

The logo for Berendale, featuring the word "berendale" in white lowercase letters on a blue rectangular background. A small red star is positioned to the right of the text.

Registered Training Organisation

Registration No.21410

Enrolment of Students into Berendale RTO

Policy:

Most Berendale Students from Year 10 through to Year 12 will be enrolled in VET programs. Students will have a separate enrolment form for the Registered Training Office (RTO). Both sides need to be completed, signed and returned to the RTO office. Berendale School has existing policies that take into account many areas including discrimination, equal opportunity, privacy, harassment and bullying. RTO policies work within Berendale's jurisdiction. Students are advised about these upon enrolment. Please contact RTO for more policies.

Procedure:

New students will be given RTO enrolment forms:

- At year 9 Transition Information night
- When enrolling in the school following the commencement of the school year

On completion and receipt of the student enrolment form:

- 1 Check for required and accurate information
- 2 From the Vettrak menu, select CREATE and CLIENT
- 3 Selecting Client brings up the enrolment procedure and generates a student number
- 4 Enter details on Vettrak system
- 5 Enter enrolment number on student enrolment form
- 6 Make up student file identifying file by student number and name on files and system provided
- 7 Place enrolment form in file and store in RTO store room
- 8 Relevant student information and results to be added to file as generated

ENROLMENT FORM

Surname:	
Given name:	Initial:
Title:	Gender:
Date of Birth:	Country of Birth:
Home Ph:	Work Ph:
Fax:	Mob:
Email:	
Emergency contact Name:	
Emergency contact Phone:	
Address:	
Course:	Date:
Are you of Aboriginal or Torres Strait Islander Origin?	Yes/No
Year you last attended school:	Year level completed:
Is English the main language spoken at home?	Yes/No
Do you have a disability that may impact on your access or learning requirements?	Yes/No
What post-secondary courses have you completed?	
Recognition of Prior Learning is available (RPL). Will you be applying for RPL?	Yes/No

The information provided in this enrolment form is required for contact purposes and to meet student learning needs. Statistical data is also used for information regarding exiting outcomes.



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PLEASE RETURN TO RTO

STUDENTS TO SIGN:

I have read or been explained the enrolment procedures and other Policies and Procedures for Berendale RTO including:

- Access and Equity
- Anti-Discrimination
- Bullying
- Cheating and Plagiarism
- Competence of RTO Staff
- Continuous Improvement
- Cyber Safety
- Distribution List
- Enrolment of Students into Berendale RTO
- Ethical Marketing and Advertising
- Financial Accountability
- Flexible Delivery
- Grievance
- Guidelines for Trainers
- Industry Consultation - Students
- Issues of Qualifications
- Logo Policy
- Literacy and Numeracy Education
- Managed Individual Pathway
- Manual Handling
- Mutual Recognition
- OH&S Policy
- Pathways and Transition
- Privacy
- Recognition of Prior Learning
- Record Management
- Refund Policy
- Requirement for VET trainers & assessors
- OH&S Policy
- Privacy
- Recruitment, induction & PD of staff
- Student Engagement
- Training Package Transition
- Use of Logo
- Validation of Assessments
- Version Control

- In addition, Berendale School RTO is an Education Department facility and as such we are governed by education department requirements for policies and procedures.

<http://www.education.vic.gov.au/victorianskillsgateway>

I understand that at any time I am able to access any information and records that are associated or impact on my learning processes or welfare as a student whilst at Berendale.

Name of Student:

Signature of student:

(NB: A copy of this declaration is to be kept on student's file)