

Melbourne Rudolf Steiner Seminar Ltd

ABN 078 081 055 110 RTO 3948 CRICOS Provider 01812M VET Student Loan Provider: 7052

Advanced Diploma of Rudolf Steiner Education

Course code: 10825NAT, CRICOS course code 107755A



Local Student Enrolment Policy and Procedure Including Withdrawing, Deferring, Suspending or Cancelling

Policy

The Melbourne Rudolf Steiner Seminar (the Seminar) considers all applicants irrespective of religion, race, and gender. The Seminar's policies are derived from the *Equal Opportunity* and the *Disability Discrimination Acts*. (See the Seminar's *Access and Equity Policy*.) The Seminar makes reasonable adjustments according to the *Assessment Policy*.

The Seminar upholds the principle that all persons seeking to enrol are treated fairly and equitably. The Seminar has open, fair, clear and transparent enrolment procedures that are based on clearly defined entry criteria. The Seminar will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

The Seminar will make its courses accessible to persons who aspire to this field of adult education, have the potential to succeed and are willing to undertake further skills development, if necessary, and to provide the Seminar with evidence of progression.

Related Policies and Standards

- *ASQA Standards for Registered Training Organisations (RTOs) 2015*
- *NVR Act 2011*
- *Recognition of Prior Learning Policy*
- *Access and Equity Policy*
- *Tuition Fee Policy*
- *VET Student Loans Policy*
- *Tuition Fee Refund for Recipients of VET Student Loans – Policy and Procedure*
- *Assessment Policy*

Entry requirements

To successfully complete the course:

1. Applicants must be 18 years of age or older
2. Applicants must have either
 - a. an Australian Year 12 Certificate of Education as awarded by an Australian State or Territory (a copy of which must be provided to and retained by the Seminar), **or**
 - b. an Australian Qualifications Framework Certification IV or higher qualification (where the language of instruction is English), **or**

- c. language/literacy skills to level 4 and numeracy skills to level 3 of the Australian Core Skills Framework (ACSF). This will be demonstrated by the completion of an approved online Language, Literacy and Numeracy (LLN) assessment, displaying competence at these working levels.(See Notes 1 and 2 below)
3. provide evidence of a current *Victorian Working with Children Check*.
4. have a Unique Student Identifier (USI).
5. The ability to pay the tuition fee. Enrolment is subject to the *Tuition Fee Policy*.
6. To be enrolled as a local student you must be an Australian citizen or a qualifying New Zealand citizen or have either:
 - a Permanent Humanitarian Visa
 - a Permanent Residency Visa or
 - a Temporary Entry Permit

Note 1

Pursuant to section 81 of the VET Student Loans Rules 2016, the results of assessing a student's competence in reading and numeracy under the procedure must be reported to the student as soon as practicable after the assessment; and to the Secretary in the form, manner and by the time requested by the Secretary.

Note 2

Pursuant to section 82 of the VET Student Loans Rules 2016, a tool to be used as part of the process of assessing competence in reading and numeracy must be a tool that is approved by the Secretary under this section and published on the department's website; and require that process to be conducted with honesty and integrity.

Recognition of Prior Learning and Credit Transfer

Recognition of Prior Learning (RPL) and Credit Transfer (CT) may be granted under certain circumstances. For further information, refer to the *Recognition of Prior Learning Policy*.

It remains the prerogative of the Seminar to approve any RPL application.

Procedure

Enrolment Process

- a) Upon initial contact the prospective student is referred to the website for the relevant policies and Course Outline/Syllabus.
- b) The prospective student submits the online *Student Application form*.
- c) On receipt of the application the Seminar conducts an *Enrolment Interview*, which could involve a personal, telephone or Zoom interview.

The purpose of the interview is:

- To give the applicant the opportunity to ask any questions about the course
- To discuss:
 - The student's capacity and plan to succeed.

