

PURPOSE:

To ensure that enrolments are conducted and recorded to meet the needs of Montessori World Educational Institute (Australia) Inc. and accreditation requirements.

SCOPE:

This process applies to every application for enrolment in training offered by the Montessori World Educational Institute (Australia) Inc.

DEFINITIONS:

Montessori World Educational Institute (Australia) Inc (hereafter referred to as the Montessori Institute)

Student -fee paying client enrolled in a Montessori Institute course of training

Vocational Education and Training-VET

RELATED DOCUMENTS:

Standards for Registered Training
Organisations (RTOs) 2025 (the Standards)
Education Council
Freedom Information Act 2010
Age Discrimination Act 2004
Disability Discrimination Act 1992
Racial Discrimination Act 1975
Sex Discrimination Act 1984.

Montessori Institute Code of Practice
P.001
Financial Management P.003
Academic Integrity P.008
Training and Record Management
P.015
Conducting Assessment P.020
Administration Handbook
Montessori Institute Enrolment Form
Montessori Institute Strategic Plan

**STEP
#**

PROCESS

1. **Enrolment Process**
Information about training delivery and assessment will be provided to each student prior to enrolment.
All enrolments will be managed at the Montessori Institute offices (Perth) and all enquires and the registration in all courses will be conducted through this office.
Fee structure including refund policy, workshop and other costs will be fully explained prior to enrolment.
The Montessori Institute has a commitment to access and equity and will not discriminate on the basis of age, disability, religion, race, sex, intersex status, gender identity and sexual orientation.
Selection to the Diploma ECEC program is dependent upon formal assessment of applicants to:
 - hold a CHC30121 Certificate III in Early Childhood Education and Care or
 - hold a CHC30113 Certificate III in Early Childhood Education and Care.
 - Verbal and Written Interview

Document Control Information

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Type	Process	Subject	Enrolment		
Version	9	Revision Dates	May 2002	24/9/2014	2/10/2019
Location	Policy and Procedures File		18/9/2005	21/6/17	7/3/2023
			26/08/2010	23/04/2018	6/8/2024

	<u>Selection to the Certificate III program</u> is dependent upon formal assessment of applicants will require: • Australian High School Certificate (completion of Year 12, including General English minimum) or evidence of one year tertiary study in an Australian Institution. • Verbal and Written Interview <u>Selection to the Award in Montessori Studies</u> program is usually on recommendation of their employer but generally applicants will have: • Teaching Qualifications • Employment in Montessori educational environments Enrolment documents are sent to prospective student and details noted so that future information in relation to workshops can be mailed.
2.	Enrolment Upon receipt of enrolment application: • Check that application form and other documents [e.g. Consent Form (Freedom of Information)] are fully completed, signed and dated • Verify acceptable 'level of education' and/or literacy assessment • Receipt Money • Ensure student has provided a verified USI • Enter student details on student register and record card • Establish a folder in 'Student' section of filing system for the student to house application form and supporting documentation, correspondence, records of completion of course requirements • Enter student details on the Student Management System • Assign student to tutor or trainer • Prepare appropriate course material and send to student • Add student to 'mail out' lists
3.	Advise Tutor Send to trainer/tutor: • Copy of student's application form • Student Study Plan/Record form • Tutor's claim form
4.	Non-Acceptance into a nominated course If a student does not meet the entry requirements or the response to interview questions is unsatisfactory to enrol in the nominated course: ▪ Refer enrolment application to National Director ▪ If the Montessori Institute cannot accept the enrolment into the nominated course, offer student enrolment into one of the lesser courses as a pathway to future learning.
5.	Refunds Please see Refund policy

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6.	Cancellation of Enrolment Students who are found to have breached the Academic Integrity Policy or Montessori Institute Code of Practice may have any one or a combination of the following penalties imposed against her/him. • Cancellation or deprivation of credit for any examination or other academic work, which will entail a FAIL grade being assigned to a student's academic record; • Suspension of all or any of a student's rights and privileges including, ◦ suspension from attending lectures and workshops ◦ suspension from attendance at or exclusion from any examination; ◦ exclusion from Montessori Institute Courses for a specified period ◦ refusal of re-enrolment as a student Students under investigation for academic misconduct or other breaches of discipline will not be eligible to graduate until the matter is resolved. Appeals against decisions can be made in accordance with 'Assessment Appeals'. Details of appeals will be recorded in the Appeals Register.
7.	Extension or Deferral of Course Students must be enrolled in at least ONE unit/module per semester to maintain active enrolment in the course. Units/Modules have end dates each Semester after which, if work is not completed, will be recorded as a fail. Students will need to re-enrol and pay the Module fee again. Any work completed to a satisfactory standard before this time, may be credited upon re-enrolment. A pass mark of 65% is required for all modules, assessments and examinations in Higher Education courses. For VET courses students must achieve competency in all assessments. In some circumstances, enrolled students are able to request in writing an extension or deferral of up to one (1) year of the course duration. If further extension of the course is required, fees will be charged. * Note: Students will be required to re-attend any training days/workshops not attended within the last four years.

AUTHORISED BY: Board of Management Chairperson: Samantha Leyton 6/8/2024  Samantha Leyton - Chairperson	ISSUED BY: National Director 
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