

Enrolment Process for Domestic Students (Victoria)

Step 1: Go through the information

To begin the enrolment process, applicants are invited to carefully read the information available (Policies and Procedures and other related information) available on Elite Training Institute (ETI) website <http://eti.edu.au/>. Applicants can also contact ETI regarding any queries or information using email info@eti.edu.au.

Step 2: Select Course and complete the Application

The **Enrolment Application Form** can be downloaded from ETI website in Victoria section <http://eti.edu.au/> or can be requested through email at info@eti.edu.au. The completed **Enrolment Application Form** should be submitted to ETI, along with the following attachments:

- a copy of the student's photo identification document
- a residential address proof
- proof of being a domestic student (Australian citizenship proof or proof of New Zealand citizenship or proof of Australian permanent residency)
- Evidence of Date of birth

Enrolment Entry requirements

Points of entry for domestic students:

- Applicants must be 18 years or more of age.
- No minimum education standard is set as a prerequisite to entry to this course. However, general command of spoken and written English, as well as the ability to write a simple report is required. This course requires the demonstration of skills in a regulated education and care service as well as in class.
- Holds a current Victorian Working with Children Check or will be able to attain this within 8-12 weeks of enrolling into the course. Please note that students must have the Working with children check before going to placement in family day care or any child care center as part of their training.
- ACSF exit levels 3 are required for enrolment into the courses.

Step 3: Processing the Enrolment Application

All applications are processed by Admissions Team in accordance with the information provided in **Enrolment Application Form** and documentation submitted along with enrolment application. Domestic applicants will go through the following:

- Assessment of Eligibility to access Government Funding under Skills First program.
- A day will be fixed before training commencement, when the prospective student will undertake a **Pre-Training Review** session.
- If during the **Pre-Training Review**, prospective student is found to have competency in the same unit as we are delivering or proven skills and experience related to the units we are delivering, Credit transfer or RPL process will trigger and the amount of training will be reduced accordingly.
- If any support is identified during the enrolment process, ETI will arrange the support according to its relevant policies and procedure.
- On the same day, **LLN test** will be conducted to make sure that the applicant meet the minimum course entry standard for Language, Literacy and Numeracy (LLN).

- Training commencement will only happen after the prospective student has passed the LLN Test up to the level of course entry requirements and Pre-training review has been conducted. LLN Test outcome will be communicated to the student within 5 working days Max.

Step 4: Orientation and Induction

Admission department will communicate the outcome of PTR and LLN to the student within 5 days of undertaking LLN test and PTR. Orientation and Induction will be conducted after LLN and PTR. It may be anytime upon the successful completion of LLN test and PTR. Upon successful outcome of enrolment processing, Admissions Department will confirm the enrolment and will provide the following documents on the same day:

- **Confirmation of Enrolment**
- **USI factsheet,**
- **Copy of Policies and Procedures or the link to the policies and procedures..**
- **Tax invoice** and the **Receipt** of the payment to the ETI.
- **Proposed Training plan**

Step 5: Training Commencement

The student must attend the training sessions as per the **Training plan** provided to them on the day of orientation and Induction.