- address any extra literacy and/or numeracy support needs and services
 - The structure of the course
 - Assessment requirements
 - Facilities
 - Other support services (including counselling)
 - Policies and procedures
 - Applications for Recognition of Prior Learning and Credit Transfers if required
 - Payment plan including application for a VET Student Loan
- d) The Seminar assesses the application and interview information.
- e) If accepted, the student is advised in a *Letter of Offer* which includes an *Enrolment Agreement*.
- f) The student submits the *Enrolment Agreement* to the Seminar.
- g) On receipt of the *Enrolment Agreement*, the Seminar sends a *Confirmation of Enrolment* to the student. The signed *Enrolment Agreement* will be kept on the student's file along with their initial application and all other documents relevant to the student's enrolment.
- h) Prior to commencement of the course, the student will be sent a *Welcome Letter* and relevant induction material.

Note: Unsuccessful applicants will be informed in writing. If they feel the Seminar's decision not to enrol them is unfair, they are referred to the *Communications Policy* including *Complaints Handling and Appeals* policy on the web site.

Deferring, withdrawing or cancelling an enrolment

If a student wishes to defer or cancel their enrolment, they must do so before the census date for the term of enrolment in order to not incur the tuition fee cost for that period. See the Seminar's *Tuition Fee Policy*, *VET Student Loan Policy* and *Tuition Fee Refund for Recipients of VET Student Loans – Policy and Procedure*.

Student Deferral

A deferral is delaying the commencement or continuation of a course. After receiving acceptance into the course and before commencing the term of study, circumstances may arise that you need to request a deferral of your commencement date to the next year. To request a deferral you need to complete the *Student Deferral Withdrawal Form* and submit it to the Seminar.

Courses are renewed every 5 years in accordance with current ASQA regulations. If you have completed part of the course and need to defer to a subsequent year after your course has expired, you may re-enrol in the new revised course and you will be given Recognition of Prior Learning (RPL) for any competencies that can be mapped from the old course to the new.

All application for deferral documentation will be kept on the student's file.

Student Cancellation

Students wishing to cancel their enrolment must complete a *Student Deferral Withdrawal Form* and submit to the Seminar.

Overseas students wishing to cancel and transfer their enrolment to another provider prior to completing 6 months of study of the Advanced Diploma, must provide a letter of offer from the alternative provider. This is required under Standard 7 of the National CRICOS Code.

Pursuant to section 87(1)(2)(b)(c)(d) of the VSL Rules which the Seminar adheres to, cancelling a student's enrolment must:

- provide the student with at least 28 days to initiate grievance procedures before the cancellation takes final effect;
- provide for the cancellation to take final effect only after any grievance procedures initiated by the student have been completed; and
- set out the circumstances in which fees for the course, or the part of the course, concerned will, or will not be, refunded (see the Seminar's *Tuition Fee Refund for VET Student Loan Recipients Policy and Procedure*).

Provider Initiated Deferral, Suspension or Cancellation of Enrolment

Provider Deferral

The Seminar may defer an enrolment where the course is not being offered at the proposed date, site, or for any other reason. In such cases a refund shall be processed as required or an alternative course may be offered. See the *Seminar's Tuition Fee Policy* and/or *VET Student Loan Policy*.

A course of study is taken to have ceased if:

- the course does not commence by the end of third week of term and an arrangement has not previously been made between the Seminar and the enrolled students to undertake a suitable alternative course; or
- the course ceases to be provided after it has started (for any reason); or
- the full course is not being delivered because:
 - the approval of the Seminar as a VET Provider has been suspended or revoked;
 - notice is served on the Seminar to cancel its incorporation or to dissolve MRSS Ltd as a legal entity;
 - MRSS Ltd has come under external administration;
 - MRSS Ltd ceases to be a Registered Training Organisation;
 - ASQA makes a declaration that MRSS Ltd has ceased to provide a course.

Provider Suspension

The Seminar may suspend a student's enrolment on the grounds of misconduct, insufficient academic progress, insufficient attendance or breach of the *Tuition Fee Policy*. Such acts of misconduct will be classified into one of two categories – academic misconduct or general misconduct.

