

ENROLMENT OF COMPULSORY SCHOOL-AGE STUDENTS Policy



RESPONSIBLE COMMITTEE:	Institute Management Group
CATEGORY:	Student Information and Services
DATE APPROVED:	10 February 2009
DATE OF NEXT REVIEW:	February 2010
RELATED POLICIES AND DOCUMENTS:	Education and Training Reform Act 2006 Duty of Care Statement Student Eligibility and Selection Procedures for Accredited Courses Policy

Introduction

The *Victorian Education and Training Reform Act 2006* specifies that all students between the ages of 6 and 16 years must be enrolled at a school or another registered education and training provider.

The Institute's primary role is to provide education and training options for people beyond school leaving age. Although most students under the age of 16 attend school, parents can choose to send their child to a registered education and training provider to complete their schooling in a non-school setting such as a TAFE Institute or adult education centre.

Scope

This Policy applies to students less than 16 years of age who are seeking admission to South West TAFE.

Students less than the age of 16 who are registered trainees or apprentices are exempt from this Policy.

Complementary (part-time) enrolments

Students less than 16 years of age and not leaving primary or secondary school but seeking to enhance their learning options are eligible to enrol in a complementary course at South West TAFE, such as a short course or module of a course. Any such enrolments must be referred to the Client Services Manager who will communicate with the student, parents or guardians and the school at which the student is enrolled.

Students less than 15 years

The Institute will not accept full- or part-time enrolments from students less than 15 years of age who are not currently attending school, unless they are a registered apprentice or trainee. Consultation with the Client Services Manager must occur before enrolment of students in this category can be completed.

Students aged between 15 and 16 years of age

In exceptional circumstances, a student aged between 15 and 16 years may be accepted into full or part-time study instead of attendance at school. Any such enrolment must be referred to the Client Services Manager for determination.

The student and their parent or guardian will be required to demonstrate to the Client Services Manager a case of special circumstance, or be enrolling into a vocational course such as a pre-apprenticeship, apprenticeship or other directly employment related course. The student will also need to be able to meet the eligibility and selection criteria for entry to that course.

Students of compulsory school age who propose leaving secondary school to take up a full-time or part-time course at TAFE are required to provide evidence of release by the Department of Education and Early Childhood Development (DEECD).

Students aged 16 and above

Once a student reaches the age of 16 they are eligible to leave secondary school and can be accepted into a TAFE courses in accordance with the relevant eligibility and selection criteria established for individual courses by the department. Refer to the Student Eligibility Policy.