

Enrolment

S2C Training (RTO ID 45605)

In plain terms: This policy explains how S2C Training enrolls students - the information and checks that happen before you enrol, how the enrolment itself works, and what you need to provide.

Who this applies to

- All prospective and enrolling students, whether you enrol as an individual or through an employer or organisation.
- It covers all training products S2C Training delivers.
- S2C Training delivers on a fee-for-service basis. It is not CRICOS-registered and does not enrol overseas students.

Before you enrol

- A course advisor will talk with you about the course, including its prerequisites and whether it suits you, before any proposal is issued.
- Course information and fees are published on the individual course pages of the S2C Training website.
- You'll receive a written proposal setting out the training and all fees, costs and charges before you enrol or pay. (More detail is in the Fees, Payments and Refunds Policy.)
- S2C Training assesses your language, literacy, numeracy and digital literacy (LLND) before you enrol. This uses an online tool called LLN Robot, along with your own self-declarations and a look at any qualifications you already hold and your prior academic history. This helps identify any support you might need and check the course is suitable for you.

Entry requirements, USI and identity

- Course entry requirements are the ones published for the qualification on the national training register (tga.gov.au). S2C Training also publishes them on its course pages, and a course advisor checks them with you before a proposal is issued.

- You must have a USI (Unique Student Identifier). You provide this through the onboarding form, and it's automatically verified through aXcelerate's USI portal integration.
- Your identity is verified through an identity document you upload as part of the onboarding form.

How enrolment works

Once you accept the proposal, S2C Training processes your enrolment like this:

- A contact card is created for you in aXcelerate (the student management system).
- Invoices are generated for your deposit and balance payment.
- You pay the deposit, and it's receipted.
- You're enrolled in the relevant class or course. This triggers a student portal email, creates your login, and gives you access to the enrolment onboarding form.
- You complete the onboarding form. It captures required AVETMISS data, your USI, your LLND information, qualifications you already hold, and any credit transfer application. It also asks you to upload an identity document and provides sections to upload qualifications and USI transcripts for credit transfer.
- Your uploaded documents attach to your student portfolio. When you finish, aXcelerate exports the form as a PDF and adds it to your portfolio.
- Administration is notified that onboarding is complete and allocates your units in the system.
- All courses start with a student induction covering course requirements. You'll also receive a welcome pack and an introduction to your facilitator.

Credit transfer and RPL

- You can apply for credit transfer if you hold relevant, verified AQF certification, and you're actively given the opportunity to seek Recognition of Prior Learning (RPL).
- You start a credit transfer application through the onboarding form at enrolment, uploading the relevant qualification and/or USI transcript. These attach to your portfolio.
- S2C Training tells students that credit transfer and RPL are available in its pre-enrolment information and the Student Handbook.

- The detailed process for assessing and granting credit transfer and RPL is in S2C Training's Credit Transfer and RPL Policy, which should be read alongside this policy.

Your responsibilities as a student

- Complete the enrolment onboarding form.
- Provide your USI, identity document, and any credit transfer evidence.

Records and how long they're kept

S2C Training keeps the following enrolment records for **7 years** in aXcelerate (or LLN Robot for LLND results):

Your written proposal and pre-enrolment information

- LLND assessment results
- Your completed onboarding form (PDF) and AVETMISS data
- Your USI verification record
- Your identity and credit transfer evidence

Note: USI records are subject to Student Identifiers Act requirements, and AQF certification records are kept for **30 years** under the Compliance Standards. The 7-year period above applies to general enrolment records.

For a full copy of this policy, please contact student support by emailing your request to info@s2c.edu.au.