

## ENROLMENT – UNDER 18s POLICY AND PROCEDURE

### A. INTRODUCTION

#### **Overarching policy statement:**

Evolve College is committed to providing quality education to students. Evolve College is also committed to the safety and well-being of young people. Evolve College welcomes enquiries from candidates under the age of 18 years, in the firm knowing that education of our young is a vitally important area, in preparing them for the years ahead and in supporting them to grow and learn and enjoy doing so.

#### **Purpose of policy:**

Evolve College wants to ensure that young people are supported in their education in the best possible manner for them. This policy and procedure set out the terms and conditions under which Evolve College accepts enrolment of persons under the age of 18 years. The intention behind this policy and procedure is to ensure that proper support is given to all of our students, including and as is the focus of this policy, youths under 18 years of age.

### B. POLICY

Evolve College's policy on enrolment of youth is as follows:

- a) **(WWCC)** All trainers and assessors employed with Evolve College are required to hold a current, valid Working with Children Check (“**WWCC**”) (or the equivalent) in their working state(s) and territory/ies.
- b) **(Must comply)** Enrolments of persons aged 15 years of age or above are permitted as long as the terms and conditions set out in this policy and procedure are met.
- c) **(Training Package)** The Training Package rules for the particular qualification in which the candidate wishes to enrol must be satisfied in full. For the sake of clarity, this means that the Training Package rules for entry must not require that a candidate is aged 18 years or over or otherwise impose any restriction that would prevent a person under the age of 18 years of age from enrolling.
- d) **(Parent/guardian consent)** A parent or guardian must sign the Evolve College Parent or Guardian Consent Form and, if the candidate elects to apply for a VET Student Loan, the parent consent form approved by the VET Student Loans office of the Department of Education, Skills and Employment for that purpose.
- e) **(If no parent/guardian)** In the case the candidate does not have a parent/guardian, the candidate will be required to complete all the steps set out in the below procedure as normal. The candidate will also be required to produce proof of independence in the form of a receipt of youth allowance before the enrolment process commences.

- f) **(Interview)** The parent and the candidate must be interviewed about suitability for the candidate of the course the candidate wishes to enrol in (“**Course**”) and about any special needs or need for reasonable adjustment before finalisation of the enrolment.
- g) **(Assessment of suitability)** The Trainer/Assessor interviewing the candidate must make a general assessment that the Course is a suitable fit for the candidate in terms of study demands.
- h) **(Optional Study Buddy)**
  - a. **(Kinesthetic or tactile learning)** Evolve College recognises that some students enjoy a kinesthetic or tactile learning style and may benefit from having a consistent person performing the learned Evolve College massage techniques on them during the Course.
  - b. **(Non-compulsory option)** While this is not in any way compulsory, Evolve College offers the candidate and their responsible parent/guardian the option to nominate a responsible adult, to attend the on-campus classes in the Course as a support person (not a student) and give/receive massage to/from the candidate in accordance with this policy and procedure.

## C. PROCEDURE

Evolve College’s procedure on enrolment of youth is as follows:

### 1. Preliminary steps by Evolve College

- a) **(Training Package rules)** The enrolment officer must check the Training Package rules for the particular qualification in which the candidate wishes to enrol to ensure the rules for entry do not require that a candidate is aged 18 years or over or otherwise impose any restriction that would prevent a person under the age of 18 from enrolling. This must be noted on the Under 18s Enrolment Checklist (**Appendix A**), which is to be signed off by a member of Executive management of Evolve College.
- b) **(WWCC)** The Manager Administration shall conduct a review of all Evolve College Trainers/Assessors’ WWCC’s (or the equivalent) in their working state(s) and territory/ies, keeping both a copy of the current certificate/card on file as well as a register showing currency.

