

Student Eligibility Procedure

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Introduction

Purpose

This document contains current information regarding the eligibility criteria and attendant process requirements.

Scope

The Victorian Training Guarantee entitles Victorians to a government subsidised place in recognised training which they may access at any time. This document identifies the generic process for determining eligibility for a government subsidised training place.

Rationale

Principles/Statement

Federation Training is responsible for determining the eligibility of applicants for government subsidised places, as detailed in the 2015 Guidelines about Determining Student Eligibility and Supporting Evidence (Attachment A). Federation Training is also responsible for determining verification processes, if any, to be applied to evidence supplied by applicants.

Eligibility for Government subsidised training

The Victorian Training Guarantee entitles Victorians to a government subsidised place in recognised training which they may access at any time.

Federation Training will prepare an eligibility checklist to assist staff in determining eligibility as described in Attachment A. This will be done annually and supplemented as required on advice from DET / HESG.

Eligibility for VET FEE-HELP

VET FEE HELP assists eligible, full fee paying students to pay for part or all of their VET tuition fees while studying at Federation Training. Eligibility for income contingent loans under the VET FEE-HELP scheme is subject to different citizenship/residency requirements than those used to assess eligibility for Government funded training.

VET FEE HELP applies to the following AQF levels of study: Diploma, Advanced Diploma, Graduate Certificate, Graduate Diploma and selected Certificate IV courses. These and other matters are addressed in the VET FEE HELP and Student Review Procedure TL 029.

Fair Treatment

Federation Training will treat fairly all of its students and all persons seeking to enrol with Federation Training. It is to be understood that the application of fair treatment does not require that all students are treated the same.

To ensure fair, transparent and consistent treatment, Federation Training has written and implemented policies and procedures in accordance with relevant Acts, legislation, regulations and industry requirement. See Fair Treatment and Equal Opportunity Procedure TL 033.

Procedure

It is the responsibility of the applicant to provide complete and accurate information on which to base eligibility decisions. Federation Training may request evidence for verification purposes at its discretion.

The eligibility process will be incorporated into the student enrolment process and will be fully documented.

Eligibility will be assessed as per the 2015 Guidelines about Determining Student Eligibility and Supporting Evidence (Attachment A). Implementation guidance, including examples of typical enrolment scenarios, a guide to an eligible student's enrolment options (including the 'upskilling' requirement and the three limitations (2 in a year, 2 at a time and 2 at level), and exceptions to eligibility criteria that pertain to particular initiatives, are detailed in Attachment B - Fact Sheet – June 2014 Changes to Victorian Training Guarantee Eligibility Criteria. These Attachments are required reading for anyone assessing student eligibility.

Eligibility Process

1. Persons seeking to enrol will complete an Enrolment Form and Eligibility Form, to assess eligibility for a government subsidised place.
2. As part of the Pre-Training Review, an applicant will be assessed to ensure that they meet Language, Literacy and Numeracy requirements for their course. Should there be an identified skilled gap or gaps in their Language, Literacy and / or Numeracy, they will be advised to co-enrol in relevant and targeted Foundation skills training.
3. Should an applicant already hold a Diploma (AQF Level 5) or higher qualification, and who does not meet the LLN requirements of the course, they may enrol in Foundation skills as a Fee-for-Service enrolment.
4. For applicants who are otherwise eligible for a co-enrolment in Foundation studies in order to address their skills gap(s), they will be advised of the two course rule and the limitations that this may impose on subsequent enrolments in the calendar year.

Work Practices and Communication Needs

All students, clients, contractors and staff are advised of this procedure and its implications. This procedure will be published and available on the Federation Training publicly accessible website.

Government developed training and communications material suitable for distribution to students and for use in informing and training staff is utilised. Supplementary communications materials are developed and updated as appropriate for dissemination to internal staff and external users.

This policy and procedure will form part of the staff induction process and is made available on the Policy and Procedure Management System (P&PMS) on the Staffpoint internal website. Changes and updates to this and other relevant policies and procedures documentation are advised through the announcements process on the P&PMS.

Reference and Supporting Information

Definitions

Term	Definition
Apprentice	<p>An Apprentice is defined as a person who has entered into a registered training contract seeking to undertake a qualification defined as an apprenticeship in a relevant Victorian Approved Training Scheme.</p> <p>An Apprentice does not include a person who:</p> <ul style="list-style-type: none"> • has entered into a training contract registered interstate; • is undertaking a pre-apprenticeship; or • is a party to a registered training contract in a qualification defined as a Traineeship in a relevant Victorian Approved Training Scheme.
Foundation Skills	<p>Includes literacy, numeracy and language skills. Foundation level courses assist people to develop the skills they need in literacy, numeracy, language, self-management and job-readiness. People undertaking these courses may have left school before completing Year 12, and may have missed out on the base level learning needed for further training.</p>
Prior Qualification	<p>Prior Qualification applies to qualifications, not course categories. A student who has completed all requirements of an AQF-level qualification (notwithstanding some qualifications which are exempt from consideration), either at Federation Training, or any other Australian RTO, is considered as having a completed qualification.</p> <p>A complete list of qualifications that are not taken into account, as well as initiatives where higher qualifications do not contribute to eligibility considerations, is given in the <i>Victorian Training Guarantee Guidelines about Determining Student Eligibility and Supporting Evidence</i>.</p>

Supporting Documents

External Legislative Context

Higher Education Support Act 2003 (HESA)

Department of Education and Early Childhood Development 2014-16 VET Funding Contract (TAFE) Version 2 dated October 2014

Department of Education and Early Childhood Development - Victorian Training Guarantee 2014

Internal Policy and Procedures

Complaints and Feedback Procedure CM 006

Privacy Policy and Procedure CM 023

Skills Recognition – RPL, RCC and Credit Transfers Procedure TL 006

Grievances, Appeals and Reviews TL 034

Fair Treatment and Equal Opportunity Procedure TL 033

Enrolment and Fee-Payment Procedure TL 002

Pre-Training Review and Foundation Gap Analysis Procedure TL040

VET FEE HELP and Student Review Procedure TL 029

Forms and Templates

TL 035 Attachment A: Department of Education and Early Childhood Development – 2015 Guidelines about Determining Student Eligibility and Supporting Evidence Version 3 July 2015

TL 035 Attachment B: Department of Education and Early Childhood Development – Fact Sheet – June 2014 Changes to Victorian Training Guarantee Eligibility Criteria Version 1.1 (as at 3 July 2014)

Responsibility

Executive Director Education Programs, Quality & Compliance

Please Note: For further information or assistance regarding policies and procedures contact:

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