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| DOCUMENT TYPE | D |  |
| ACADEMIC | 1 | |
| TEACHING AND LEARNING | 1 | |
| INCOMING STUDENT | 1 | |
| NUMBER | 017 | |
| | | Policy Database Document Reference Number 111017D |

ENABLING COURSES PROCEDURE

| Parent Policy Title | Enabling Courses Policy | | | | | | | | | | | | | | | | | |
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| Associated Documents | Admissions Procedures – Special Entry and Access Schemes | | | | | | | | | | | | | | | | | |
| Preamble | Enabling courses are programs of instruction provided for the purpose of enabling a person to undertake a higher education course. | | | | | | | | | | | | | | | | | |
| General | The policy and procedures apply to areas of the University involved in conducting enabling courses and those students undertaking such courses. | | | | | | | | | | | | | | | | | |
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| 1. Approval of Enabling Courses | Approval is via the Programs Committee, a sub-Committee of the University Education Committee. The enabling course should demonstrate compliance with the relevant descriptor in the Schedule of La Trobe University Qualification Categories. | | | | | | | | | | | | | | | | | |
| 2. Conditions for enabling courses | <p>The two main conditions for students enrolled in enabling courses are:</p> <ul style="list-style-type: none"> • the student should be preparing to commence an award course funded by the Commonwealth. • the student must be provided with formal confirmation that satisfactory completion of the enabling course will qualify the student to apply for entry into a specified award course. | | | | | | | | | | | | | | | | | |
| 3. Advanced standing | Credit is not normally available for enabling courses. | | | | | | | | | | | | | | | | | |
| 4. Enabling course places and enrolments | The Minister specifies the number of Commonwealth Supported Places a provider will have with 'enabling loading' (funding) in its Funding Agreement. Providers can enrol fee-paying students in enabling courses without restriction. Such students may access FEE-HELP if they are Australian | | | | | | | | | | | | | | | | | |

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| | citizens (or holders of a permanent Humanitarian visa). |
| 5. Enabling Load | <p>The University's Commonwealth funded and reported enabling load is negotiated through the Course and Load Planning Sub-Committee process. The teaching load for Enabling courses must be included in the Faculty's load plan.</p> <p>Equivalent Full-Time Student Load (EFTSL) for the subjects in the program is estimated by comparison with the first year program for which the students are in preparation and reference to the Credit Points Policy and Procedures. This can best be achieved in terms of class hours</p> |
| 6. Funding | <p>Students in enabling programs do not make student contributions nor do they consume Student Learning Entitlement. Government funding is provided through Commonwealth Supported Places and a specific 'enabling' load.</p> <p>The calculation of the 'enabling loading' (funding) is available in Chapter 8 of the Administrative information for providers: Commonwealth Grants Scheme. Funding for enabling courses does not involve the usual model based on load in funding clusters.</p> |
| 7. Fee paying students | Students who enrol on a fee-paying basis cannot be formally enrolled nor reported to DEEWR. Successful fee-paying students receive a continuing education certificate with the University's armorial bearings (see Testamurs Policy). |
| Status | <p>Revised August 2011 (updated information, owner of policy, names of committees) and approved by Academic Board 14 September 2011, Minute 451.3.2.</p> <p>Prior approval (format) Curriculum Teaching and Learning Committee 25 February 2009; Academic Board 7/2007.</p> <p>The implementation of the latest version of these procedures supersedes all previous versions of these procedures.</p> |
| Approval Body | Academic Board |
| Initiating Body | Education Committee |
| Definitions | <p>Enabling Course Programs of instruction provided for the purpose of enabling a person to undertake a higher education course.</p> <p>DEEWR Department of Education, Employment and Work Place Relations</p> <p>HESA Higher Education Support Act 2003</p> <p>VET Vocational Educational and Training</p> |
| Date Effective | 14 September 2011 |

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| Author | Pro Vice-Chancellor (Educational Partnerships and Quality) |
| Contact person | quality@latrobe.edu.au |