

Dual Enrolment Request Form



Related to Technical Directive - TDI001 Unified Funding System v4 – refer to page 7

Process:

1. A dual enrolment request form must be completed by the Training/Sector Adviser where a learner wants to be enrolled into a second programme meaning the learner will be working towards two programmes at the same time and where the total credits per calendar year across the two programmes are between 75-120 credits.
2. The Delivery or Sector Manager must review the information supplied in the form and make a final approval/not approved decision by completing the Sign off section of the form.
3. All approved Dual Enrolment Request Forms must be attached to the Case raised with the enrolments team to support the enrolment documentation into the second programme. The enrolments team will save the completed form against the learner's contact record along with the enrolment documentation.
4. All forms that have not been approved must be saved for record keeping against the learners' contact record by the Training/Sector Adviser.

Training/Sector Adviser

Learner

NSN

Date (dd/mm/yyyy)

Existing Programme Enrolment Details

TPR#

Programme

Credits remaining

TPR start date

TPR expected end date

Has the learner ever received a disengaged learner email/letter under this TPR? Yes No

If yes, please explain the circumstance.

Is the learner tracking to complete the original enrolment within or on duration of the programme? Yes No

If not, please explain the circumstance.

If the original programme enrolment is owned by another Adviser do, they support the second enrolment?

Dual Programme Enrolment Details

Programme

Credits required

Programme duration

Indicative start date

Training/Sector Adviser to discuss with Learner and Employer and record outcomes

From a discussion with the learner, what is their plan to handle two programme learning requirements at the same time? What does their work, life, study balance look like?

Limits on funding – Page 7

20. Learners may enrol into between 75–120-year funded credits per calendar year under exceptional circumstances.
21. We have learner health and wellbeing responsibilities under the code of practice for the pastoral care of domestic tertiary and international learners.
22. We must be satisfied that learners enrolling into between 75-120 funded credits have the capacity and capability to undertake a higher learning load when considering their ability, their workload and their personal commitments.
23. Any enrolments in the 75-120 funded credit range requires the approval of the relevant delivery or sector manager. This should be recorded in Trellis.
24. There are also implications for fees free and enrolling a learner in more than 75 credits in a calendar year can affect their fees free eligibility.

From a discussion with the employer how are they going to support the learner working towards two programmes at the same time?

Sign off by Delivery/Sector Manager

By approving this request, the Delivery/Sector Manager believes this is **under exceptional circumstance** and the learners health and wellbeing as part of the pastoral care code has been carefully considered and discussed with the learner and the employer. You have confidence the learner has sufficient ability to manage their workload and personal commitments whilst training towards two programmes and complete these within the duration.

Approved

Yes, please give reason

No, please give reason

Manager name

Manager signature

Date (dd/mm/yyyy)