

Clota Cottage Policy

Title	<i>Enrolment Learn Local Courses</i>
Ratified	<i>(date)</i> <i>Refer Committee of Management Minutes</i>
Scheduled Review Date:	
Version Number:	1.0

Objective	This policy outlines the principles for managing applications from Learners wishing to undertake pre-accredited courses.
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Scope	All learners applying for positions in a Learn Local course Manager Office Admin Learn Local tutors
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Policy	<ul style="list-style-type: none"> • Clota Cottage Neighbourhood House supports the principle that all members of the community have the right to access Clota Cottage pre-accredited courses, regardless of gender, age, culture, disability or disadvantage. • Clota Cottage aims to manage enrolments from individual students in the most efficient and effective manner. • Clota Cottage Neighbourhood House staff will inform students prior to enrolment about course fees and charges, eligibility for government funding and course content any prerequisites, manuals or special requirements. Information about Clota Cottage Courses and enrolment requirements will be available on the Clota Cottage website and in the Clota Cottage Neighbourhood House course guides.
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Definitions	N/A
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Relevant Legislation	
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Related Documents	Department of Education and training Higher Education and Skills Group Common Funding Agreement VTG Guidelines about fees VTG Guidelines about determining student eligibility and supporting evidence Enrolment Procedure Access and Equity Policy
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	Course Enrolment Form Fees and Charges Policy
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