Southern Cross Program
Case Study

School Processes

Geelong Baptist College
Streamlining Student Enrolment

School Description

Geelong Baptist College has an open enrolment policy and is a coeducational, Prep to Year 12 school with 220 students. Geelong Baptist College was established in 2002, and has the vision to provide a positive and engaging learning experience that has been developed within a Christian framework of values and beliefs. Through the development of an inclusive, nurturing and challenging environment, students explore and develop their individual abilities, maximising their potential – personally and academically. Staff guide, support, encourage and believe in each individual student. Geelong Baptist College offers an extensive curriculum that addresses appropriate issues and needs, ensuring that learning is relevant and engaging.

Project

Geelong Baptist College came to the Southern Cross training with the goal of improving and streamlining their enrolment procedure. Currently, significant time and energy is expended in the process, as many of the steps were inefficient. A standardised process of how teachers receive information about new students was also lacking.

This project was chosen with the objective of enabling teaching resources to focus on more important, value-added aspects of their work – engaging with students.

Process

The Southern Cross training provided Geelong Baptist College with the tools to effectively define and introduce a new process to overcome their enrolment process inefficiencies. The team defined the project problem and clarified the scope of requirements. Through mapping each step of the current enrolment process, the team discovered that there were too many variables in the process that resulted in incomplete data and a lack of appropriate details being transferred to the teachers about the students.

The Process and Performance Management tools learnt through the Southern Cross training helped focus the team to define the stakeholders and their role in the process. By clarifying the types of information required about a student and the purpose – the new enrolment process developed will enable effective student data to be transferred and help teachers understand their students.

A very important element of the training was developing an implementation plan with the action points outlined. Being organised is half of the battle and will ensure that the team are able to effectively introduce their new process.
Results

The new enrolment process has been successfully introduced. Geelong Baptist College now has a set process to follow, has created new forms as part of the process and is implementing a far tighter system whereby students will not be able to commence at Geelong Baptist College until all sought data has been presented. A new checklist assists with this process. Teachers are informed about the student allowing them to best cater for that student and provide a smooth transition.

During the training, Geelong Baptist College identified a number of other problem areas that they could explore to improve the process. The Southern Cross training provides the tools to strategically analyse a problem and evaluate solutions with consideration to stakeholders and engagement plans.

The other benefit of the training was that it gave the team an opportunity to network with other schools, discuss issues and learn from one another.

The Geelong Baptist College team highlighted that the training brought to light the number of processes within schools and their complexity. The team noted that ‘the importance of documenting what we do and how it could be done more efficiently. Identifying and documenting roles and responsibilities to these steps were important for sustainability of the new implementations’.

The Geelong Baptist College team thought the training was extremely valuable and walked away excited about all the tools that they were equipped with to tackle not only this issue, but many others within the school system. The team felt empowered to make changes – one step at a time!

February 2012