

Enrolment Checklist

Student Name:		Course Enrolment:	
Document	On File	Document	On File
Enrolment form		Student Agreement	
All Fields completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	All sections completed with accurate course details	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signed and dated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signed by the student	<input type="checkbox"/> Yes <input type="checkbox"/> No
USI provided or USI Authority provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	Agreement and arrangements provided for fee payment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Initial Skills Assessment		LLN Assessment/Intake Test	
All Fields completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Assessment completed	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Signed by student Assessed and signed by assessor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Signed by Admin Team	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Appropriate rationale for enrolment into the course provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	Assessment completed	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Additional support plan documented (where applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
ENROLMENT IS NOT COMPLETE UNTIL ALL REQUIREMENTS HAVE BEEN MET			
Data Entry	Completed	Date	Initial
Added student to Student Management System	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Invoice issued and sent (attach to file)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Apply credits for UOC	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Add USI	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Enrol in a relevant course	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Add to relevant timetable or trainer group	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Enrolment Confirmation Letter sent (once all paperwork from 1 st page has been finalised)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Issued invoice	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Staff name	Position	Signature	Date