### 2. Interviews and LLN

- a) **(Initial enrolment interview)** Before accepting the enrolment, the enrolment officer must conduct an initial enrolment interview (“**Initial Interview**”) with the candidate and their parent to give them a general description of the course and the enrolment process, and assess:

- a. the manner in which the candidate conducts and expresses themselves during the Initial Interview;
  - b. whether the course is a fit for the candidate; and
  - c. whether the candidate appears to be committed to the study required.
- b) **(File Note)** The enrolment officer shall complete a File Note of the Initial Interview and place it on the student's file in the Evolve College Student Management System ("**SMS**").
- c) **(Link to LLN)** If the candidate demonstrates in the Initial Interview that they appear to have the required commitment to undertake the course and the course is a fit for them, the enrolment officer shall send them a link to the Evolve College nominated Language Literacy and Numeracy ("**LLN**") test which the candidate is to complete.
- d) **(Completion of LLN)** The candidate shall complete the LLN test.
- a. **(Unsuccessful LLN)** If the candidate does not demonstrate the required level of LLN competency for entry into the Course, the enrolment officer shall discuss with the candidate and their parent suitable options and support for the candidate which may include referral to a third party for learning support and return to apply for enrolment at a later stage, or such other measures as may be applicable for the candidate. While such steps are being taken, the enrolment shall not proceed.
  - b. **(Successful LLN)** If the candidate demonstrates the required level of LLN competency for entry into the Course, the enrolment officer shall:
    - i. file the learner report of LLN test results on the candidate's file; and
    - ii. book an interview time for the candidate and their parent with an Evolve College Trainer/Assessor.
- e) **(Conduct of Trainer/Assessor interview)** Once an interview slot has been booked, the Trainer/Assessor shall interview the candidate and their parent ("**Trainer/Assessor Interview**"), via video call if possible or by phone if video is not possible, and discuss:
- a. what happens in class during the course and the nature of an adult learning environment;
  - b. the course's on-campus and online requirements; and
  - c. the Study Buddy option as outlined in section 3 below.
- f) **(Assessment during Trainer/Assessor interview)** The Trainer/Assessor shall in the interview assess:
- a. the candidate and their parent's comprehension of the on-campus and online requirements of the course;
  - b. the candidate's academic suitability for entry into the course; and
  - c. the candidate's apparent engagement/commitment.
- g) **(File Note)** The Trainer/Assessor shall complete a File Note of the interview and place it on the student's file in the Evolve College SMS.

### 3. Study Buddy

- a) **(Nomination of Study Buddy)** To nominate a Study Buddy, the candidate and parent/guardian must fill out the Study Buddy Nomination form (**Appendix D**), in accordance with section 4d) below.
- b) **(Requirements for Study Buddy)**
  - a. **(Age)** If a Study Buddy is nominated, the person must be over 18 years of age and, unless an exemption applies (see 3e) below), must hold a valid Working with Children Check (WWCC) which is produced to Evolve College prior to any attendance at class, and stored on the candidate's student file in the Evolve College SMS.
  - b. **(Required attendance)**
    - i. **(All classes required)** In order to be a support person for the student, the Study Buddy is required to attend all practical classes with the candidate, receive instructions on massage techniques and perform those techniques on the candidate under the supervision of the Evolve College Trainer/Assessor. The performing of massage by the Study Buddy on the candidate is as a support person in relation to the candidate's learning, and not as a student of Evolve College.
    - ii. **(Missed class/es)** If the Study Buddy misses one or more classes in the candidate's timetable, the Study Buddy is not permitted by Evolve College to attend subsequent classes (as the practical learning is cumulative from class to class).
    - iii. See further paragraph d) below.
  - c. **(No qualification)** The Study Buddy is not a student of Evolve College and, unless they enrol in the course themselves in their own name, they will not have access to the online learning environment for the course and will not receive a qualification. Their attendance will solely be as a support person to the candidate in facilitating them receiving massage techniques as part of the candidate's learning. Evolve College offers this ability for a Study Buddy to attend, as a benefit and support to the under-aged candidate in undertaking their studies, at the candidate and their parent/guardian's option.
  - d. **(No charge)** Evolve College will not charge the Study Buddy, if there is one nominated in accordance with this policy and procedure, for attendance as a support person for the candidate at any Evolve College practical class. Nor will the Study Buddy receive any payment for doing so.
- c) **(If no Study Buddy at all)** If the candidate and their responsible parent/guardian do not nominate a Study Buddy for the candidate, then:

