

## Student Enrolment Information

This information contains important details on how to enrol at VLIBTC. It is supplementary information and should be read in conjunction the VLIBTC Prospectus. Please read it carefully and ask questions on anything you do not understand.

**Enrolment Procedure** Before you decide to enrol in a course, find out from us what the course entry requirements are, when it runs, how much it costs, and what you will learn on the course. This information is provided in the prospectus and on the website, fee schedule, calendar and term time table. Fill out and sign the application form provided by VLIBTC. A face to face or phone interview will be arranged then VLIBTC will make contact by email to confirm your enrolment. The email will include a link to a further online registration for accreditation following acceptance. Please note streams for Youth, Influencer, Worship and Chaplaincy will require an additional interview.

**Entry Requirements, Rules of Enrolment and Continued Enrolment Requirements** Students must acknowledge Jesus Christ as Lord; attend and serve in a local church; be a minimum age of 16 or have completed year 10; have documented evidence of year ten English or equivalent; agree to follow VLIBTC student behaviour standards; pay fees on time; complete adequate course progress; and have a minimum 70% attendance rate.

**Orientation Procedure** Attend the pre-study orientation meeting that VLIBTC will schedule prior to the commencement of studies. Students will be provided with information that will assist them in the successful completion of studies and achievement of competency. Students will be provided with the student handbook.

**Training and Assessment and Pre-requisite Information** VLIBTC will provide training and assessment information prior to the commencement of each course and unit. *\*Please note that satisfactory completion of the 10996NAT-Certificate IV in Christian Ministry or an AQF Level 4 (Certificate IV level in Christian studies or ministry) is a pre-requisite to doing the 10997NAT-Diploma of Christian Leadership and Ministry unless Recognition of Prior Learning is approved.*

**Course Content** VLIBTC will provide training and assessment that leads to the achievement of competency in the chosen unit or course. The course will normally be delivered over a period of 5 days from 8.30am to 12.30pm (variations occur for the streams and night school) for 18 weeks each semester.

**Vocational Outcomes** Completion of this course does not give automatic entry into full-time ministry. It will, however assist in preparing you for the fulfilment of God's call on your life in both ministry and the market place.

**Fees and Refund Policy** Payment of fees in advance is required. This may be a full term or weekly as arranged for onsite students and prior to commencing a unit for online students. Please refer to VLIBTC Fee Schedule. Students will also be required to purchase text books as advised at the commencement of studies. In the case of early withdrawal from the course, where 20% or less of the course has been provided to the student a 100% refund will apply. Where less than 50% of the course has been provided to the student a 50% refund will apply. Where 50% or more of the course has been provided to the student no refund will apply. Where a refund applies an administration cost of \$200 will be charged.

**Course Completion Guarantee** Once the student has commenced study in their chosen course VLIBTC will guarantee to complete the training and/or assessment within the course duration and will further negotiate the timing for completion of the course if a student is unable to complete the course due to illness or extenuating circumstances. Assessments undertaken are competency based and students will be given at least two re-assessment opportunities after which the student may need to repeat the unit and an additional fee will be required.

**Language, Literacy and Numeracy** All students who advise VLIBTC staff of their special learning needs will be provided with the appropriate support and guidance with the aim of assisting the student to obtain competency in the course undertaken. The assistance provided by VLIBTC will be within the principles of fairness and flexibility of workplace.

**Welfare and Guidance** All students experiencing any difficulty or concerns about their training experience should make contact with the lecturer or VLIBTC Management where a range of solutions may be discussed and provided.

**Appeals and Complaints** VLIBTC's complaints and appeals policy provides an avenue for students to address their complaints and appeals to VLIBTC Management and have them dealt with in a constructive and timely manner. Details are fully set out in the student hand book.

**Disciplinary Procedures** Students who are unruly, offensive or conduct themselves in a disrespectful manner toward VLIBTC staff or fellow students will be offered one warning to desist their behaviour after which continued behaviour will result in their enrolment being cancelled. Plagiarism will not be tolerated and if identified may result in revocation of certification following the award of any qualification issuance.

**Access and Equity** VLIBTC is committed to providing training and assessment services to all clients regardless of race, religion, gender, age, socioeconomic status, disability, language, literacy or numeracy.

**Legislative Compliance** VLIBTC Management and staff conducts periodic reviews to ensure that it is compliant with all state and federal legislative requirements for RTO's including, but not limited to WH&S, Harassment, Discrimination, Equal Opportunity and Vocational Education and Training legislation. Enrolled students may request access to Legislation via their designated Trainer/Assessor.

**National Recognition, Credit Transfer & RPL** VLIBTC recognises qualifications and statements of attainment issued by any other Registered Training Organisation under the Australian Qualifications Framework. Where sufficient documentation is provided VLIBTC will provide credit transfer to enrolling students. Recognition of Prior Learning (RPL) is offered to all students enrolling in VLIBTC. Where sufficient documentation is provided VLIBTC will provide RPL to enrolling students. VLIBTC recognises all current competencies held by students regardless of how, where or when these competencies were learned. If a student would like to pursue RPL they can apply at enrolment.

**Information Sharing** It is an obligation under the VET Quality Framework for information collected about you and your enrolment in this Registered Training Organisation (RTO) to be submitted to the Australian Government to inform the Government and its agencies about VLIBTC's participation in the Vocational Educational Sector. The information is collected in accordance with the provisions of the Privacy Act 1988. The information collected will be maintained accurately and securely. This information will not be passed onto a third party unless a written authorisation is received from you. You may access this information freely on request.

**Records and Information Management** VLIBTC is committed to implementing best practice in its records management practices and systems, responding in a timely manner to all requests for information from present and past students. All students have timely access to current and accurate records of their participation. Students seeking advice concerning their course participation should, in the first instance, contact VLIBTC reception. All staff employed by VLIBTC will be required to apply themselves to the provisions of the Privacy and Protection of Personal Information Act 1998.