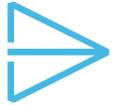


Student Entry Procedure

Adamattrin Pty Ltd as Trustee for Mesaric Family Trust T/A Forme Education

[ABN: 43 288 767 600 ACN: 130 686 001]
[RTO No. 31744]



Student Entry Procedure

Thank you for your interest in becoming a student of Forme Education.

We are proud of our fair and transparent entry procedures that define the process our college takes in defining a prospective student's suitability to enrol in a VET course of study.

Forme Education is committed to providing and promoting non-discriminatory and inclusive enrolment practices and processes to provide equal opportunities for everyone to achieve their learning outcomes.

Please note that Forme Education is required to keep all applicant and student records for 5 years. We may provide this information to Government Department(s) upon request.

The Learner Provides

For learners to successfully complete an online course with Forme Education they need a suitable device eg. Computer, smart phone, broadband/internet connection, tablet or an Ipad. They also need appropriate word processing and spread sheet software.

Initial Conversation

To initiate the process of entry, we ask applicants to engage in a phone conversation with a Course Consultant. The conversation will focus on the applicant's career & development goals to help determine the student's motivation for online study.

The academic consultant may ask questions relating to the below topics:

- + Previous education
- + Career objectives
- + Current or past work experience
- + Personal goals and aspirations
- + Courses offered by Forme Education
- + Resources offered to all students of Forme Education

During the discussion the prospective student should demonstrate a strong desire for the content matter of the VET course of study they are considering applying for. The student should be able to confidently dedicate a certain number of hours to study per week in the pursuit of completing their course.

In discussing previous work experience, the student may speak to the current competencies and position they hold. In addition, prospective students should demonstrate their commitment in their career and be able to articulate how they believe certification will propel them to meet their personal goals and aspirations.

Information collected during this discussion will support the Course Consultant's ability to ascertain whether or not the applicant is suited to undertake a VET course of study.

Forme Education is committed to ensuring that all students are given the best chance of achieving a qualification. For this reason, they may advise applicants to consider alternative career or course choices if there is reasonable doubt about an applicant's aptitude to manage the course work at the level indicated.

Academic Suitability

In order to verify an applicant's academic suitability to undertake the level of study for the course they are applying for, we will require all applicants to:

1. Provide a copy of their previous educational qualifications, eg, Year 10 (for Certificate III or IV courses) or Year 12 or higher (for Diploma courses),

OR

2. Complete a skills test in language, literacy and numeracy (if necessary). This will be determined following an interview with one of our Educators.

3. Provide a copy of a resume or reference to demonstrate current paid or voluntary employment (minimum 10 hours per week)

OR

4. Provide a copy of a resume or reference to demonstrate suitable vocational competence within a business environment.

All students will be interviewed by one of Forme's Educators to assist Forme Education in determining their suitability to undertake the course requirements, and determine any specific support needs.

Enrolment Confirmation

Subsequent to the initial conversation and prior to finalising an enrolment application, all prospective students are provided with and required to read and agree to Forme Education's policies and procedures as contained in the Student Handbook, the Withdrawal and Refund Policy, the Complaints and Appeals policy and procedure.