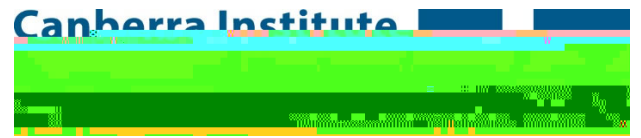


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1. Associated Policy

These Admission and Enrolment Procedures have been developed in conjunction with the *Admission and Enrolment Policy*

2. Scope

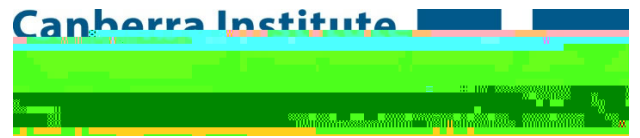
Where this policy refers to CIT, it includes CIT Solutions.

This policy applies to

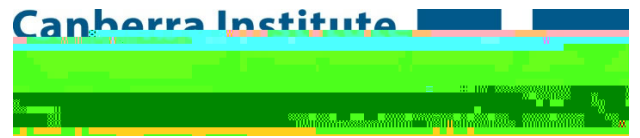
- all prospective and current CIT students over the



CIT recognises that some potential students may not, in some instances, have the requisite capacity to understand their student obligations to undertake training at CIT. It is the role of front line staff using their experience and knowledge of course requirements against the student's behaviour and attributes to determine if the potential student should be referred to a CIT careers advisor for further evaluation. In some instances it may be suitable for a parent or



Step	Action	Responsibility
2	Sign an Australian Apprenticeship Training Contract selecting CIT as the training provider.	Student, Employer & Apprenticeship Network Provider
3	Approve the Australian Apprenticeship Training Contract.	State Training Authority
4	Assess the suitability of the Australian Apprenticeship Training Contract and if necessary discuss any issues	



Step	Action	Responsibility
1	Confirm identity of the student using: <ul style="list-style-type: none"> • a CIT student card or • one form of photo ID. 	Student Services Staff

3.5 USI Exemption to enrol in Nationally Accredited Training

Non accredited courses do not require a USI to issue certification.

Step	Action	Responsibility
1	Request an exemption for a USI from	

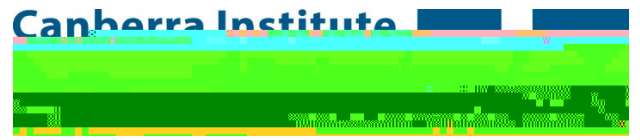


4.3 Documents

- VETAdministrativeInformationfor Providers
- VETStudentLoanInformationfor Providers
- VETGuidelines
- CITE enrolmentForm

5. Definitions

All terminology used in this procedure is consistent with definitions in the CIT Definition of Terms. The following



Identification card issued to a student at a tertiary education institution e.g. CIT Card	
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Document – must have name and address

Notification of Business

Document held by a cash dealer giving cash

