

<b>DOCUMENT TYPE</b>	<b>D</b>	
<b>ACADEMIC</b>	<b>1</b>	
<b>TEACHING AND LEARNING</b>	<b>1</b>	
<b>INCOMING STUDENT</b>	<b>1</b>	
<b>NUMBER</b>	<b>017</b>	
		Policy Database Document Reference Number <b>111017D</b>

## ENABLING COURSES PROCEDURES

<b>Parent Policy Title</b>	Pathways and Enabling Courses Policy																		
<b>Associated Documents</b>	Admissions Procedures – Special Entry and Access Schemes																		
<b>Preamble</b>	Enabling courses are programs of instruction provided for the purpose of enabling a person to undertake a higher education course. The term does not cover courses leading to either a higher education or VET award.																		
<b>General</b>	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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<b>1. Enabling Load</b>	The University Commonwealth funded and reported enabling load is negotiated through the Profiles process. Potential enabling courses should be approved by Curriculum, Teaching and Learning Committee by mid-year to allow consideration of the enabling load through Profiles negotiation.																		
<b>2. Arranging an Enabling Course</b>	<p>Faculties wishing to offer an enabling course should confirm with the Management Information Unit (MIU) that the teaching load can be accommodated within the University's funded load. The deadline for the approval of an enabling course is a date in the year prior to that in which the enabling course will be offered as determined in the Administrative Guidelines from time to time.</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>																		

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<b>3. Approval of Enabling Courses</b>	Approval is via the Programs subcommittee of the University Curriculum, Teaching and Learning Committee. The enabling course should demonstrate compliance with the relevant descriptor in the Schedule of La Trobe University Qualification Categories. Once the programs have been approved, a submission should be made to the Planning Unit for allocation of enabling load.
<b>4. Conditions for enabling courses</b>	The two main conditions for students enrolled in enabling courses are: <ul style="list-style-type: none"> <li>the student should be preparing to commence an award course funded by the Commonwealth.</li> <li>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.</li> </ul>
<b>5. Enabling course places and enrolments</b>	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 citizens (or holders of a permanent Humanitarian visa).
<b>6. Advanced standing</b>	Credit is not normally available for enabling courses.
<b>7. Funding</b>	Students in enabling programs do not make student contributions nor do they consume Student Learning Entitlement. Government funding is provided by specific 'enabling' funding. The Government approves an allocation of 'enabling load' in the Profiles negotiations and this is specified in the University's Funding Agreement.  The calculation of the 'enabling loading' (funding) is available in Chapter 8 of the <a href="#">Administrative information for providers: Commonwealth Grants Scheme</a> . Funding for enabling courses does not involve the usual model based on load in funding clusters.
<b>8. Fee paying students</b>	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).
<b>Status</b>	Revised. Prior approval Academic Board 7/2007.  The implementation of the latest version of these procedures supersedes all previous versions of these procedures.
<b>Approval Body</b>	Academic Board 7/2007

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<b>Initiating Body</b>	Curriculum, Teaching and Learning Committee (endorsed new format 25 February 2009)
<b>Definitions</b>	<p><b>Enabling Course</b> Programs of instruction provided for the purpose of enabling a person to undertake a higher education course. The term does not cover courses leading to either a higher education or VET award.</p> <p><b>DEEWR</b> Department of Education, Employment and Work Place Relations</p> <p><b>HESA</b> Higher Education Support Act 2003</p> <p><b>VET</b> Vocational Educational and Training</p>
<b>Date Effective</b>	August 2007
<b>Next Review Date</b>	August 2011
<b>Keywords</b>	Enabling, course, articulation, admission, pathway
<b>Owner/Sponsor</b>	Deputy Vice-Chancellor
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