) The third party should assist prospective students in completing the necessary enrolment and LLND assessment documentation. Once completed, this documentation must be submitted to CDU for processing and filing, in accordance with the approved Third-Party Delivery Agreement.

International Student Enrolments (Student Visa Holders only)

(50) Non-student visa holders are processed as domestic students according to their enquiry pathway.

(51) International VET Student applications are received through StudyLink and assessed for eligibility against the published academic, English language, and the Genuine Student requirements for Student Visa Holders.

(52) If the applicant meets the eligibility requirements, an offer (conditional or unconditional) is made. Applicants accept the offer by signing the acceptance form, paying the relevant tuition deposit, and returning any other

documentation requested. The admissions management system then creates a profile in Callista.

(53) CDU Global issues a Confirmation of Enrolment (CoE), which is used by the applicant to apply for a Student Visa and changes the status from “Unconfirmed” to “Inactive” in Callista to allow the applicant to enrol.

(54) Applicants assessed as unable to meet one or more of the entry requirements or Genuine Student requirements are notified by CDU Global through the admissions management system.

Apprentice or Trainee Enrolments

(55) CDU Apprenticeships Team receives notifications from the Australian Apprenticeship Support Network NT (AASNNT) of a new apprentice/trainee.

(56) The Apprenticeships Team enters the student into the system, if not already there, and creates a training plan template.

(57) The Apprenticeships Team sends an acknowledgement to the employer and the apprentice/trainee and notifies the VET delivery team.

(58) In the case of Trades Teams, an Apprenticeships Consultant makes contact with the employer and apprentice to arrange a meeting to discuss the qualification, the apprenticeship process, and confirm the training plan.

(59) For other VET delivery teams, the VET Team Leader or Course Coordinator makes contact with the employer and apprentice/trainee to discuss the qualification, the process, confirm the training plan, and enrol the student.

(60) In some cases, the VET delivery team has initial contact with the employer and trainees, and the signup process is managed by a group training organisation.

(61) LLND assessments are conducted on the first day of the first training block to determine student support needs.

Transitioning Students from a Superseded Course

(62) Where students enrolled in a superseded course are required to transfer courses, enrolments will be managed according to the VET Student Transition Procedure and VET Recognition Procedure.

(63) VET Enrolments processes change of enrolments.

Recognition of Prior Learning and Credit Transfers

(64) The VET delivery team informs all VET students of their rights to apply for recognition of prior learning (RPL) and credit transfer (CT) and provides support for the application processes available to them.

(65) RPL and CT enrolments are managed as per the VET Recognition Procedure.

Identifying support

(66) Prospective students with a disability or who have carer responsibilities are supported to advise the University during the enrolment process and liaise with the VET delivery team with regard to reasonable adjustments.

(67) The VET delivery team may also identify students requiring additional support or assistance during training, if additional needs were not established during the pre-enrolment or enrolment process.

(68) Where students are identified as requiring additional support, the VET delivery team will include enrolment in Learner Support modules on the enrolment form or spreadsheet provided to VET Enrolments.

(69) VET Enrolments processes the Learner Support module enrolments.

Retention of evidence

(70) Evidence of enrolment must be retained to demonstrate how the student's suitability for the course was established. This includes:

a. enrolment forms;
b. all LLND documentation;
c. self-assessments;
d. clearances; and
e. other evidence supporting eligibility.

(71) Enrolment evidence must be retained in accordance with the Records and Information Management Policy and Procedure, Guidelines – Retention of VET Student Assessment Evidence, and the Retention & Disposal Schedule - Vocational Education and Training Services. Refer to the Guidelines – Retention of VET Student Assessment Evidence in the first instance.

Changes to Enrolments

(72) Withdrawal from units should be made at least 14 days before the start date of the unit/s, or before the census date for VSL units, to avoid a financial penalty.

a. The Domestic and Non-Visa Student Fee Policy outlines fee liability for domestic students and non-student visa holders.
b. The International Student Fee Policy outlines fee liability for international students on a student visa.

(73) Students intending to change their enrolment or withdraw from a course must complete and submit a TAFE102 Change of Enrolment or Withdrawal from Course Form.

(74) Students may withdraw from Diploma courses online through MyStudentInfo.

(75) Students withdrawing from an apprenticeship or traineeship are required to advise CDU and AASNNT of the discontinuation. The Apprenticeships Team will process the cancellation and advise the VET delivery team.

(76) VET Enrolments will process all unit enrolment changes and withdrawals for VET students.

Complaints

(77) A student who is not satisfied with the quality or delivery of the VET Course and its associated assessments, or believes they have experienced unfair treatment, can submit a complaint in accordance with the Complaints Policy - Students.

Section 5 - Non-Compliance

(78) Non-compliance with governance documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct - Students.

(79) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(80) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or

corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	31st October 2025
Review Date	31st October 2026
Approval Authority	Academic Board
Approval Date	29th October 2025
Expiry Date	Not Applicable
Responsible Executive	Louise King Provost
Implementation Officer	Lisa Papatraianou Deputy Provost
Enquiries Contact	Lisa Papatraianou Deputy Provost Teaching and Learning Connect

Glossary Terms and Definitions

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.

"Governance document" - means policy or procedure published in the Governance Document Library. Policies and procedures are collectively called ‘governance documents’ and are often referred to as ‘policy’ or ‘University policy’.

"VET lecturer" - an employee of the University or a third-party partner who is a trainer and/or assessor for vocational education and training (VET) units of competency. VET lecturers include VET Team Leaders and higher education lecturers training or assessing in VET units.

"VET delivery team" - Vocational education and training staff involved in the delivery of training and assessment, inclusive of VET Team Leaders and VET lecturers. See also the glossary definition of VET lecturer.