

Enrolment Policy

Policy Statement

My Flex Training provides applicants with information about the course, fees, concessions, policies, and Recognition of Prior Learning (RPL) prior to enrolment to enable an enrolment decision to be informed. Information provided will:

- Refer to all applicable qualifications/courses by the appropriate code and title;
- Outline the currency of the qualifications/courses in question;
- Outline the duration of training, learning and assessment requirements;
- Specify modes of delivery and delivery locations;
- Discuss fees and charges;
- Specify entry requirements into the training;
- Specify any minimum work placement requirements attached to the training;
- Provide information specific to student contributions and responsibilities;
- Student Right to Refund/Appeal
- Outline if any training/assessment is to be conducted under third party/sub-contracting arrangements.
- Outline general industry information or guide to other sources of information that may assist learners in career options.
- Advise of Privacy Policy

The Student Handbook provided on the My Flex Training website and prior to student's enrolment, provides further information around the nature of the guarantee offered by MFT should it not be able to deliver the training, ceases operating and also how to lodge a formal complaint and appeal. The Student Handbook should be read in conjunction with the Fee, Charges and Refunds Policy.

MFT will advise all students and potential students of significant changes to services offered by My Flex Training and course of action as soon as practicable, such as inability to proceed with a course or changes from regulators, funding bodies or training package updates which impact them directly.

Language Literacy and Numeracy (LLN)

While no entry requirements are applicable, applicants enrolling in a My Flex Training VET course will need to meet literacy and numeracy competence in the Australian Core Skills Framework (ACSF) in both skill areas of reading and numeracy. Prior to acceptance of enrolment applicants will need to provide certified copies of an AQTF level III academic record or an approved language, literacy and numeracy assessment result.

At all times, MFT employees, associates and students must abide by legislation and guidelines of LLN requirements within the VET sector.

Unique Student Identifier (USI)

All applicants who commence training with My Flex Training from 1 January 2021 will be asked to obtain a Unique Student Identifier. This can be completed by referring to the USI website hosted by the Australian Government Department of Industry <https://www.usi.gov.au/>. MFT can assist students to obtain a USI with their consent.

Every USI presented to MFT by an applicant will be verified. My Flex Training will not be able to issue or re-issue any certification until an applicant provides a valid USI (unless an exemption applies under the Student Identifiers Act 2014, in which instance, students will be informed of the exemption and any conditions which apply). At all times, MFT employees, associates and students must abide by legislation and guidelines which host and support the implementation of the USI within the VET sector.

Assessment Only (RPL)

MFT offers all applicants an 'assessment only' pathway through self-assessment, third party reporting and competency observation and interview. Specific requirements for RPL include evidence of having worked in a regulated health and care setting of not more than 2 years prior to the application date and of performing the activities outlined in the current performance criteria of units. Performance criteria for Qualifications and all Units of Competence can be viewed at www.training.gov.au

My Flex Training recognises that learning and competency occurs through a variety of learning experiences including:

- Life experiences
- Formal and informal training
- Work experience
- Education opportunities

Whereby a candidate is seeking to commence or continue working in a health and care setting before commencing RPL it is recommended the applicant can demonstrate industry compliance to currency of police check, medical clearance to work with aged/disability/community clients and currency of first aid. Applicants are responsible for all costs associated with certifications and currencies.

If a student does not achieve the competency requirements through RPL they may transfer into training and assessment for individual units to attain the qualification. Transfer options must be stated in writing within 10 days of receiving the RPL outcome. The fee for RPL will be credited to the advertised cost of training and assessment at the time of transfer. RPL has a minimum and maximum duration of 6 months unless otherwise waived by the RTO Manager.

National Recognition

To maintain the integrity and national recognition of training products, MFT accepts the certification issued by other RTOs or any authorised issuing organisation, such as a TAFE. Verification of authenticity of the certification will be undertaken. MFT is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units completed at another RTO or TAFE.

In some cases, licensing or regulatory requirements may affect a unit being awarded. Providing credit for previous studies is recognising the equivalence of studies previously undertaken and completed successfully. There is no fee for a credit transfer.

How to apply

A completed Application Form with supporting documentation must be submitted to My Flex Training prior to acceptance as a student.

