

This procedure must be read in conjunction and interpreted in line with the [Education Participation \(Enrolment and Attendance\)](#) policy.

1. OVERVIEW

- 1.1 The *Education Act 2004* (the Act) requires all children of compulsory education age living in the ACT to be enrolled with an education provider or registered for home education.
- 1.2 A child of compulsory education age enrolled with an education provider other than a school must meet the education participation requirements of the Act as well as the education provider's full-time participation (attendance) requirements (refer to Section 1.1 and Definitions within the *Education Participation (Enrolment and Attendance)* policy).
- 1.3 A child or young person may enrol in an education course with any of the approved education providers listed in this procedure, without requiring approval from the Director-General.
- 1.4 This procedure does not apply to post-Year 10 work-related training and employment alternatives. Participation in such work-related training and employment alternatives are subject to receiving an Approval Statement. Further information about work-related training and employment alternatives is available in the ACT Education and Training Directorate (the Directorate) *Post Year 10 Alternatives (work- related training and employment)* procedure on the Directorate's website at:
http://www.det.act.gov.au/publications_and_policies/policy_a-z.

2. RATIONALE

- 2.1 The ACT Government is committed to ensuring all children living in the ACT receive a quality education that meets their individual needs. This procedure outlines the education providers other than schools, in which children may enrol.

3. DEFINITIONS

- 3.1 In addition to the definitions detailed in the overarching *Education Participation (Enrolment and Attendance)* policy, the following definitions are specific to this procedure.

- 3.2 **Education course** refers to a variety of courses including study, vocational education and higher education undertaken with an education provider. The Director-General of the Directorate may approve additional education courses.
- 3.3 A non self-accrediting **higher education provider** is an organisation registered by a government accreditation authority to deliver an accredited higher education course.
- 3.4 A **Registered Training Organisation (RTO)** is an organisation registered by a state or territory registering body in accordance with the Australian Quality Training Framework (AQTF) Essential Conditions and Standards for Continuing Registration within a defined scope of Registration.

4. PROCEDURES

4.1 Registered Training Organisations

- 4.1.1 A child may enrol in an education course delivered by a RTO if the course of study leads to the completion of Year 10 or Year 12, or is a vocational education and training course.

4.2 Higher education providers

- 4.2.1 A child may enrol in a higher education course delivered by a non self-accrediting higher education provider registered to deliver accredited higher education courses.

4.3 Universities

- 4.3.1 A child may enrol in a higher education course delivered by a university that is established, recognised or approved as a university under law.

4.4 Complaints

- 4.4.1 Where there are concerns regarding the application of this procedure or the procedure itself, people should:
- contact the education provider in the first instance;
 - contact the Directorate's Community Liaison section; or
 - access the Directorate's *Complaints Resolution* policy, which is available on the Directorate's website at http://www.det.act.gov.au/publications_and_policies/policy_a-z.

5. PROCEDURE OWNER

Director, Training and Tertiary Education

For support in relation to this procedure please contact Training and Tertiary Education Branch on (02) 6205 9400.

6. RELATED DOCUMENTS

Education Participation (Enrolment and Attendance) policy

Complaints Resolution policy

Enrolment in ACT Public Schools procedure

Non-compliance procedure

Post Year 10 Alternatives (work-related training and employment) procedure

Review of Decisions policy