



Student Entry Procedure

Adamattrin Pty Ltd as Trustee for Mesaric Family Trust T/A Forme Education

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[RTO No. 31744]



Student Entry Procedure

Thank you for your interest in becoming a student of Forme Education.

We are proud of our fair and transparent entry procedures that define the process our college takes in defining a prospective students' suitability to enrol in a VET course of study.

Forme Education is committed to providing and promoting non-discriminatory and inclusive enrolment practices and processes to provide equal opportunities for everyone to achieve their learning outcomes.

Please note that Forme Education Education is required to keep all applicant and student records for 5 years. We may provide this information to the Secretary or Government Department(s) upon request.

Initial Conversation

To initiate the process of entry, we ask applicants to engage in a phone conversation with an academic consultant. The conversation will focus on the applicant's career & development goals to help determine the student's motivation for online study.

The academic consultant may ask questions relating to the below topics:

- + Previous education
- + Career objectives
- + Current or past work experience
- + Personal goals and aspirations
- + Courses offered by Forme Education
- + Resources offered to all students of Forme Education

During the discussion the prospective student should demonstrate a strong desire for the content matter of the VET course of study they are considering applying for. The student should be able to confidently dedicate a certain number of hours to study per week in the pursuit of completing their course.

In discussing previous work experience, the student may speak to the current competencies and position they hold. In addition, prospective students should demonstrate their commitment in their career and be able to articulate how they believe certification will propel them to meet their personal goals and aspirations.

Information collected during this discussion will support the academic consultant's ability to ascertain whether or not the applicant is suited to undertake a VET course of study.

Forme Education is committed to ensuring that all students are given the best chance of achieving a qualification. For this reason, they may advise applicants to consider alternative career or course choices if there is reasonable doubt about an applicant's aptitude to manage the course work at the level indicated.

Academic Suitability

In order to verify an applicant's academic suitability to undertake the level of study for the course they are applying for, we will require all applicants to:

1. Provide a copy of their Year 10 (for Certificate III or IV) or Year 12 (Diploma) certificates

OR

2. Complete a skills test in language, literacy and numeracy.

Students who elect to pay their own tuition fees will undertake Forme Education's literacy, language and numeracy indicator, to assist Forme Education in determining their suitability to undertake the course requirements, and determine any specific support needs.

Students applying for VET FEE-HELP assistance will be required to achieve a minimum 'exit level 3' outcome in a government approved test* prior to Forme Education accepting an application for assistance. The student and the Department of Education and Training will be provided with the results of the test as soon as practicable and Forme Education will retain these results for five (5) years.

Enrolment Confirmation

Subsequent to the initial conversation and prior to finalising an enrolment application, all prospective students are provided with and required to read and agree to Forme Education's policies and procedures as contained in the Student Handbook, the Withdrawal, Refund and Re-credit Policy, the Complaints and Appeals policy and procedure and where applicable, the VET FEE-HELP Booklet.

*Forme Education utilises the bksbLIVE and students are provided with information on accessing the test on enrolment.