PROCEDURES

Enrolment and Pre-Training Review Procedure

- Step 1: Enquiry and written Pre-Enrolment Information Pack.
- Step 2: Free suitability review of skills, competencies, LLN and digital literacy (Standard 2.2).
- Step 3: Honest advice on suitability, including alternatives.
- Step 4: Enrolment Agreement issued before any fees are payable.
- Step 5: Orientation, USI verification and Training Plan within week one.

This summary is provided for student information under the Standards for RTOs (Outcome Standards) 2025. The full controlled version of this document is issued in the Pre-Enrolment Information Pack and is available at any time from info@caqa.edu.au or 1800 266 160.