



Preston Neighbourhood House Inc.

“Leading our community towards greater independence and quality of life.

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ENROLMENT POLICY

1. AUTHORISATION

The Preston Neighbourhood House Committee of Management adopted this policy for 2009.

2. REVIEW DATE

This policy shall be reviewed on or before December 2010

3. SCOPE

To whom does this policy apply and when?

- *Participants seeking to enrol in courses at the Preston Neighbourhood House.*
- *Participants in Child Care, 3 Year-old Kindy Play and Playgroup sessions.*
- *Staff and Volunteers*

This policy is explained through:

- Code of Conduct
- Fees and Charges
- Recognition of Prior Learning
- Equal Opportunity & Non-Discrimination

In addition, reference should be made to:

- Grievance Procedures
- Termination from Class
- Refund & Procedures Policy

4. DEFINITIONS

Words or phrases that are special to this policy or procedure, which might be unfamiliar or misinterpreted.

- This policy refers to the Rights and Responsibilities of all stakeholders engaged in the daily operations of Preston Neighbourhood House.
- It encourages tolerance and acceptance of diversity within our House community.
- It supports the Equal Opportunity and Non-discrimination policies of Preston Neighbourhood House.

- It acknowledges the role of Preston Neighbourhood House in supporting our learners and participants broaden their experiences.

Related documents

Student Eligibility for a Government Subsidized Place Guidelines and the Exemption Guidelines are available at www.skills.vic.gov.au

Supplement A – Business Requirements

Reflected in this plan are the following fundamental beliefs:

- We will be successful by understanding and being responsive to the needs of individuals, families and groups in our community.
- We recognize that effective community ownership and management of the organization will enhance our success.
- We are driven by the desire to achieve quality in all our services.
- We respect the dignity and recognize the merit of each member of our community and will ensure the house is free from discrimination on the grounds of race, religion, gender or disability.
- We are responsible for the safety of staff, volunteers and participants.

5. POLICY

VALUES

MISSION STATEMENT:

“Preston Neighbourhood House will encourage and support the local community to increase independence and quality of life by providing high quality, accessible programs and services promoting social interaction, mutual support and skill development”

PURPOSE

Preston Neighbourhood House supports the principle that all members of the community have the right to access the houses programs, regardless of Gender, Age, Culture, disability or disadvantage.

The formal recognition of our human rights protects people from injustice and allows everyone to participate in and contribute to society.

- Human Rights are the basic rights that belong to all of us just because we are human beings.
- Human Rights are the foundation for freedom, justice, peace and respect, and are an essential part of any democratic and inclusive society that respects the rule of law, human dignity and equality.

Our Human Rights include:

- civil and political rights
- economic and social rights,

- environmental and cultural rights.
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In order to:

- ◆ Maximize potential and success for each participant.
- ◆ Maintain integration focus of classes by ensuring that enrolments reflect community profile.
- ◆ Ensure that all House participants are treated fairly.
- ◆ Create opportunity for individual participants to achieve goals.

6. PROCEDURES

- ◆ Enrolment in class is dependent on resources, class size, availability of appropriate support, and ability to meet class prerequisites (e.g. Participants will be accepted into ESL 1, 2 & 3 classes for instance, on the basis of an initial interview and assessment to determine degree of language acquisition and eligibility to to a government subsidized place)

Eligibility for a Government Subsidised Place

- * The Victorian Training Guarantee entitles eligible Victorians to subsidized training places
- * All students who meet the residency/citizen requirements will be eligible for these courses, ie. The applicant is an Australian citizen, or a holder of a permanent visa or a holder of a Special Category Visa 444 or East Timorese asylum seeker or holder of a Temporary Protection Visa
- * The applicant will be under 20 on January 1, or
- * The applicant is applying for a Foundation Skills course, or
- * The applicant is over 20 and is applying for any qualification higher than the highest qualification already held.

Eligibility Exemptions

The manager may grant exemption from the prior qualification restriction if the applicant is:

- * seeking training in an industry area of identified critical skills shortage, or
- * is unemployed as a result of redundancy or retrenchment, or
- * is disadvantaged in the labour market because of factors acting as a barrier to his/her employment (e.g. ABI)

Note: this exemption does not translate to an exemption from fees and must not be granted to a person who is ineligible on citizenship/residency grounds.

- ◆ Every effort will be made to ensure learners are enrolled in classes appropriate to their level of skill development. Learners are expected to make available an accurate assessment of their skills and needs during the enrolment process.
- ◆ Enrolment in a class is only confirmed upon full payment of fees. Once the “class ceiling for numbers of participants” has been attained no further enrolments can be taken.

- ◆ To facilitate maximum participation for all individuals, the following information will be sought upon enrolment:

“Do you have any special needs that might need to be addressed to maximise your participation in the program in which you are enrolling into?”

- ◆ Enrolment for people with special needs is dependent on whether needs can be met without hardship, determined at a meeting between the prospective participant, the House Manager, tutor of specific class and referring person.
(Where applicable)
- ◆ Enrolment for people where language, literacy and/or numeracy provision needs to be made will take place:
 - at the interview/assessment session for ESL students, or
 - in consultation with the tutor for other programs
- ◆ To help ensure ongoing support for all House participants, class placements will be reviewed regularly by participant, House manager, tutor of specific class and referrer (where applicable) with proper recommendations to ensure maximum participation for all class members.
- ◆ Where a participant requires the assistance of a support person, the role of the support person will be to maximise the individual’s ability to participate in the class.

This may include:

- ◆ Simplifying/explaining tasks and instructions where necessary;
- ◆ Allowing the individual to complete as many tasks and make as many decisions as are realistic;
- ◆ Regularly liaising with Tutor and House manager on how adequately the particular program is meeting the needs of the individual;
- ◆ Consult with House Manager and class tutor about any changes or a variation to the level of support.

In addition:

- ◆ Course information, including content, pathways options and vocational outcomes will be made available by the tutor at the first session.
- ◆ Fees and charges information, including refund policy and exemptions will be made available during the initial enrolment process.
- ◆ Flexible learning and assessment procedures will be conveyed to participants by the tutors,
- ◆ Preston Neighbourhood House has access to agencies providing welfare and guidance services. Enquiries should be made through the coordinator or at Reception.
- ◆ All staff and participants have access to our Complaints and Grievance procedures.

- ◆ The House has a Code of Conduct which is designed to ensure no-one's learning or activity is disadvantaged through the actions of others.
- ◆ Participants are informed during the enrolment process and again in class regarding their eligibility to Recognition of Prior Learning.

7. IMPLEMENTATION SUPPORT

7.1 COMMITTEE STRUCTURE

It is the responsibility of the Committee of Management to ensure that all staff and users are aware of this policy and that it is implemented within the centre.

7.2 KEY RESPONSIBILITIES AND AUTHORITIES

- * The Manager will be responsible to work with staff to ensure this policy is implemented within the centre.
- * The policy may be viewed in the centre's Policy Book.
- * The Committee of Management must formally approve any alterations to this policy and set due dates for review.

8. EVALUATION

- * Is the policy being successfully implemented?
- * Have any implementation issues occurred which need to be referred to C.O.M.

