

## STUDENT SELECTION AND ENROLMENT

### POLICY STATEMENT

This document provides a consistent set of principles under which REIWA Training will ensure that all applicants seeking to enroll in accredited training programs are treated fairly and equitably. REIWA has open, fair, clear and transparent procedures for making decisions about the selection of students. Students will be selected on merit based on the published criteria and ensure that throughout the process applicants are treated courteously and expeditiously. Entry criteria are published in REIWA Training's website and marketing materials for the information of students seeking to enroll with REIWA Training.

### SCOPE

The scope of the policy includes applicants who wish to enroll in a face to face or distance learning program of study to attain the qualifications required to obtain a registration or licence to operate in WA real estate.

### APPLICATION

REIWA Training will ensure that prior to enrolment, applicants receive adequate information regarding the course, training, assessment and services provided, to enable them to make an informed decision about the suitability of the course and REIWA Training for their purposes.

### DIPLOMA ENROLMENTS

REIWA Training will:

- Conduct a one to one enrolment interview with all prospective Diploma entrants, either face to face, by telephone or electronic means (webinar, skype).
- Provide all information required, including prerequisite requirements for their training program and pathways to obtain these.
- Provide all information related to acquisition of a real estate licence, and direct applicants to access the industry regulator website for further information, to ensure they are clear on licensing in WA.
- Provide and discuss a student's rights and obligations.
- Assess the applicant's language, literacy and numeracy skills levels to ensure they have adequate skills and abilities to meet the requirements of their desired training program. This may be done via interview, an online enrolment process, self –reflection questionnaire completion of a pre requisite unit (if applicable) or by request that the applicant provides examples of various documents they have completed associated with real estate transactions.
- Discuss access to credit transfer and recognition of prior learning pathways.
- Provide accurate and ethical marketing and pre-enrolment materials.

- Ensure there are no barriers for people with a disability, provided the inherent requirements of the training package are met.
- Ensure the applicant completes the online enrolment process and commence training at an agreed time and place.
- Provide the applicant with the required documentation relating to payments and finance.

### REGISTRATION COURSE ENROLMENTS

REIWA Training will:

- Provide all information required, including prerequisite requirements for their training program and pathways to obtain these.
- Provide all information related to acquisition of a real estate registration, and direct applicants to access the industry regulator website for further information, to ensure they are clear on licensing and registration in WA.
- Provide information relating to a student's rights and obligations.
- Assess the applicant's language, literacy and numeracy skills levels to ensure they have adequate skills and abilities to meet the requirements of their desired training program. This will be done via an online enrolment process, self –reflection questionnaire and participation in a pre-requisite unit.
- Provide information relating to credit transfer and recognition of prior learning pathways.
- Provide accurate and ethical marketing and pre-enrolment materials.
- Ensure there are no barriers for people with a disability, provided the inherent requirements of the training package are met.
- Assist the applicant to complete the enrolment process and commence training at an agreed time and place.
- Provide the applicant with the required documentation relating to payments and finance.
- Provide prospective students with an overview of the job requirements for operational real estate roles.

## PROCEDURE

### DIPLOMA STUDENTS

1. Each applicant will attend an in-depth face to face or telephone interview.
2. A Diploma Interview Checklist will be referenced for each applicant to ensure that all information is provided and discussed prior to commencement of training.
3. The online enrolment form, including providing the student's USI will be completed by the applicant, checked by the compliance coordinator and a new physical student folder created.
4. The compliance coordinator will enroll the new student into the Diploma program in the VETtrak student management system, and co-ordinate the future contacts and progress of the student.
5. All enrolment documents, including completed finance documentation and initial competency conversation checklist will be saved electronically or placed in the student folder.

### REGISTRATION STUDENTS

1. Applicants will enroll online by completing an online enrolment form and providing a USI.
2. The enrolment form will include a self-reflection analysis focusing on the skills required when working as a real estate practitioner. Guidance will be provided to student who are unsure whether they are best suited to a real estate pathway.
3. Applications must be accompanied by a payment as outlined on the enrolment form.
4. Applications will be assessed by the training administration team to determine if there is any missing or irregular information.
5. Concerns regarding the prospective student successfully navigating through the course, due to lack of computer skills or English proficiency, will be referred to the compliance coordinator.
6. Any application that discloses a disability or indicates that English is a second language must be referred to the compliance coordinator for further assessment as required.
7. Applicants will demonstrate language, literacy and numeracy skills in completing the online enrolment form, including the self- reflection and applying for a USI. These skills will be further assessed as they progress through the unit CPPDSM4080A Work in the real estate industry as a pre-requisite unit.
8. The compliance team will co-ordinate the future contacts and progress of the student. Support will be available from REIWA Training's team of trainers and assessors.
9. The enrolment form will be retained for a period of time in line with the Policy – Records Management.

#### COMPLETION OF PRE-REQUISITE UNIT

1. The completion of CPPDSM4080A as a pre-requisite unit will ensure that students are appropriately suited to progressing through the rest of the units which comprise the registration courses. They will have demonstrated that they have the required computer skills, literacy skills to read and integrate new information and apply their learnings in an assessment environment.
2. This unit will allow the student to identify if they may need additional language, literacy and computer skills before embarking on the full training course. In the event that a student is locked out following three unsuccessful attempts, they will have contact with a trainer who will review their performance ascertain whether it is suitable for them to proceed with the course. Instances of minor errors/difficulties may be resolved via verbal questioning.
3. In situations where significant concerns are held about the student's ability to successfully proceed with the rest of the course, a partial refund of the course fee will be available.
4. Diploma students who have successfully completed a registration course will have demonstrated they possess the required LLN skills to proceed with the next qualification. A credit transfer where applicable will be applied for CPPDSM4080A Work in the real estate industry.

#### ASSOCIATED DOCUMENTS:

- Diploma Interview Checklist
- Policy – Records Management
- LLN Strategy document

## STUDENT SELECTION

### REVIEW OF THE POLICY

This is a controlled document. It may only be changed on the authority of the Executive Manager Training.

**AUTHOR OF POLICY:** Liz McIlhone - Executive Manager Training

**DATE REVIEWED:** May 2018

**DATE TO BE REVIEWED:** May 2020

### VERSION CONTROL

Version	Page	Revision Details	Changed by	Date
1	All	New policy	Liz McIlhone	June 2015
1	All	Changes to Job Titles	Liz McIlhone	May 2016
1	All	No changes	Liz McIlhone	May 2017
2	All	Inclusion of information relating to LLN, pre-requisite and self-reflection checklist	Lesley Reagon	June 2018