

Enrolment

1. Before enrolling an inmate in AEVTI accredited course the Teacher/Correctional Education Officer should:
 - 1.1. Ensure the inmate:
 - a. has completed a core skills assessment;
 - b. has participated in education planning and;
 - c. has a EDRMS inmate education file
 - 1.2. Create a Student Learning Profile for the course the inmate is enrolling in if there is not a current Student Learning Profile;
 - 1.3. Review the inmate achievement in the course he/she is enrolling in on the historical credentialing data base and update the Student Learning Profile as relevant.
2. On enrolment in an AEVTI accredited course the Teacher/Correctional Education Officer must provide each inmate with a copy of the Information for Students.
3. All inmates enrolled in AEVTI accredited courses must be referred on OIMS and allocated to the course via scheduled programs or recording of an appointment.