

Policy Enrolment and Entry Requirements

Policy Statement

Royal Life Saving Society Western Australia (RLSSWA) ensures that individuals who wish to participate in our vocational education and training courses have the appropriate skills and abilities to successfully engage in the training and fulfill course requirements.

This policy ensures that any pre-requisite course requirements are identified prior to enrolment ensuring that the minimum conditions for successfully participating in training are identified and applied to the enrolment process. This ensures that students are appropriately matched with the applicable course and are suitably positioned to progress through the course requirements.

Scope

This policy applies to all students seeking to enrol in our nationally recognised units of competency, skill sets and qualifications.

Access and Equity

RLSSWA is committed to upholding the principles of access and equity, while recognising that certain units of competency require certain pre-existing abilities for successful completion. These could include physical abilities, language, literacy and numeracy and completion of pre-requisite units.

Workplace Skills

The vocational education and training sector provides students with workplace knowledge and skills. Training and assessment pathways are applicable to a broad range of students either seeking a course of study while still at school to create a career pathway or for individuals at various phases of their professional life looking to gain new knowledge and skills to either support their current job role or to advance to new career pathways.

Duty of Care

RLSSWA acknowledges that some of the training courses offered relate to job roles which contain a duty of care towards others in the workplace. These job roles come with significant responsibility in preventing and/or responding to serious incidents impacting the health and safety of others. Individuals undertaking these courses must meet the minimum age and fitness requirements in line with industry standards for each applicable job role.

The employability requirements for individuals working in the sport, aquatic and recreation industry include the ability to swim, the ability to deal with emergency situations and the ability to problem solve and adapt to rapidly changing situations.

Language, literacy and numeracy (LLN)

RLSSWA acknowledges the language, literacy and numeracy (LLN) requirements fundamental to each course and the applicable job role. RLSSWA will not compromise the inherent requirements of the unit of competency during the assessment process. These minimum LLN requirements, where reasonable adjustment cannot be applied, must be met by students participating in the applicable course.

Digital Literacy

The digital literacy required for each job role associated with each of RLSSWA's vocational education and training courses must be met by the student. The training pathway for each course will simulate this requirement to prepare students for the digital literacy requirements of the workplace.

Pathways to nationally recognised training

RLSSWA offers various community training pathways to develop swimming and lifesaving skills. These programs offer a structured pathway for students in adequately preparing them to undertake vocational education and training courses. These courses help develop the core fundamental requirements specified by certain units of competency.

The foundation skills essential to performance are outlined in each unit of competency. Students require these essential skills for successful participation in work, education and community life. The foundation skills training package offers students a training pathway to acquire these skills prior to enrolling in a course with RLSSWA.

Course Entry Requirements

The following course entry requirements apply to RLSSWA nationally recognised training.

Overseas Students

RLSSWA cannot provide nationally recognised training to overseas students holding a student visa. Students must be Australian citizens, permanent residents or temporary residents holding an approved visa. Those with working holiday visas that permit study in non-CRICOS registered organisations can join RLSSWA training courses.

Physical Abilities

RLSSWA recognises that certain units of competency require physical abilities as part of the inherent requirements of the unit. Examples include swimming skills or the ability to perform CPR on a manikin placed on the floor.

Pre-Requisite units

RLSSWA will ensure that students hold any pre-requisite unit/s prior to undertaking any units which requires completion of the specified knowledge and skill contained in the pre-requisite unit.

Age

RLSSWA recognises that certain job roles require students to have reached a certain age to successfully participate in training and undertake the required job role which includes a duty of care, LLN requirements and industry recognised standards.

Course type	Recommended minimum age
Pool Lifeguard	Sixteen years of age
Swimming Teacher	Seventeen years of age (enrolment may occur at 16 years and 9 months)
Aquatic Technical Operator	Eighteen years of age
Traineeships	Fifteen years of age
First Aid & CPR courses	Fifteen years of age

Eligible school aged students must meet the LLN, digital literacy skills and physical requirements in accordance with the Training and Assessment Strategy for each nationally recognised course, in addition to satisfying the minimum age requirements. These specifications ensure that each student is offered a learning pathway which appropriately meets their skills and abilities and prepares them for the workplace in accordance with the legal working age specifications.

RLSSWA recognises that in exceptional circumstances a student may wish to commence a course of training prior to meeting the specified age requirements. The student would need to substantiate in writing that they are suitably ready to commence with the training, meet the course requirements and provide the rationale for early entry into the course. This request would require approval from the General Manager Operations or the RTO Compliance Coordinator. Appropriate approvals, in writing, from the student's parents/carers/guardians would also be required.

Informing Students

Course eligibility requirements will be present on RLSSWA's website and shared with individuals making group bookings. A Pre-Enrolment checklist will assist students in identifying the required skills and readiness for the training against common workplace tasks for the applicable job role or workplace practice.

The individual/s facilitating the group bookings process will be provided with course information and directed to the RLSSWA website. They must confirm that these students align with the enrolment requirements.

Associated documents

- Policy Access and Equity

Version Control			
Policy created	June 2023 – new policy	Version Number	1.0



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