	MANAGEMENT SYSTEM	Manual	Type/Number
		Business	QPP022
		Name	
		Participant Registration & Induction	

1. Purpose

This procedure is designed to ensure that Safetynet Management Solutions complies with the requirements of SNR Standards in relation to participant registration and induction.

2. Scope

These procedures apply to all Safetynet Management Solutions sites providing training, assessment, and recognition services.

3. References

- QPP001 Administration and Records Management
- QPP016 Access and Equity
- QPP021 Recognition of Qualifications Issued by Other RTOs
- QPP023 Recognition of Prior Learning/Recognition of Current Competency

4. Procedures

4.1 Selection Criteria

A range of selection criteria is used to select participants for entry into courses. Information used as selection criteria may include relevant skills, experience and career plan. Participants will be required to address set selection criteria provided on the booking on-line page.


Various courses may have different selection criteria. For some government-funded courses education level, age and employment status may be part of the selection criteria. In this case the selection criteria will be advertised.

Refer to the Course Information provided on the Safetynet Management Solutions (www.safetynet-solutions.com.au) web page for entry requirements ie. Pre-requisites per qualification.

Selection criteria are related to:

- The ability to complete the course. This may be demonstrated by the applicant supplying evidence for the following:
 - a. previous education and training;
 - b. paid or unpaid work experience; or/and
 - c. Life and community experience.
- Why the applicant wishes to register in the course and how the course is relevant to personal goals.
- Any further evidence to support their application.

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4.2 Registration

Participants are required to register on-line (www.safetynet-solutions.com.au) prior to commencement of training offered by Safetynet Management Solutions.

General Public/Distance Delivery Courses

Participants will need to book on-line and accept the terms and conditions.

Corporate Courses

Participants on corporate courses will be provided with the on-line booking page link to register only. Acceptance of terms and conditions are detailed within the client proposal.

4.3 Induction

Participant induction will be undertaken prior to the commencement of training and assessment for all courses and qualifications provided by Safetynet Management Solutions. The induction process includes detailed explanations of the following:

- Name and contact details of Safetynet Management Solutions and training representative;
- Overview and objectives of the course;
- Assessment requirements;
- Work health and safety considerations (face-to-face/blended courses);
- General participant behaviours; and
- Access to Participant On-line Information:
 - a. RPL/RCC process;
 - b. Participant/Assessor responsibilities;
 - c. Record keeping and access to records;
 - d. Assessment procedures and evidence collection
 - e. Qualification to be issued;
 - f. Grievance and complaints process; and
 - g. Learning and assessment outline for the qualification.