MFT requires photographic identification, a USI and copies of previously attained Australian qualification if applicable. Some courses may require additional evidence for eligibility such as RPL. All courses require applicants to obtain a:

- Medical clearance stating fit for the provision of health care
- Working with Children Check <https://workingwithchildren.wa.gov.au> for adults over the age of 18 (Provision is only required if intending to work with people under the age of 18)
- All VET students require:
 - A National Police Clearance <https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates>.
 - NDIS potential workers require additional information. A Criminal History Statement, with the application form

Relevant documentation must be obtained at the applicant's own expense and is non-refundable. The National Police Clearance and medical clearance must be obtained prior to the first unit enrolment census date. This will be advised specifically in the course promotional material, and at Orientation.

Applicants wishing to work with disabled children

Criminal history is required to consider the suitability of persons working and interacting with children. Requirements to check criminal history, puts in place the safeguards that help ensure people working with children are suitable for the role regarding the security, health, safety and welfare of those children. These requirements are detailed in the National Law and National Regulations which are available at the Australia Children's Education and Care Quality Authority website www.acecqa.gov.au.

Federal and State legislation prohibits people with criminal records in child-related areas from working in occupations that involve contact with children, such as teaching or childcare positions. Employers are required to screen applicants' background for these positions and applicants are required to disclose any convictions. It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child related employment, including volunteer positions. A prohibited person is a person who is convicted of the following:

- Murder of a child
- Serious Sex offence, including carnal knowledge
- Child-related personal violence offence
- Indecency offences
- Kidnapping
- Offences connected with child prostitution
- Possesses, distribution of child pornography
- Attempt, conspiracy or incitement to commit the above listed offences

Note – A conviction includes a finding that the charge of an offence is proven, or that a person is guilty.

My Flex Training will look at all information provided objectively and without prejudices and will follow a risk assessment process that balances the requirements and responsibilities of working in the Health and Care Industry against the nature and circumstances of any conviction.

Circumstances that will be taken into account include the following:

- The nature of the crime
- How long ago it happened
- The circumstances involved
- The sentence and any conditions attaching to it
- The applicant's patterns of offending
- His/her efforts to avoid re-offending
- Requirements of the job
- Any precautions that might be necessary to prevent offending at work, such as supervision or restrictions of access
- Possible reactions of co-workers, customers etc.
- The feasibility of providing on-the-job training

All students will be advised that should their enrolment be accepted, their convictions may need to be disclosed when going on work placement.

Documentation

My Flex Training will take no responsibility for original documents. By proceeding to enrol as a student an applicant is agreeing to MFT meeting its reporting requirements and understand that information provided is retained for audit and data submissions and can only be used, accessed, published and disseminated according to the National VET Provider Collection Data Requirements Policy and the Vocational Education and Training (VET) Data Protocol. If that information includes personal information, the Privacy Act 1988 and Australian Privacy Principles, regulate the collection, use and disclosure of personal information.

1. Post your Application to:
My Flex Training
97 Edward St, Perth WA 6000

2. or by appointment bring to:
My Flex Training
97 Edward St, Perth WA 6000

Students who wish to withdraw from their course at My Flex Training are required to inform MFT in writing prior to the census date. The census date will be stated on the student invoice. This ensures that My Flex Training can appropriately close off the student's enrolment and maintain accurate and up-to-date records. Students withdrawing from a course prior to the census date can apply for a refund. Any request for a refund will be assessed in accordance with the My Flex Training Fees, Charges and Refund Policy.

My Flex Training will endeavour to provide additional support for a student through their course through one or a combination of the following:

- Access to additional time with trainers
- Tutorials

- Assistance with work placement or continuing training during transition of workplacements
- Guest speakers on topics such as preparing for work or writing a job application.

Trainers and Assessors work closely with students to monitor and support their participation.

Policy Purpose

The Enrolment Policy for My Flex Training outlines the terms of enrolment in nationally recognised training and assessment services delivered by My Flex Training.

Application of Policy

The policy applies to applicants into VET qualifications and units of competency offered by MFT.

Exclusions

This policy does not apply to:

- Professional Development services
- Volunteer or mandated professional learning and development for employees, and associates.

Policy Review

At least annually or from time to time the organisation may make changes to this policy to improve the effectiveness of its operation and customer service.