



Australian Institute of
Technology Transfer



AITT Policy on Under-Age Enrolments

AITT RTO [50834](#)

This policy outlines AITT's requirements for enrolling students under the age of 18 years to ensure duty of care, legislative compliance, and appropriate safeguards in accordance with the Standards for Registered Training Organisations (RTOs) 2025.

December 2025

V3.0

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Policy Title: AITT Policy on Under-Age Enrolments**Policy Owner:** Chief Executive Officer**Policy Version:** 3**Approval Date:** December 2025**Review Date:** December 2027**1. Purpose**

The purpose of this policy is to establish the requirements for admitting students under the age of 18 years into courses offered by Australian Institute of Technology Transfer (AITT).

This policy ensures that AITT, as a Registered Training Organisation (RTO), and its staff meet legislative, regulatory, and duty-of-care obligations when enrolling and supporting students who are minors, in line with the Standards for RTOs 2025.

2. Scope

This policy applies to:

- All students under the age of 18 years seeking enrolment with AITT
- All AITT staff involved in enrolment, training, assessment, and student support
- All courses and modes of delivery offered by AITT

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 Requirements for Under-Age Enrolments

AITT will only enrol a student under the age of 18 years where the following requirements are met:

- Written consent is obtained from the student's parent or legal guardian permitting enrolment
- The parent or guardian signs all relevant enrolment forms and related documentation together with the student
- The trainer(s) delivering the course are formally informed in writing that a student under 18 years is enrolled
- A pre-course session is conducted to ensure:
 - all enrolment and consent processes are completed; and
 - the student meets all pre-course and entry requirements
- Once enrolled, a clearly highlighted note is placed at the top of the student's communication log indicating that the student is under the age of 18
- Parents or guardians are kept regularly informed of the student's progress and any relevant matters
- All AITT staff working with students under the age of 18 years:
 - hold a Mandatory Reporting certificate; and
 - are aware of, and comply with, their legal obligations and reporting responsibilities

These requirements apply for the duration of the student's enrolment while they remain under the age of 18.

4. Duty of Care

AITT recognises its heightened duty of care responsibilities when enrolling and supporting students under the age of 18.

AITT will take reasonable steps to ensure the safety, wellbeing, and appropriate supervision of under-age students throughout their participation in training and assessment activities.

5. Monitoring and Review

AITT monitors compliance with this policy through:

- Review of enrolment documentation for under-age students
- Monitoring of communication logs and parent/guardian engagement
- Staff compliance checks relating to mandatory reporting requirements
- Internal audits and compliance monitoring activities

This policy is reviewed:

- At least annually
- In response to changes to legislation, regulatory requirements, or RTO standards

- Following incidents, complaints, or audit findings involving under-age students

6. Approval

Policy Title **AITT Policy on Under-Age Enrolments**

Policy Owner CEO – Hanif Kuthubutheen

Policy Version 3

Approval Date December 2025

Review Date December 2027

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

Signature 

Hanif Kuthubutheen

Chief Executive Officer

AITT