

Policy Number		Reviewer and Approval	Managing Director
Policy Author	Quality Manager	Date of Approval	Aug 2018
Consultation	Senior Management Committee	Review Date	Aug 2020

Version	Effective Date	Created/Reviewed by	Reason for review/Comment
V1.0	Aug 2010	Academic Director/Managing Director	
V2.0	Jul 2012	Academic Director	Changes made to section 11.3.3(a) and (c)
V3.0	Aug 2014	Academic Director	Review
V4.0	Aug 2018	Quality and Programme Development Specialist	Review and update
V5.0	Aug 2019	Executive Assistant	Updated format and numbering

6.1. PURPOSE

To provide information and entry systems which are fair and equitable and enable students to have a reasonable chance of successful achievement.

6.2. POLICY

Future Skills Academy will promote and advertise its products and services fully and fairly to ensure compliance with the Fair Trading Act 1986, Consumer Guarantees Act 1993 and Section 236A of the Education Amendment Act 1989.

Entry to courses will be determined against the published entry criteria and by payment of fees. Entry may be restricted by requirements set by funding and regulatory bodies such as TEC, NZ Immigration or the Ministry of Education.

The International Student Refund Policies of Future Skills (refer section 20) apply to any fee paying domestic students.

The Academy values 'people'- the uniqueness of who they are - and will not discriminate on the basis of gender, marital status, sexual orientation, religious or ethical beliefs, race, colour, ethnic and national origins, age, or disability in admitting students.

Student Enrolment Records will be kept indefinitely and secure. The Privacy Act will apply. Right of access is restricted to the staff of Future Skills and those government agencies and departments authorised by agreement, in particular: TEC, NZQA, NZ Immigration, MoE Office of the Code of Practice and the International Student Appeal Authority. Students will have right to access and make corrections to their personal records.

6.3.PROCEDURES

6.3.1. MARKETING

The Managing Director approves all advertising and marketing materials for domestic and international markets

The Managing Director ensures that courses are marketed well before their start dates and comply with any legislative and regulatory requirements.

Promotional and advertising material must:

- State the Academy's correct NZQA registration and accreditation status.
- Provide a clear notice that acceptance into a programme of study is 'pending approval' where NZQA and TEC approvals are not in place.
- Be accurate in its description of services provided by the Academy (Consumer Guarantees Act)

Fee-paying programmes:

Where students are required to meet any or all of the costs of training, course brochures and the prospectus shall include:

- full information on the associated fees and other costs. This will include full information on any costs that the student must meet for training materials, textbooks, clothing, tools, or any other item that the student must provide for their training.
- Full information on the Academy's Student Fee Protection arrangement and the its refund policies and procedures

Advertised Course Entry Criteria will

- match with the course approval document
- Match with any eligibility requirements set by funding agencies
- Be clear and specific to ensure that those enrolling in a course have a reasonable chance of successful completion
- Not create unreasonable barriers in regard of gender, ethnicity, religious beliefs, sexual orientation, disability, or age. (Human Rights Act)
- May specify a requirement that the applicant is interviewed in person to determine whether they meet the entry criteria

The application form will include an agreement of terms of acceptance which must be signed by the applicant.

6.3.2.APPLICATION, ACCEPTANCE AND ORIENTATION PROCEDURES FOR DOMESTIC STUDENTS ON TARGETED TRAINING PROGRAMMES

- a) Administration follow the process detailed in the Administration Practice Manual (July 2007).

In summary, Administration:

- i. Provide Programme Information and Application Forms to prospective students to complete.
- ii. Check the completed application form, print Student Record of Learning using NSI, and interview applicants, Providing guidance on courses available

- iii. Identify if the applicant meets the entry criteria and funding criteria for the programme applied for.

In some instances, the programme tutor may also interview the applicant.

- b) Administration notify the applicant of their acceptance or non-acceptance and indicates start date or whether they have been placed on a waiting-list. Courses with flexible entry dates will have a waiting-list, and a place will be offered to the next person on the waiting list as and when a place becomes available.
- c) If an applicant is declined entry to a course, Administration advise the reasons and refers them to alternative programmes where possible.
- d) Administration ensures that any additional enrolment documentation is completed, if necessary and conducts student orientation.

6.3.3. RECORDING AND STORING STUDENT INFORMATION

- a) Current and pending enrolments: Administration is responsible for filing and storing securely all current student files and applications pending enrolment.

Each enrolled student file (hard copy) will include:

- The application form,
 - Evidence verifying eligibility to enrol and
 - Evidence confirming that entry criteria have been met.
 - Any cross credit, credit transfer and recognition of prior learning awarded and the evidence for the decision.
 - Applications for sick leave or other absences
 - Copies of any disciplinary warnings or other action such as dismissal
- b) Attendance records: Tutors record in soft copy and email to Administration the weekly attendance records for their class. Administration inputs the weekly attendance for each student onto the TEC on-line system.

For any programmes with students not funded by TEC, the attendance records for the duration of the course will be retained for at least 2 years.

For programmes where international students are enrolled QMS section 20.3.9 will apply.
 - c) On completion of the programme of study, Administration add the final results record to the student file (hard copy) and archive the file in a box identifying the name of the course and the date/ or year of the intake.
 - d) The data entered on the student database is kept secure by the backing up undertaken by the Manager Director.

6.4. RELATED RECORDS

Records detailing evidence for this section may, but not necessarily, include:

- Advertisements

- Web-sites
- Course brochures and pamphlets
- Student handbook
- Interview sheets
- Notes from interviews
- Student files
- Enrolment forms
- Prospectus