



# ENROLMENT CHECKLIST

## Enrolment Checklist

|  |  |   |  |
|--|--|---|--|
| <b>Student Name:</b>                   |  | <b>Course Enrolment:</b>                            |  |
| <b>Document</b>                        | <b>On File</b>   | <b>Document</b>                                     | <b>On File</b>   |
| <b>Enrolment form</b>                  |  | <b>Student Agreement</b>                            |  |
| All Fields completed                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | All sections completed with accurate course details | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Signed and dated                       | <input type="checkbox"/> Yes <input type="checkbox"/> No | Signed by the student                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| USI provided or USI Authority provided | <input type="checkbox"/> Yes <input type="checkbox"/> No | Agreement and arrangements provided for fee payment | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Initial Skills Assessment</b>       |  | <b>LLN Assessment/Intake Test</b>                   |  |
| All Fields completed                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Assessment completed                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |  | Signed by student                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Signed by Admin Team                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Assessed and signed by assessor                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Assessment completed                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |



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| Appropriate rationale for enrolment into the course provided   |   | Additional support plan documented (where applicable) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
|--|---|---|---|
| <b>ENROLMENT IS NOT COMPLETE UNTIL ALL REQUIREMENTS HAVE BEEN MET</b>                                |   |   |   |
| Data Entry   | Completed   | Date  | Initial   |
| Added student to Student Management System   | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |   |   |
| Invoice issued and sent (attach to file)   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |   |   |
| Apply credits for UOC  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |   |   |
| Add USI  | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |   |   |
| Enrol in a relevant course   | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |   |   |
| Add to relevant timetable or trainer group   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |   |   |
| Enrolment Confirmation Letter sent (once all paperwork from 1 <sup>st</sup> page has been finalised) | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |   |   |
| Issued invoice   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |   |   |
| Staff name   | Position  | Signature   | Date  |
|  |   |   |   |