

## Addendum to the Enrolment Procedure in response to COVID 19

### 1.0 Purpose

To ensure Bendigo Kangan Institute complies with the most recent government directives and initiatives in relation to student enrolments during COVID-19.

### 2.0 Scope

Applies to all students applying and/or enrolling into courses at Bendigo Kangan Institute during COVID-19

### 3.0 References

Current VET Funding Contract

Contract Notification 2020-05, dated 17 April 2020

### 4.0 Addendum's to the current enrolment procedure

No.	Phases and steps	Name of role who actions
<b>4.1</b>	<b>Evidence of concession entitlement</b>	
4.1.1	<p>BKI must continue to make all reasonable efforts to sight and retain <b>evidence of concession</b> using one of the currently accepted methods;</p> <ul style="list-style-type: none"> <li>sighting a hard copy original and retaining a photocopy or electronic version</li> <li>viewing the card on a digital wallet app and making a declaration</li> <li>using Centrelink e-Confirmation Services and retaining an extract from the system OR</li> <li>using the Document Verification Service (DVS).</li> </ul> <p>If this is not possible due to COVID-19 restrictions, the Department of Educations, Skills and Employment <b>will allow BKI to sight electronic copies of concession cards until further notice.</b></p> <p>Acceptable evidence: a scan or image of the original document sent via email</p>	Authorised Enrolment Delegate
4.1.2	<p>The electronic copy of the concession card must clearly show both sides of the concession card, front and back including:</p> <ul style="list-style-type: none"> <li>The students Customer Reference Number</li> <li>The students name</li> <li>Dates on the card - as evidence that the card is current and valid. The card must show that the evidence of concession is current <i>at the time of enrolment.</i></li> </ul>	Authorised Enrolment Delegate

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No.	Phases and steps	Name of role who actions
4.1.3	<p>When sighting an electronic copy of the concession card, BKI must retain a written declaration attached to the student file along with the electronic copy of the card, including:</p> <ul style="list-style-type: none"> <li>name of the authorised delegate who sighted the digital concession card, and</li> <li>date the digital concession card was sighted</li> </ul> <p><i>EG: Original sighted by John Smith on 27/04/2020</i></p>	Authorised Enrolment Delegate
<b>4.2</b>	<b>Evidence of Eligibility</b>	
4.2.1	<p>Sighting and retaining <b>evidence of eligibility</b> currently must be done either by;</p> <ul style="list-style-type: none"> <li>sighting a hard copy original and retaining a photocopy or electronic version</li> <li>sighting a physical certified copy (not an electronic version) and retaining a photocopy or electronic version OR</li> <li>use of the DVS.</li> </ul> <p>While BKI must make all reasonable efforts to sight and retain evidence using one of the currently accepted methods above, if this is not possible due to COVID-19 restrictions, the Department of Education, Skills and Employment will allow BKI to <b>sight and retain uncertified copies</b> of documents until further notice</p> <p>Acceptable evidence: a scan or image of the original document sent via email</p>	Authorised Enrolment Delegate
4.2.2	<p>When sighting and retaining uncertified evidence of eligibility, BKI must retain a written declaration attached to the student file along with the electronic copy of the evidence of eligibility, including:</p> <ul style="list-style-type: none"> <li>name of the authorised delegate who sighted the electronic evidence of eligibility, and</li> <li>date the electronic evidence for eligibility was sighted</li> </ul> <p><i>EG: Original sighted by John Smith on 27/04/2020</i></p>	Authorised Enrolment Delegate

*Any variation to the requirements for sighting and retaining evidence during COVID-19 are “until further notice”. If and when the government declare COVID-19 over, we expect to revert to the normal contract requirements.*

### 5.0 Version Control and Change History

Ver.	Approved By	Approval Date	Issue Date	Summary of Changes	Next Review Date
1.0	Chief Academic Officer	07/05/2020	07/05/2020	Addendum created to reflect government initiatives during COVID-19	07/06/2020 or as required