STUDENT ENROLMENT

1. IMPORTANT – LLN SCREENING

A Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content.

As per the IND assessment tab, there are three LLN Screening activities for the students and an 'Assessment Record' for the teacher to complete. These activities and assessment records can help identify the key LLN skills (including ACSF level ranges 1-3) that are relevant to the Binnacle Training program that has been selected.

The purpose of these screening tools is to identify:

1. Students that may not (yet) be suited to officially enrol in a Binnacle Course.

2. Students that may require individualised LLN support (i.e., development of an Individual Learning Plan).

Please contact your Binnacle Program Manager if you require further information regarding these LLN tools.

2. INITIAL ENROLMENT

Initial enrolment is facilitated at the start of the Term. Each student that enters the subject must complete their initial enrolment with Binnacle Training via the following steps:

1. The teacher is to obtain the enrolment link and code from their Binnacle Lounge → Enrolments.

2. The link and code are provided to all students in the class.

3. Students use the link and enter the class code to access the online enrolment form.

4. Once enrolled, students will receive an email with login details for their Binnacle Lounge account which contains the online assessment and training resources.

IMPORTANT

All students undertaking VET must have a Unique Student Identifier (USI). Check with your VET Coordinator or Head of Senior School to confirm if each student has already obtained their USI.

If a student <u>does not</u> have a USI:

Create one via the following link (note, this is required prior to completing the online enrolment form):

https://portal.usi.gov.au/student/

To create a USI, each student must have one item of ID from the list below:

- ✓ Driver's Licence

- ✓ Medicare Card (this includes a current family Medicare card with the student's name listed)

- ✓ Australian Passport

- ✓ Visa with Non-Australian Passport (please note that the school must be CRICOS registered and the Binnacle Program included in the scope of the CRICOS registration to enrol an international student)

- ✓ Birth Certificate (Australian)

QLD SCHOOLS: All students must also have their 10-digit LUI number in order to submit their online enrolment. School administration should have these on record.