Student information
VET policies and procedures

School RTO approval statement					
School RTO name	Marymount College				
Policy start date	1/01/2021	**QCAA school number**	077	**National provider number**	30332

The Principal as Chief Executive Officer (CEO) approves:
- the policy, procedure and implementation requirements
- all identified attachments to this policy and procedure
- all modifications to the policy and procedure prior to implementation
- the delegated Registered Training Organisation (RTO) officer/s to implement the policy and procedure
- the allocation of time to ensure delegated officers carry out all components within the prescribed timelines and dates of all activities outlined in the quality calendar detailed through this policy and procedure
- the RTO Manager monitoring, evaluating and reviewing the application of this policy and procedure to ensure compliance at all times
- QCAA analysing these documents when conducting audits
- that email addresses provide the same acknowledgment as a signature.

RTO Manager		Principal	
Name	Jason Hamilton	**Name**	Chris Noonan
Email	jhamilton@marymount.qld.edu.au	**Email**	cnoonan@marymount.qld.edu.au
Date	20/11/2020	**Date**	20/11/2020
All additional delegated officers (add additional places to this table as required)			
Delegated officer	Simon Rezo -HOD	**Delegated officer**	Peter Shaw – APA SC
Email	srezo@marymount.qld.edu.au	**Email**	pshaw@marymount.qld.edu.au
Date	20/11/2020	**Date**	20/11/2020

Section 1 Policy and procedure

Section 1 of this policy and procedure addresses: (a) the minimum information requirements provided to students; (b) obligations of the RTO; (c) rights and obligations of the student; (d) accessibility of information; and (e) related policies and procedures.

Relevant Standards: 1.7, 5.1, 5.2, 5.3, 5.4

Student information

Student information policy and procedure		
Policy	**Publicly accessible information**	**Obligations**
• Prospective students are adequately informed about the services they are to receive, their rights and obligations, and the RTO's responsibilities prior to enrolment or on commencement of training. • Provision of information enables students to make informed decisions about the appropriateness of the training, taking into account their existing skills and competencies. • Students can be informed through referral to electronic and/or print copies in addition to the senior education and training (SET) plan process.	The RTO will: • provide current and accurate information to prospective students about the VET qualifications it offers, outlining details of the training and assessment as outlined in the relevant TAS • ensure that student information is readily available using one or more sources (either electronically or in print), for example: – school website – student handbook – enrolment form – induction information.	• The RTO will commit to: – training and assessment as outlined in the relevant TAS – informing students of any changes to agreed services – secure retention of personal information and records for verification and reporting reasons. • The student will commit to: – providing any materials and equipment requested by the RTO – abiding by any specified requirements of the RTO to enter and successfully complete their chosen qualification – payment of fees (if applicable).

Student information policy and procedure		
Minimum requirements	**Appropriateness**	**Related policies and procedures**
The minimum information to be provided: • full course code and title • delivery locations • duration of course • modes of delivery and assessment • entry requirements • support services • Unique Student Identifier (USI) information • recognition of prior learning • credit transfer arrangements • work placement arrangements • RTO obligations and communication process to be followed if changes occur to agreed services • student's rights and obligations • third party arrangements (if applicable) • fee information (if applicable).	The RTO will ensure that students' selections are appropriate in meeting their needs through any of the following: • interview with the student • SET planning process • enrolment process • subject selection interviews • subject selection handbooks • student handbooks for vocational training areas (VTAs).	The following policies and procedures must be read in conjunction with this document: • Marketing • Complaints and appeals • Data management and USI • Third party arrangements • Training and assessment strategy • AQF issuance and replacement.

Section 2 Student information checklist

The RTO Manager or delegated officer must use this checklist to confirm the RTO has provided students with current and accurate information.

Checking a 'No' indicates a non-compliance and must be actioned by the RTO Manager prior to enrolment or commencement of training to ensure compliance with the Standards.

Information	Yes	No
Prior to student enrolment, the minimum information provided (as outlined in the TAS) must include:		
• full course code and title	☒	☐
• delivery locations	☒	☐
• course duration	☒	☐
• modes of delivery	☒	☐
• modes of assessment	☒	☐
• entry requirements	☒	☐
• support services	☒	☐
• USI information	☒	☐
• recognition of prior learning	☒	☐
• credit transfer arrangements	☒	☐
• work placement arrangements (if applicable)	☒	☐
• RTO obligations and communication process to be followed if there are changes to agreed services	☒	☐
• student's rights and obligations	☒	☐
• third party arrangements (if applicable)	☒	☐
• fee information (if applicable).	☒	☐

Accessibility	Yes	No
Students can readily access information either via electronic or printed copies using one or more sources (tick those which apply):		
• school website	☒	☐
• student subject selection handbook (VET)	☒	☐
• enrolment form	☒	☐
• induction information	☒	☐
• other — provide details: induction meeting, newsletter, VET Handbook, qualification flyers	☒	☐

Appropriateness	Yes	No
The RTO ensures that a student's subject selections are appropriate to their needs using the following processes (tick those used):		
• interview	☒	☐
• SET planning process	☒	☐
• enrolment process	☒	☐
• subject selection talks	☒	☐
• subject selection handbooks	☒	☐
• student handbooks for vocational training areas (VTAs).	☒	☐

Obligations	Yes	No
RTO informs students about:		
• complaints and appeals process	☒	☐
• process to be followed if RTO or third party closes or ceases to deliver any part of the training and assessment the student is enrolled in.	☒	☐
Students must:		
• meet course entry requirements, e.g. the need to obtain a blue card, work placement arrangements	☒	☐
• provide USI information	☒	☐
• provide any materials or equipment indicated in the course outline	☒	☐
• pay any applicable fees	☐	☒
• provide acknowledgment of collection of personal information and records.	☒	☐

Section 3 Systematic monitoring

Completing Section 3 satisfies the requirement of the Standard for systematic monitoring.

The RTO Manager will record the dates when monitoring activities occur, the outcomes of the monitoring process and any rectifications required to ensure ongoing compliance.

A 'No' indicates non-compliance and must be reported to the RTO Manager. Appropriate rectification must be recorded and actioned.

Relevant Standards: 2.1, 2.2

Systematic compliance monitoring checklist	
Date of successive monitoring activities	**Name of person/s conducting successive monitoring activities**
20/11/2020	Jason Hamilton - RTOM
[Date]	
[Date]	
[Date]	

Monitoring the application of this policy and procedure by the RTO		Record of last monitoring	
		Yes	**No**
School RTO approval statement (Page 1 of this document)	The following details are current and complete:		
	• school RTO name	☒	☐
	• the policy and procedure document is dated (start date)	☒	☐
	• QCAA school number	☒	☐
	• national provider number	☒	☐
	• Principal's name and contact details	☒	☐
	• RTO Manager's name and contact details	☒	☐
	• all delegated officers' names and contact details.	☒	☐
Policy and procedure (Section 1 of this document)	Student information policy represents current practice.	☒	☐
	Student information procedures represent current practice.	☒	☐
	Student information requirements represent current practice.	☒	☐
Student information checklist (Section 2 of this document)	Student information checklist is used to ensure that information given to students is accurate, current and meets the minimum requirements.	☒	☐

RTO Manager notes	
Comment on the last monitoring activity	
List any non-compliances	
List any rectifications	