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Accredited Student Enrolment Policy

1. Purpose

Aspen Medical Training is committed to providing all VET students and employers with clear, current, and accurate information before a student decides to enrol. This policy is to ensure that all enrolment practices undertaken by Aspen Medical Pty Ltd RTO #88188 (Aspen Medical Training) are transparent, equitable, and compliant with Standards 2.1 and 2.2 of the Standards for Registered Training Organisations (RTOs) 2025.

This policy sets out the principles used to provide accurate information to prospective students; to confirm suitability for training, and to ensure that every student is fully informed about their rights, responsibilities, and obligations before enrolment.

2. Scope

This policy applies to all new and returning VET students enrolling in Australian Qualifications Framework (AQF) training products delivered directly by Aspen Medical Training. It applies to both individual and group enrolments facilitated through Aspen Medical Training’s student management system (aXcelerate), whether initiated by individual learners or employers on behalf of employees or volunteers. Note that Aspen Medical Training has no third-party agreements in place.

3. Definitions and Abbreviations

Abbreviation	Definition
Accredited short course	An Aspen Medical Training course consisting of one or more clustered AQF Units of Competency.
Aspen Medical Training (Aspen Medical Pty Ltd RTO #88188)	The registered training organisation which facilitates training services for Aspen Medical clients.
Assessment	The process by which an NVR registered training organisation, or a third-party delivering services on its behalf, collects evidence for the purposes of determining whether a VET student is competent to perform to the standard specified in the training product.
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in Australian education and training.

AVETMISS	The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) for VET providers is the data standard for the National VET Provider Collection and the VET in Schools Collection, which collects training information from government funded and privately-operated training providers.
LLND	LLND stands for Language, Literacy, Numeracy and Digital skills. It covers the ability to read, write, use numbers and work with digital tools and technology.
NCVER (National Centre for Vocational Education Research Limited) Privacy Notice	The privacy notice which must be provided to VET students prior to the collection of their information which discloses how NCVER uses the student's information, which is provided to NCVER by RTOs via AVETMISS reporting.
Trainer/Assessor	A trainer or assessor who delivers nationally recognised courses on behalf of Aspen Medical Training.
Registered Training Organisation (RTO)	A provider and assessing institution of nationally recognised training which has been registered by the National VET Regulator under the National Vocational Education and Training Regulator Act 2011 to: <ul style="list-style-type: none"> i. deliver and assess nationally recognised training, ii. issue nationally recognised qualifications and statements of attainment, and iii. apply for government funding to provide VET services.
Standards for RTOs	The standards made under subsection 185(1) of the National Vocational Education and Training Regulator Act 2011, being the Standards for RTOs 2025.
Student	A person undertaking Vocational Education and Training.
Training product	An AQF qualification, a skill set, a unit of competency, accredited short course or module.
VET	Vocational Education and Training.

4. Provision of Informed Choice

Aspen Medical Training ensures that every student has the opportunity to make an informed decision about their chosen training product.

Information is written in plain language and is accessible on the Aspen Medical Training website and through all relevant communication channels. Before any enrolment or individual student payment is processed, students are provided with full details of their training product, including course code and title, delivery mode, duration, location, commencement and completion dates, entry requirements, assessment methods, fees, refund conditions, required equipment or materials, and available support services.

In situations where an employer or other organisation arranges group enrolments, Aspen Medical Training ensures that each student, rather than the employer, receives and acknowledges all relevant enrolment information.

Each student must individually review Aspen Medical Training's terms and conditions, agree to privacy and data-sharing arrangements, and sign their own enrolment declaration. If any change occurs that may affect a student's training, Aspen Medical Training will inform affected students as soon as practicable.

5. Assessment of Student Suitability

Aspen Medical Training ensures that the suitability of each student for their selected training product is reviewed prior to the commencement of training. This includes assessing the learner's Language, Literacy, Numeracy, and Digital (LLND) skills, prior qualifications, experience, and overall readiness to participate in training.

Each student's Language, Literacy, Numeracy and Digital (LLND) skills relevant to the level of the training product are assessed as part of the pre-enrolment process. Results are used to confirm suitability and identify if additional support or reasonable adjustment is required.

During the pre-enrolment process, students are encouraged to disclose areas where they may require support.

6. Student Rights and Obligations

Aspen Medical Training ensures all students are informed of their rights and obligations prior to enrolment, including refund and withdrawal conditions, complaints and appeals, privacy, USI requirements, and participation expectations. This information is publicly available on our website for students to review prior to enrolling. Students are redirected to this information during the pre-enrolment processes and must confirm they have read and understood this information by signing and submitting their enrolment declaration.

7. Verification and Record Keeping

Aspen Medical Training collects and maintains all enrolment records securely in accordance with privacy legislation and data-retention requirements. Each signed enrolment form, declaration, and LLND assessment result (including historical data) is stored in the student's file portfolio.

8. References

- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025
- National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025