- a. the candidate may attend all practical classes and clinics for their course as listed on their timetable for the Course;
- b. the candidate shall perform massage in class or clinic as instructed by the Trainer/Assessor; but
- c. the candidate shall **not receive** any massage from any other student for so long as they remain under the age of 18 years.
- d) **(If Study Buddy does not attend)** If the candidate and their responsible parent/guardian have nominated a Study Buddy in accordance with this policy and procedure, but the Study Buddy does not turn up to any one or more practical classes scheduled for the candidate, then:
  - a. the candidate may still attend all practical classes for their course;
  - b. the candidate shall perform massage as instructed by the Trainer/Assessor at all such classes; but
  - c. the candidate shall **not receive** any massage from any other student at any class which the Study Buddy misses, for so long as the candidate remains under the age of 18 years.
- e) **(Study Buddy Working with Children Check (WWCC))** If the candidate and their responsible parent/guardian nominate a Study Buddy for the candidate, then the Study Buddy must hold a valid Working with Children Check (WWCC) (or equivalent check of other name) in the state or territory in which the candidate will attend class, unless an exemption applies.
  - a. Details of exemptions are below:
    - i. A **parent** of the candidate: **Is exempt:** no WWCC is required.
    - ii. A **close relative** of the candidate. **May be exempt:** WWCC may be required. (*See definition and further process below.*)
    - iii. **All other persons: No exemption:** must produce evidence of a valid and current WWCC for the relevant state/territory.
    - iv. **“Close relative”** means:
      - 1. Step-parent
      - 2. Grandparent
      - 3. Mother-in-law or father-in-law
      - 4. Aunt/uncle
      - 5. Brother/sister (including half, step, or in-law)
  - b. If the Study Buddy is a **close relative** of the candidate, the Enrolment Officer must **email the following details to the Evolve College General Counsel** for a check of whether a WWCC is required:
    - i. Email subject line: “U-18 enrolment – Study Buddy WWCC required for relative?”

- ii. Include the following details:
  1. Candidate details:
    - Age of candidate
    - Sex of candidate
    - State/territory candidate lives in
    - State/territory candidate will study (attend campus) in
  2. Study Buddy details:
    - Age of Study Buddy
    - Sex of Study Buddy
    - Relationship of Study Buddy to candidate
- c. The Evolve College General Counsel will email the Enrolment Officer in reply confirming whether or not a WWCC for the proposed Study Buddy is required.
- d. If a WWCC is required, a certified copy must be received by Evolve College, checked as being currently valid, and placed on file for the candidate.

#### 4. Enrolment

- a) **(Election to proceed)** Following the Trainer/Assessor Interview, the enrolment officer contacts the candidate to determine if they wish to proceed with the enrolment. If they wish to proceed, the enrolment officer books a time for an enrolment interview (“**Enrolment Interview**”).
- b) **(Enrolment interview)** The enrolment officer conducts an Enrolment Interview in which the following occurs:
  - a. **(Enrolment and course information)** The enrolment officer shall give the candidate and their parent/guardian further information about enrolment into the Course.
  - b. **(Special needs)** The enrolment officer shall ascertain from the parent/guardian and the candidate whether the candidate has any special needs or need for reasonable adjustment.
- c) **(File Note)** The enrolment officer shall complete a File Note of the Enrolment Interview, including a brief summary of the information given, and any special needs or needs for reasonable adjustment disclosed, and place it on the student’s file in the Evolve College SMS.
- d) **(Documentation for enrolment)** The enrolment officer shall request the relevant documentation from the candidate and their parent and ensure all is on file before finalising the enrolment. Documentation includes:
  - a. **(Enrolment form)** The candidate and their parent must complete and sign the Evolve College enrolment form for the course being enrolled into.
  - b. **(Proof of age)** The enrolment officer must sight proof of the candidate’s age. Proof must be way of a certified form of acceptable identification, which can include the candidate’s birth certificate, a valid educational institutional student

card or other photo identification deemed suitable by Evolve College. The enrolment officer must place a copy of the ID sighted onto the candidate's file.

