

## Student Entry Procedures

### 1. INTRODUCTION

This policy is to ensure that there is a system for establishing and clearly publicising student's entry requirements that include no unreasonable barriers. The *Organisation* adheres to national entry requirements criteria from funding bodies to establish training opportunities.

### 2. POLICY

#### 2.1 Tutors and Managers will:

- 2.1.1 Develop course brochures, which include entry criteria, qualifications available course content and funding bodies.
- 2.1.2 Take expressions of interest and inform students of entry requirements of courses
- 2.1.3 Update brochures at the end of year.

#### 2.2 Administration staff will outline courses available and provide forms and brochures for interested students.

#### 2.3 When a student expresses interest, the Organisation will request the 'Client Basics Details':

#### 2.4 Once the Client Basic Details report and the Letter of referral is received an Organisation enrolment form is completed

#### 2.5 Administration staff and tutors confirm appointments with students to inform them of their eligibility for WINZ and the Tertiary Education Commission

#### 2.6 If the duration of the student with WINZ is less than 26 weeks then the Organisation requests a 'Letter of Referral' from WINZ where appropriate

#### 2.7 Tutors will work with students to find appropriate course to suit student's needs.

#### 2.8 Students are provided with the following to be completed where appropriate:

- 2.8.1 a training statement form to be completed for WINZ (external document WINZ1)
- 2.8.2 a training opportunities enrolment form to be completed for TEC external document TEC11)

### 3 RESPONSIBILITY

- 3.1 The Tutors and Administrators have full responsibility of ensuring that this policy is adhered to.

### 4 COMPLIANCE

- 4.1

### 5 REFERENCES

- 5.1

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