Enrolment Process for Students

Step 1: SELECT COURSE AND SUBMIT APPLICATION FORM

To begin the enrolment process, candidates first select a course offered by ATMC and then complete the Enrolment Application Form. Students can either submit the form online via the ATMC application portal or download it from the ATMC website, fill it, and email it to info@atmc.edu.au with the subject line *Application form_[Student Name]_[Course applying for]*.
Students are strongly advised to review the pre-enrolment information available on the ATMC website or request it from an ATMC representative before submitting their application.

Step 2: SUBMISSION OF DOCUMENTS (As per the entry requirements of the chosen course)
The completed form should be submitted to the Institute, along with the following attachments:
- a copy of the student's photo identification document
- Year 12.
- proof of being a domestic student, if applicable (Australian citizenship proof or proof of New Zealand citizenship or proof of Australian permanent residency)
- Student must submit all the documents as per the entry requirement of the course and pays the fees.

SUBMIT YOUR APPLICATION TO ADMISSION DEPARTMENT.

Step 3: CREDIT TRANSFER / RECOGNITION OF PRIOR LEARNING(RPL) (IF APPLICABLE)

Student can apply for credit transfer or RPL on the basis of their previous studies at ATMC or any other educational institution or experiences in Australia in accordance with ATMC Recognition of Prior Learning and Credit Transfer policy and procedure.

Step 3: Processing the Enrolment Application

All applications are processed by Admissions Team in accordance with the information provided in **Enrolment Application Form** and documentation submitted along with enrolment application. Applicants will go through the following.

- Students will be required to undertake Pre-training review and LLND test and the student must answer all questions satisfactorily. It will be conducted before the enrolment into the chosen course in finalised.
- Assessment of Eligibility to enter into the course.
- Students will be required to show the identity on the day of training and assessment.
- If any support is identified during the enrolment process or even training and assessment, ATMC will arrange the support according to its relevant policies and procedure.
- Once all the requirements are met, students will be provided with the timetable with details of the training and assessment and the receipt of the payment.

Step 4: Training Commencement
The student must attend the training session as per the *Timetable.*