Academic Misconduct

The following gives an indication to the types of behaviour that constitute academic misconduct within the Seminar:

Assessment breaches, which include:

- Copying or paraphrasing any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study.
- Using another person's concepts, results or conclusions and pass them off as their own.
- In cases where the assessment task is intended to be individual work not group work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment.
- asking another person to produce an assessable item for them.

A student may be excluded from a final assessment in a unit for any of the following reasons:

- unapproved absence from classes
- failure to meet unit requirements, for example non-submission of assignments, failure to attend class
- academic misconduct.

General Misconduct

The following examples indicate the kinds of behaviour which constitute student misconduct. They are for illustrative purposes and are not intended to be exhaustive. Student misconduct occurs when a student:

- contravenes any rules or acts as stated in the Seminars policies;
- prejudices the good name or reputation of the Seminar;
- prejudices the good order and governance of the Seminar or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of the Seminar;
- fails to comply with conditions agreed in the enrolment agreement;
- wilfully disobeys or disregards any lawful order or direction from the Seminar personnel;
- refuses to identify him or herself when lawfully asked to do so by an officer of the Seminar;
- fails to comply with any penalty imposed for breach of discipline;
- misbehaves in a class, meeting or other activity under the control or supervision of the Seminar, or on its premises or other premises to which the student has access;
- obstructs any member of staff in the performance of their duties;
- acts dishonestly in relation to admission to the Seminar;
- knowingly makes any false or misleading representation about things that concern the student as a student of the Seminar, or breaches any of its rules;
- alters any documents or records;
- harasses or intimidates another student, a member of staff, a visitor to the Seminar, or any other person while the student is engaged in study or other activity as Seminar student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;
- breaches any confidence of the Seminar.;
- misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from the Seminar premises while acting as a student in a manner which is illegal or which is or will be detrimental to the rights or property of others;
- steals, destroys or damages a facility or property of the Seminar or for which the Seminar is responsible; or
- is guilty of any improper conduct.

Where a student has been identified of academic or general misconduct the Seminar will make a decision on the penalty and the severity of the penalty. In doing so, the Seminar will ensure the following:

- Students must be treated fairly, with dignity and with due regard to their privacy
- Students are to be regarded as innocent of the alleged misconduct until they have either admitted to it or been found by proper inquiry by the Seminar to have so behaved.
- Past misconduct is not evidence that a student has behaved in the same manner again.

- Each case is dealt with on its own merits and according to its own circumstances with the provision that the first instance of misconduct will be penalised more leniently than subsequent instances of misconduct.

The penalties the Seminar can impose are:

1. Academic Misconduct could include a warning or suspension of enrolment.
2. A charge for any costs that the general misconduct may have caused
3. Temporary exclusion from the Seminar in the form of suspending enrolment for a period of time

Where a student's enrolment is suspended a letter will be sent to the student indicating them of the suspension and the length of suspension. Students are also required to be informed how to access the complaints and appeals policy and procedure and that they have 28 days to submit any appeal against the decision.

Where the severity of misconduct is severe, the Seminar may decide to cancel the enrolment (see below).

Students are able to access the *Communication Policy* which includes the *Complaints and Appeals Procedure* if they feel that the decision is unfair or they have other grounds to appeal the decision.

Provider Cancellation

The Seminar has the right to cancel the enrolment for breach of the *Tuition Fee Policy* or in cases where the student's misconduct is severe.

- Where the Seminar has decided the misconduct is severe enough for cancellation the following must occur:
 - The student must be informed in person (where possible), and in writing of the decision of the Seminar to cancel the student's enrolment
 - They must be informed of the fact they have the right to appeal the decision by accessing the relevant procedures and completing this appeal within 28 days of the notification

Recording and reporting deferrals or cancellation of enrolments

- All applications of deferment and outcomes are to be kept on the student's file.
- All reports of misconduct, decisions and actions taken in relation to misconduct, and other related documentation must be kept on file.
- Students are to be kept informed of any decisions or outcomes that relate to a deferment or cancellation of enrolments.
- All students are to be given the opportunity to access the complaints and appeals procedure. The students have 28 days to lodge an appeal.