
Enrolment POLICY

APPLICATION

Students will enrol in a course before the commencement of the course unless transferring from another training body.

OVERVIEW

Master Builders SA is committed to ensuring that enrolling students are provided with necessary, timely and accurate information that relates to the requirements of the training program, payment, policies and procedures and responsibilities of the student.

Information provided by the student at enrolment will be confidential.

Students will be inducted into the course and orientated to the facility in the first session of their course. This will include information about:

- Policies and procedures
- Equal opportunity
- Complaints and appeals
- Code of conduct
- Assessment
- WHS implementation

Master Builders SA have a clearly defined enrolment process of which students are informed at the time of application. All enrolments for training programs offered by the Master Builders Association SA Inc (Master Builders SA) will be acknowledged within seven (7) days of receipt and confirmation will be sent to the contact person nominated on the enrolment form (providing enrolment is received at least 9 days prior to commencement of training).

DEFINITIONS

FOR THE PURPOSE OF THIS PROCEDURE:

Student – a person who has completed and lodged an enrolment form with MBASA in order to undertake training.

Training program – a program (also known as a learning program, module, course) developed by MBASA or a third party.

Master Builders SA – Master Builders Association SA Inc

RESPONSIBILITIES

Students are responsible for completing enrolment requirements prior to the commencement of the course.

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Enrolment POLICY

Master Builders SA is responsible to ensure that prospective student are fully informed prior to submitting and application for enrolment

Master Builders SA is responsible for maintaining appropriate records of enrolments

RELATED MBASA SYSTEMS, POLICIES AND PROCEDURES:

- Enrolment Forms
- Enrolment procedures

Administration	
Authority:	Master Builders Association (SA) Inc Coordinator
Approved	Sam Robinson, Training Coordinator
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