



Enrolment Policy

Document Number: LFCLTA1003

Version 1: *December 2019*

Aim of Policy

The purpose of this policy is to outline the enrolment process for all LifeFlight Training Academy (LTA) students and staff to ensure all enrolments are consistent and compliant.

Scope

This Policy applies to all LTA staff, students and clients.

Policy

LTA maintains the following enrolment procedure for all individuals or companies who register and/or attend our training courses. Prior to enrolment or the commencement of training and assessment, whichever comes first, LTA will provide advice to the prospective learner about which course/qualification is most appropriate to meet their needs, considering the students existing skills, experience and competencies.

Procedure

Prior to Enrolment

LTA will provide each prospective or current student with the following;

- Accurate description of all courses provided
- Accurate and detailed information of the training course they may wish to select
- Pre-enrolment requirements
- Expected course duration, locations and modes of delivery
- Any materials/equipment/health and safety clothing required
- Fees and payment terms
- Refund policy
- Details of LTA's complaints and appeals process
- Assessment methods

Enrolment Process

Individuals or companies can enrol directly via the LTA website or reserve a place via email or phone.

LLN - Language, Literacy & Numeracy (LLN) Policy

Once a student has made an informed and clear decision to begin training with LTA, they may be required to complete an LLN online assessment. The aim of this assessment is to ensure that the student has the required level of ability to commence their chosen course. Upon completion the assessment results will be compared to the required level for the chosen course. Where a student does reach the required LLN requirements, the student can then continue to complete their Enrolment form. If the student does not reach the required LLN requirements, the student will be referred to an LLN support office to develop a support plan as required.

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Suitability Discussion

Where a student does not meet the required LLN requirements, students will attend for a detailed discussion with an LTA staff member. The discussion will identify if the student has proficient English with regards to verbal, reading, writing and maths (numeracy & literacy) and the student's expectation from the course they wish to commence.

Additional information required

USI – Unique Student Identification Number

Your USI is a unique 10-digit number made up of letters and numbers as provided by the Australian Government. This number is unique to each student, is nationally recognised and is mandatory for all students to supply to LTA upon enrolment. Your USI creates a secure online record of all your recognised training and qualifications gained in Australia. This number can be accessed online at any time and is free to create.

For more information or to contact USI direct;

Website: <http://www.usi.gov.au>

Email: usi@education.gov.au

Phone: 1300 857 536

Identification Documents

All students must provide 2 forms of ID including;

- Valid Passport/Driving Licence
- Proof of residency – Medicare Card (Green)
- Non-Australian resident – Passport of Nationality with valid visa

Privacy Notice

LifeFlight is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by LifeFlight for statistical, regulatory and research purposes.

LTA enrolment includes a Privacy Notice statement for the student (or guardian) to review and acknowledge.

Further information

Please refer to the LTA Student Handbook or contact the LTA team for further information.

Phone: 07 3622 7820

Email: trainingenquiries@lifeflight.org.au

Address: 20 Boronia Road, Brisbane Airport 4008

Revision and Authority

Revision	Detail of Revisions	Authority	Signature	Date
1	Policy Created	Executive Manager – LTA	Timothy McGuire	06/12/2019