

RTO Enrolment Procedure

AMS-AUS-PR-003-0001



Scope

To establish and implement a fair, consistent and non-discriminatory enrolment process in accordance with the Standards for Registered Training Organisation 2025. This procedure relates to the following Standards for NVR Registered Training Organisation 2025: Standard 2.1 and 2.2. AltradSkills is an enterprise RTO as such learners are working within the organisation. All learners will be considered inline with the applicants current skills, knowledge and LLND proficiency.

Process Map

Not required.

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Procedure

1. Pre-enrolment Information

Prior to completing the enrolment process, learners will have access to the AltradSkills Learner handbook and course information to ensure they can make an informed choice around their learning. All AltradSkills courses have an enrolment process, this process will generally cover the following:

- Any specific course enrolment requirement. Learners undertaking training High Risk Work Licensing units, are subject to the government determined age requirement for assessment, being that they must be 18 years or older on the date of assessment.
- Learner support – who can assist learner during their training and what type of support is available.
- Language, Literacy, numeracy and digital literacy (LLND) requirements – learners are required to complete a LLND assessment to ensure they can successfully achieve the training product requirements.

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- Skills recognition (Credit Transfer or RPL) – it may be that learners already have the skills and knowledge require to achieve the qualification or skillset. This will be discussed at enrolment.

2. Course Information

AltradSkills is an enterprise RTO that caters to Altrad's manpower training and mobilisation needs. Candidates are enrolled in Nationally Accredited courses[AB1.1], Non-accredited courses as well as Verification of competency (VOC) sessions based on the Training Needs Analysis of their position as well as project needs. Information on location, date, time, expectation and assessment process is provided to the learner, via email, at the time of enrolment.

3. Course Enrolment

Learners will be required to complete an enrolment form for all training products. The enrolment process must be completed prior to the commencement of any training course, and learners will be provided feedback on their suitability for the training.

4. Special Needs

Learners intending to enrol for training are requested to advise of any physical or other impairment/ needs (e.g. English language difficulties, dyslexias etc) which may adversely affect their ability to successfully undertake the training.

Some training and assessment courses will require candidates to complete a "fit for work declaration," be confident working at heights and entering confined spaces. Please refer to AMS-AUS-PR-003-0021 RTO Access and Equity Procedure.

5. Language, Literacy, Numeracy and Digital Literacy (LLND)

AltradSkills is committed to assisting candidates with differing learning abilities to succeed. A learner's individual needs will be assessed via language, literacy, numeracy, and digital literacy (LLND) assessment. Requirements such as alternative formats and adaptive technology will be identified and provided where practicable. Feedback to learners will be provided on their suitability for training.

All assessment materials and courses are delivered in the English language, consistent with workplace requirements. Any LLND concerns should be discussed with AltradSkills prior to enrolment.

6. Skills Assessment

It is imperative that all learners have skills and knowledge that will allow them successfully achieve the outcome of the training. A skills assessment will be completed and feedback will be provided around training suitability.

7. Reasonable Adjustment

Learners are responsible for the disclosure of any special needs prior to enrolment. Candidates who identify themselves as having a disability or special need will be referred to the RTO Compliance Coordinator/ RTO Manager to discuss any potential need for reasonable adjustment.

Reasonable adjustment such as modifications to the learning environment, teaching methods or assessment conditions (where practicable), may be implemented.

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If there are any limitations to the support AltradSkills is able to provide, this will be discussed with the candidate.

AltradSkills cannot compromise the standards of inherent course requirements.

8. Enrolment Form

In order to provide training and assessment services, all candidates are required to complete AMS-AUS-F-0566 RTO Application for Enrolment Form, or complete Online Enrolment form that automatically feeds learner details into the Student Management System (PowerPro).

Personal and sensitive information is collected in accordance with AMS-AUS-PR-003-0004 RTO Privacy and Data Protection Procedure and maintained in accordance with AMS-AUS-PR-003-0007 RTO Records Management Procedure.

9. Proof of Identification

In order for AltradSkills to ensure AQF certification documentation is issued to the candidate confirmed as attending the course, AltradSkills requires candidates to establish their identity as part of the enrolment process. Acceptable Identification includes:

- Passport
- Driver license
- 18+card
- High Risk Work License (HRWL)

10. Cancellation

AltradSkills may, due to unforeseen circumstances, be required to cancel or postpone a course. Where AltradSkills is unable to provide, AltradSkills will offer the learners the opportunity to transfer to an equivalent course.

Candidates remain enrolled until they have:

- Achieved competency in all units enrolled.
- Completed all course requirements.
- Formally withdrawn from the course
- Had their enrolment cancelled with AltradSkills?

Key Related Documents

Reference Number	Document
AMS-AUS-PR-003-0021	RTO Access and Equity Procedure
AMS-AUS-PR-003-0004	RTO Privacy and Data Protection Procedure
AMS-AUS-PR-003-0007	RTO Records Management Procedure
AMS-AUS-F-0566	RTO Application for Enrolment Form

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Revision Details

Rev No.	Date	Details of the Amendments	Prepared	Reviewed	Approved
00	22/01/2025	Update AMS Number with the new numbering system. Old AMS No. AMS-AUS-PR-03-27 RTO Enrolment Procedure	Document Controller	Riannon Capelinha	Aaron Smith
01	16/10/2025	Updated documents to comply with RTO NVR Standards 2025, and current enrolment process.	Amit Bahl	Aaron Smith	Aaron Smith
02	19/06/2026	Updated upon consultation with RTO consultant	Sheevaun Gallacher	Emma Trzop	Aaron Smith