



Australian Alpine Training Institute

CLIENT RECRUITMENT SELECTION PROCEDURES

Marketing

The Australian Alpine Training Institute conducts training as a service to a business and industry. As a general principle, The Australian Alpine Training Institute will market registered courses only to potential clients. Members of the general public may also be accepted. Generally, priority will be given to people currently employed in the industry or who have been guaranteed employment as a result of training.

The Australian Alpine Training Institute may conduct training on a fee for service basis for other organisations from time to time, but only where it can be shown that the training is for the improvement of the industry and that The Australian Alpine Training Institute clients will not be disadvantaged.

Recruitment

Course participants will be selected on merit based on their assessed potential to absorb and successfully complete training requirements and an assessment of their long term commitment to the quality auditing industry. In some cases, course pre-requisites will apply. If necessary, tests of aptitude and interest may be conducted to assess applicants' suitability. All selection is to comply with equal opportunity guidelines.

Where special aptitude or similar tests are required for course participant's selection, suitable qualified or experienced individuals or organisations will conduct these procedures.

Encouragement is given to people from under represented groups to participate in training. In particular, The Australian Alpine Training Institute is endeavouring to increase the number of females working in the industry. We do not discriminate in our selection of students.

Course Participants Information

The Australian Alpine Training Institute will provide potential course participants and/or employers with up to date information about courses and training. This information will include:

| | |
|--|-----------------|
| Code of Practice | Form CoP |
| Admission procedures and criteria | Form I |
| Course fees | Form EMGIIncent |
| Qualifications to be gained from course | Form F |
| Competencies to be achieved by trainees | Forms Xx |
| Assessment procedures | Form I |
| Arrangements for recognition of prior learning | Form I |
| Complaints or appeal procedures | Form I |
| Student/client marketing info | Form EM3 |
| Student/client marketing info | Form EM |
| Scripting | Form X |
| Client services agreement | Form CPS |
| Marketing Fax Broadcast | Form FM |
| About Traineeships | Form EMIP & EM |
| What is Traineeship | Form WT |
| Refunds Policy | Form RF |
| Eligibility Checklist | Form echklist |
| Client Track Sheet | Form CTS |

Enrolments

This instruction applies to the enrolment of course participants.

Method

After the final selection, a list of successful applicants, including names, addresses and e-mail addresses is provided to the Administrative Coordinator. This list is placed in the Administration file for each course, in the filing cabinet. Alternatively these arrangements may be done by the client organisation on behalf of its employees.

- *A letter of confirmation and course materials is sent to the course participants. Course participants are required to accept, sign and return a copy of the training contract by a specified date and retain a copy for their own records; this process is handled by the NAC.*
- *The return of the signed copy constitutes formal enrolment in the learning program and initiates the compilation and delivery of the study pack.*
- *Copies of confirmation are then downloaded from OTTEs web site from the database named Delta. These contracts are kept in the course participants files.*

The course participant's names are entered in the The Australian Alpine Training Institute training administration system.

Self-funding course participants will be charged normal course fees for members enrolling in registered packages/courses within the proposed Scope of Registration.

Corporate clients will be charged fees on behalf of course participants who are sponsored by them or who are placed with them for assessment purposes. Course delivery/assessments will be designed to provide for the range of course participants backgrounds with respect to language and literacy. Course information delivery will also cater for diverse groups and their needs in line with the company commitment to communication as one of its core values.

Selection criteria and processes will be in line with The Australian Alpine Training Institute commitment to ethical dealings as one of its core values.