# Overview

1. This checklist must be used in accordance with the Enrolment Policy and Procedure
2. This checklist is used:
	1. By sales / enrolment coordinators
	2. For potential students inquiring about a course
3. All students must receive the required information outlined in this document prior to enrolment. To ensure this:
	1. One form is completed for each potential student
	2. The completed form is required for enrolment

# Student Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** | Click or tap here to enter text. | **Course inquiry:** | [ ]  Diploma of IT – Cybersecurity & Advanced Networking  |
| **Contact mobile:** | Click or tap here to enter text. |
| **Email address:** | Click or tap here to enter text. |
| **Date of initial enquiry:** | Click or tap to enter a date. |
| **Enrolment Coordinator:** | Click or tap here to enter text. |
| **Student number:** | Click or tap here to enter text. | **Course start date:** | Click or tap to enter a date. |
| **Enrolment date:** | Click or tap to enter a date. | **Course end date:** | Click or tap to enter a date. |

# Pre-enrolment checklist

Tick boxes when corresponding information has been provided to the student. All items are required except where it states ‘if relevant’. In which case, indicate reasons where it is not relevant.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requirement | Date | Comments |
|[ ]  1. Website
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Course information – Brochure/Flyer/Course Page
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Fees
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Terms and Conditions
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Student Handbook
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Policies and Procedures
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Pre-enrolment Interview
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Enrolment form
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. LLN assessment, if relevant (indicate reasons otherwise)
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. RPL application form
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Credit recognition form
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. USI
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Payment
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Send student welcome email with links to resources (15 to 21)
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Training plan, if relevant
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Vocational placement pack, if relevant
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Signed Vocational Placement Agreement, if relevant
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Learning resources
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Assessment resources
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Login details to student portal, if relevant
 | Click or tap to enter a date. | Click or tap here to enter text. |
|[ ]  1. Class schedule, if relevant (e.g. courses w/ F2F components)
 | Click or tap to enter a date. | Click or tap here to enter text. |