



Australian Institute of
Technology Transfer



AITT Student Commencement Policy

AITT RTO 50834

Supporting AITT's mission to create tailored, individualised learning pathways for students while addressing emerging industry skills needs.

December 2025

V2.0

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Policy Title: AITT Student Commencement Process Policy

Policy Owner: Chief Executive Officer

Policy Version: 2

Approval Date: December 2025

Review Date: December 2027

1. Purpose

The purpose of this policy is to ensure that students do not commence nationally recognised training or assessment with AITT unless all required administrative, compliance, and eligibility requirements have been satisfied.

This policy supports AITT's duty of care obligations and ensures that students are appropriately informed, eligible, and prepared to commence their training in accordance with the Revised Standards for RTOs 2025.

2. Scope

This policy applies to all nationally recognised training products on AITT's scope of registration, including:

Qualification Code	Qualification Title
BSB30120	Certificate III in Business
BSB40120	Certificate IV in Business
BSB50120	Diploma of Business
BSB50420	Diploma of Leadership and Management
BSB50820	Diploma of Project Management
CHC30121	Certificate III in Early Childhood Education and Care
CHC50121	Diploma of Early Childhood Education and Care
TAE40122	Certificate IV in Training and Assessment
11263NAT	Certificate III in Work Skills for Career Enhancement and Management
11264NAT	Certificate IV in Work Skills for Career Enhancement and Management

3. Policy Statement

No student may commence nationally recognised training or assessment with AITT until all commencement requirements listed in this policy have been completed in full and verified by AITT.

AITT is committed to ensuring that students commence training only when they have been appropriately enrolled, informed of their rights and obligations, and assessed as suitable for the training product and delivery mode.

4. Student Commencement Requirements

Prior to commencing training or assessment, the following requirements must be met:

- A completed and processed enrolment form
- An issued invoice (where applicable)
- Provision of the Student Handbook, including information on fees, refunds, and student rights and responsibilities
- Completion of any course-specific or funding-related requirements, which may include (but are not limited to):
 - Language, Literacy, Numeracy (LLN) assessments
 - Course prerequisites
 - Trainer or assessor interviews

AITT will ensure that all required information is provided to the student in a clear and accessible manner prior to commencement.

5. Non-Commencement and Entry Refusal

Failure to comply with any of the commencement requirements outlined in this policy may result in a student being denied entry to training or assessment activities.

This may occur for reasons including, but not limited to:

- The student not being eligible to undertake the accredited training
- Potential breaches of:
 - Duty of care obligations
 - Work health and safety legislation
 - Australian Skills Quality Authority (ASQA) rules
 - Regulatory requirements applicable to registered training organisations
 - Insurance, indemnity, or liability coverage requirements

AITT will ensure that decisions relating to non-commencement are applied fairly, consistently, and documented appropriately.

6. Compliance and Recordkeeping

AITT will maintain records demonstrating that commencement requirements have been met prior to training delivery.

Records will be:

- Stored securely
- Retained in accordance with regulatory and organisational requirements

- Made available for audit or regulatory review if required

7. Monitoring and Review

This policy is reviewed:

- At least annually
- In response to changes in regulatory requirements
- Following audit findings, incidents, or identified risks relating to student commencement

Improvements are recorded and monitored through AITT's Continuous Improvement processes.

8. Approval

Policy Title **AITT Student Commencement Process Policy**

Policy Owner CEO – Hanif Kuthubutheen

Policy Version 2

Approval Date December 2025

Review Date December 2027

Approved By CEO – Australian Institute of Technology Transfer (AITT)

Signature 

Hanif Kuthubutheen

Chief Executive Officer

AITT