



Student Enrolment and UAN Compliance Policy and Procedure

1. Purpose

This policy outlines the process for ensuring that a compliant and consistent Unique Student Identifier and Assessment Needs (UAN) process is followed for every prospective school student. It supports Flight One – School of Engineering's obligations under the Funded Activities Agreement and the requirements of the South Australian Skills Commission.

2. Scope

This policy applies to all staff responsible for or involved in student enrolment, support, and administration related to school-based VET programs delivered under government funding arrangements.

3. Policy Statement

Flight One – School of Engineering is committed to conducting all UAN processes in a timely, accurate, and compliant manner. This includes verifying student readiness, assessing support needs, ensuring accurate data entry, and completing all VETRO requirements before the creation of a training account.

4. Procedures

4.1 Collaboration with Referring Schools

- The Enrolments Coordinator or Student Support Officer liaises directly with each student's school and VET Coordinator.
- Schools are responsible for providing all necessary documentation, including LLN indicators, attendance reports, and existing support plans.
- All UAN assessments are conducted under the direct supervision of Flight One staff.

4.2 Pre-Assessment Activities

- Students are required to participate in an industry immersion activity such as a "Come & Try Day" or provide evidence of relevant aviation engineering work experience.
- These activities inform both the student's suitability and readiness and provide evidence for the VETRO and UAN assessment processes.

4.3 Staff Training and Resources

- All relevant staff are trained in:
 - UAN system operation and compliance requirements
 - Accurate and timely data entry
 - Legislative and privacy responsibilities
- UAN training is part of all new staff inductions and updated through annual professional development.
- Process checklists and job aids are available to ensure accuracy and consistency in UAN submissions.

4.4 Staffing and Continuity Management

- Flight One maintains a pool of trained staff to manage UAN processing throughout peak periods or staff absences.
- Staff with UAN responsibilities include:
 - Student Support Officer
 - Enrolments Coordinator
 - Administration Officer
- Cross-training is provided to ensure coverage across roles.
- The Head of School and Deputy Head of School are scheduled to ensure at least one is always available for oversight.



4.5 Oversight and Accountability

- The Head of School is ultimately responsible for compliance with all UAN obligations.
- The Deputy Head of School provides operational support and ensures that any issues are escalated and resolved.
- Regular internal audits are conducted to ensure:
 - Training accounts are not created without a completed UAN
 - Records are accurate and up to date
 - Any discrepancies are rectified promptly

5. Roles and Responsibilities

Role	Responsibilities
Education Services Manager	Overall UAN compliance, review of audit outcomes
Head of School	Overall UAN compliance, staff capability oversight, review of audit outcomes
Deputy Head of School	Operational continuity, backup oversight, support for staff
Student Support Officer	Assessment of support needs, VETRO preparation, student file setup, System data entry, administrative backup, student record management, UAN data entry, school liaison, documentation collection

6. Monitoring and Review

This policy and its procedures will be reviewed annually, or sooner if:

- There are changes to the UAN Guidelines, Funded Activities Agreement, or RTO Standards
 - Internal audit results or external feedback identify gaps in the process
 - Staff or stakeholder feedback indicates the need for process improvement
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