- c. **(Consent form)** The enrolment officer is to ensure that a parent or guardian signs the following:
  - i. The Evolve College Parent or Guardian Consent Form **(Appendix B)**; **and**
  - ii. In the case of a VET Student Loan (VSL) enrolment:
    1. an additional consent form in a form approved by VET Student Loans, Australian Government Department of Education, Skills and Employment **(Appendix C)**; or
    2. If the candidate does not have a parent/guardian, they must produce proof of independence in the form of a receipt of youth allowance, confirming that the student is independent within the meaning of Part 2.11 of the Social Security Act; and
  - iii. the signed form/s (under paragraph 1 above), or the receipt (under paragraph 2 above), must be placed on the student's file, before enrolment is finalised.
- d. **(Study Buddy Nomination form)** If a Study Buddy is nominated:
  - i. The candidate and their parent/guardian must complete and sign the Evolve College Study Buddy Nomination form, and the Study Buddy must also sign that form **(Appendix D)**;
  - ii. The Study Buddy must complete and sign the Study Buddy Disclosure Statement which forms part of the Study Buddy Nomination Form **(Appendix D)**; and
  - iii. The Study Buddy must produce a valid WWCC, unless an exemption applies under section 3e) above.
- e) **(Checklist)** The enrolment officer shall complete an Under 18s Enrolment Checklist ("**Checklist**") **(Appendix A)** containing reference to and confirmation of satisfaction of all of the requirements as set out in this policy and procedure before finalising the enrolment.
- f) **(Filing of documents)** The enrolment officer shall file the following documents on the candidate's file in the Evolve College SMS:
  - a. Signed checklist
  - b. Signed enrolment form
  - c. Proof of age of candidate
  - d. Evolve College Parent/Guardian Consent form signed by candidate and parent/guardian
  - e. *(If the candidate intends to apply for a VET Student Loan)* a completed and signed Parent/Guardian Consent form in the form approved by the VSL Office of the DESE OR evidence of receipt of youth allowance
  - f. If the candidate and parent/guardian wish to nominate a Study Buddy:

- i. a completed Study Buddy Nomination form, signed by the candidate, parent/guardian and Study Buddy
  - ii. a completed Study Buddy Disclosure Statement, signed by the Study Buddy
  - iii. a certified copy of photo ID of the Study Buddy showing their photo, full name and date of birth (to determine they are 18 years of age or over)
  - iv. a certified copy of the Study Buddy's WWCC, if they are not a parent/guardian of the candidate or another exemption does not apply. (See section 3e) above.)
- g) **(Admin notes and class notes)** Once the enrolment is accepted, the enrolment officer is to record notes in the student's file and on all class notes alerting the Trainer/Assessor to the student's age and any special needs the student may have.

## 5. Manager Administration checks

- a) **(WWCC)** Before the candidate attends any practical class in the Course, for so long as the candidate remains under 18 years of age, the Manager Administration shall:
- a. **(WWCC check for each class and Trainer/Assessor)** Perform a check that the Trainer/Assessor allocated to each class in the candidate's timetable has a current WWCC for the relevant state or territory in which the class will be held;
  - b. **(Note in roll call)** Ensure a note is recorded against the roll call notes for each class that the candidate:
    - i. is under the age of 18 years;
    - ii. is not to receive message from any other student in the class; and
    - iii. is not to receive message from the Study Buddy, unless:
      - (i) the Study Buddy Nomination form has been completed and signed by the candidate, parent/guardian and the Study Buddy;
      - (ii) a valid WWCC is on file for the Study Buddy unless an exemption under section 3e) above applies; and
      - (iii) the Study Buddy turns up to all relevant classes. (See section 3d) above.)
  - c. **(Confirm with Trainer/Assessor)** Confirm with the Trainer/Assessor that the candidate shall not receive message in class unless the conditions listed in paragraph b above have been met.

## 6. Student Services monitoring

- a) **(Monitoring)** After enrolment, the Student Services team is to monitor the student's progress in their course, checking in on whether any additional support is required, and furnishing as needed.