



Enrolment Policy

WEG-POL-ENR-001 | Version 1.1 | Effective 1 July 2025

Standards for RTOs 2025

Policy Reference	WEG-POL-ENR-001	Version	1.1
Standards	OS 2.1, OS 2.2 — Standards for RTOs 2025 ESOS NC Std 3	Effective Date	1 July 2025
Review Date	30 June 2027	Document Owner	RTO Manager
Approved By	Director of Operations	Status	Active — Current

Acknowledgement of Country

Wyatt Education Group acknowledges the Traditional Owners and Custodians of Country throughout Australia and their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the Elders past, present and emerging.

DOCUMENT CONTROL

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VERSION HISTORY

Version	Date	Author	Changes	Approved By
1.0	1 Jul 2025	RTO Manager	Initial issue	Director of Operations
1.1	14 Apr 2026	RTO Manager	Corrected: OS 2.1, OS 2.2; removed NC Std 2, 5	Director of Operations

1. PURPOSE

This policy establishes the enrolment framework for WEG, ensuring all students receive clear, accurate and timely information prior to enrolment. It ensures compliance with **OS 2.1** (Student information and pre-enrolment documents) and **OS 2.2** (Pre-enrolment suitability assessment) of the Standards for RTOs 2025, and ESOS National Code 2018 Standard 3 for international students.

2. LEGISLATIVE FRAMEWORK

Standard / Legislation	Relevance
OS 2.1 — Standards for RTOs 2025	Pre-enrolment information must be accurate, current and complete
OS 2.2 — Standards for RTOs 2025	Pre-enrolment suitability assessment — LLN and entry requirements
ESOS NC Std 3 — National Code 2018	Written Agreement required before accepting payment from CRICOS students
ESOS Act 2000	Provider obligations for international student enrolment
Privacy Act 1988 (Cth)	Collection of student personal information

3. PRE-ENROLMENT INFORMATION (OS 2.1)

WEG provides all prospective students with: course name, qualification code, duration and mode; total fees and refund conditions; entry requirements; student support services; complaints and appeals processes; and for CRICOS students, the Written Agreement (WEG-DOC-WRA-001) before any payment is accepted.

4. SUITABILITY ASSESSMENT (OS 2.2)

WEG conducts a pre-enrolment LLN (Language, Literacy and Numeracy) assessment for all applicants. Applicants who do not meet the minimum threshold are advised and directed to support services or alternative programs. No enrolment proceeds without satisfactory LLN assessment or documented reasonable adjustment.

5. ENROLMENT PROCESS

1. Applicant submits WEG-FRM-ENR-001 → 2. LLN assessment conducted → 3. RTO Manager reviews and approves/declines → 4. Written Agreement issued to CRICOS students before payment → 5. Student onboarded in Axcelerate and CoE issued (CRICOS).

6. RELATED DOCUMENTS

WEG-FRM-ENR-001 Enrolment Form | WEG-DOC-WRA-001 Written Agreement | WEG-POL-REC-001