VET Student Loans Entry Guidelines

OFFICIAL

DOCUMENT REFERENCE:	**PPP175**	
RESPONSIBLE MANAGER:	Manager Client Services	
CATEGORY:	Student Information	
APPROVED DATE:	31st January 2022	
DATE OF NEXT REVIEW:	January 2023	
RELATED DOCUMENTS:	**Legislation:**	VET Student Loans Rules 2016 VET Student Loans Student Information Study Assist
	Documents:	PPP148 Student Selection Guidelines BP002 Pre-Training Review Business Process

1. Introduction

VET Student Loans (VETSL) is an Australian Government loan scheme for the vocational education and training sector. VET Student Loans assist eligible students to pay their tuition fees for eligible qualifications whilst studying at South West TAFE.

These Guidelines specifies how students will have their academic suitability assessed to meet the VET Student Loan requirements, and ensure that before enrolling a student into a VETSL eligible course that they meet the course entry requirements.

2. Scope

These Guidelines apply to students enrolling in Diploma and Advanced Diploma qualifications at South West TAFE. A full list of qualifications offered by South West TAFE eligible to access for VET Student loans is available on our website – www.swtafe.edu.au/students

3. Academic Suitability and Entry Requirements

There are two stages to Academic suitability and entry requirements:

- **Stage 1: Pre Training Review & Student Selection**

  "Academic suitability" is assessed through the pre-training review and student selection processes that occur prior to any enrolment taking place. All students enrolling in a VSL eligible course (even if they are not accessing VETSL) ***must*** complete this stage.

  Prior to being enrolled into the VETSL eligible course, we must reasonably believe that the applicant is academically suited and displays competence for the course requirements including meeting any of the set entry requirements.

  As per the *BP002 Pre-Training Review (PTR) Business Process*, every applicant will complete a Pre-Training Review *prior to* enrolment. The PTR will include a determination of current competencies (including literacy and numeracy skills) and address any course specific entry requirements.

  The PTR takes the form of an active discussion between the teacher and the applicant as part of the enrolment process. It is conducted with honesty and integrity, and engages the applicant on a range of issues with the aim of ensuring suitability of the proposed training.

  The PTR process obtains enough information to allow a determination that the Institute "reasonably believes" that the student is or is not academically suited to the course and displays the required competencies to undertake the course.

- **Stage 2: Additional VET Student Loan Requirements:**

  The second stage of the Academic Suitability for a student accessing VET Student Loan is to either

  - provide a copy of their Senior Secondary Certificate of Education (Year 12)[1] that has been awarded to the student by an agency or authority of a State or Territory, or
  - provide a copy of evidence that they have successfully completed an Australian Qualifications Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English), or
  - complete an approved language, literacy and numeracy (LL&N) assessment administered by South West TAFE and is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy

The Course Coordinator is responsible for formally communicating the applicant's results of their LL&N test to them as practicable after the assessment. LL&N test results are retained by South West TAFE for at least five (5) years after enrolment and will be made available to the Commonwealth Authority on request.

Where the applicant's **does not achieve** competence at Exit Level 3 ACSF then they will be referred the Learning Support Unit who will provide access to support services to address the identified gap. This does not stop the applicant from enrolling in the nominated course; however they **will not** be able to access VET Student Loan to pay for the tuition fees, until the required level of competency for LL&N is achieved.

(1) **Note**: *The Victorian Curriculum and Assessment Authority (VCAA) can provide replacement certificates and results of Senior Secondary Certificate of Education (Victoria). There is an application process and a fee for obtaining replacement certificates. Visit the VCAA website: http://www.vcaa.vic.edu.au/pages/vce/results/replace.aspx*

4. Suitability to access a VET Student Loan

Results from the Pre-Training Review, LLN Assessment and evidence of Year 12 or Certificate IV and above qualifications will be used to assess an applicant's suitability and form a reasonable opinion that they ***are*** or ***are not*** academically suited to undertake the chosen course of study.

There may be occasions where it is recommended that an alternative qualification is undertaken. Where this occurs, the applicant will be referred to the Skills and Jobs Centre for career guidance and support.

5. Eligibility to apply for a VET Student Loan

Students who are eligible to apply for a VSL must not have been offered an inducement to undertake the course; **and**

- be an Australian Citizen or Permanent Humanitarian Visa holder residing in Australia for the duration of the unit
- be studying a VET Student Loans eligible course
- meet student entry procedure requirements
- provide proof of citizenship.
- meet Tax File Number requirements
- provide Unique Student Identifier (USI) number
- have not exceeded the VETSL limit
- have not exceeded the VET Student Loans course cap
- submit a completed request for a VET Student Loan via the Government's eCAF System on or before the first census date and no less than two (2) business days after enrolling
  Note:
  In order to continue to access a VETSL throughout the course, a student will need to confirm engagement and progression at various progression points. An email invitation will be sent to activate this process.

If you are a New Zealand Citizen who holds a Special Category Visa (SCV), in addition to the above you must also meet the following criteria:

- first entered Australia at least 10 years ago as a dependent child aged under 18 years and
- have been ordinarily a resident in Australia for the previous 10 years (that is, have been physically present in Australia for at least eight to of the past 10 years) and 18 months out of the last two years at the time of application for the loan; ***and***
- are otherwise eligible for a VSL.

Proof of Australian Citizenship:
Acceptable forms of proof of citizenship include:

- Current Australian Passport
- Australian Citizenship Certificate or Naturalisation Certificate
- Australian Citizenship by Descent extract
- Australian Birth Certificate where you were born before 20 August, 1986 **or** Applicants born in Australia on or after 20 August 1986 and one of their parents was an Australian citizen at the time of their birth Applicants in this category who do not have a current Australian Passport must provide their full birth certificate issued by an Australian RBDM.

  Note:
  New Zealand Special Category Visa (SCV) VET Student Loans applicants will need to provide an International Movement Record from the Department of Immigration to prove that they meet citizenship requirements as well as the above criteria. Permanent residents are not eligible to access VET Student Loans.

6. Students under 18 years of age

VET Student Loans applicants under 18 years of age at time of enrolment must complete (and have a parent/guardian sign) a Parental Consent form prior to enrolment. If the applicant is an Independent Minor and received Youth Allowance on the basis that the student is independent (*within the meaning of Part 2.11 of the Social Security Act 1991*), they will need to supply a Centrelink Income Statement noting that they are Independent.

7. Administrative VET Student Loan Requirements

Other important administrative requirements are:

- A student must complete and submit the Request for a VET Student Loan eCAF. This must be done no less than two (2) business days after enrolling, and prior to their first census date,
- If a student does not complete the VET Student Loan eCAF by the required date for the course/unit, the student will be responsible for paying in full the total tuition fee outstanding for the enrolled course/unit.
- A student must be enrolled at least 16 days before the first Census date for the qualification or unit/s of study. Census dates can be obtained from Customer Service or from South West TAFE's website

8. Access and Equity

South West TAFE is committed to adhering to access and equity in the implementation for this Guideline. For more information please visit: South West TAFE's Diversity, Equity and Inclusion Initiatives.