

## Pre - Enrolment Information Checklist

The following is a list of information Student should receive pre-enrolment to ensure they can make an informed judgement about enrolling in the Training Product.

<b>Name of Training Product</b>	
<b>Commencement Date</b>	

Required Information	Comments at <i>Insert Date</i>	Location <i>(suggested)</i>	Completed Yes, No, n/a
Legal name and code (as on training.gov) displayed on all marketing and promotional material		<i>All marketing and promotional material</i>	
Enrolment Procedure		<i>Website – Course Information</i>	
Qualification/Unit Name and Description		<i>Website – Course Information</i>	
Licensing/Regulatory Information		<i>Website – Course Information</i>	
Entry Requirements		<i>Website – Course Information FAQs</i>	
Course Outcomes		<i>Website – Course Information</i>	
Course Schedule		<i>Course Information</i>	
Method of Delivery		<i>Course Information</i>	
Work Placement		<i>Course Information</i>	
Fees and charges:		<i>Course Information</i>	
Refund policy		<i>Student Handbook/Information</i>	
Fee Protection		<i>Student Handbook/Information</i>	
Student Support		<i>Student Handbook/Information</i>	
Reasonable adjustment		<i>Student Handbook/Information</i>	

Required Information	Comments at <i>Insert Date</i>	Location <i>(suggested)</i>	Completed Yes, No, n/a
Student Rights and Responsibilities		<i>Student Handbook/Information</i>	
Complaints and Appeals Process		<i>Student Handbook/Information</i>	
Access and Equity Statement and Policy		<i>Student Handbook/Information</i>	
Legislative Compliance Statement		<i>Student Handbook/Information</i>	
Credit Transfer		<i>Course Information Student Handbook/Information</i>	
RPL (Recognition of Prior Learning)		<i>Course Information Student Handbook/Information</i>	
Records and Information Management		<i>Student Handbook/Information</i>	
Assessments		<i>Course Information and general statement in Student Handbook/Information</i>	
Assessment Appeals		<i>Student Handbook/Information</i>	
Guarantee		<i>Student Handbook/Information</i>	
Quality Assurance		<i>Student Handbook/Information</i>	
Third party Arrangements		<i>Course Information</i>	
USI		<i>Course information Student Handbook/Information</i>	
Further queries		<i>Course information Student Handbook/Information</i>	

Required Information		Yes, n/a
Incentives/ Inducements	No incentives or inducements have been made to encourage enrolment	
Guarantees of Completion	No guarantees of completion or obtaining employment have been made	
Limited Entitlements	Students are informed of any limited entitlement schemes that may impact them by enrolling in the training product.	
Funded Programs	Marketing requirements of any funded program have been adhered to.	

<b>Checked by</b>	
<b>Date completed</b>	