

# VET Student Loans Student Entry Procedure

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## Introduction

### Background

As of 1 January 2017, the Australian Government no longer offered the VET FEE-HELP loan scheme for new enrolments. In its place, The Government implemented the VET Student Loans scheme.

Like VET FEE-HELP before it, VET Student Loans (VSL) is an income contingent loan scheme for the vocational educational and training sector. It assists eligible students to pay for part or all of their VET tuition fees while studying an eligible course at Federation Training.

Students with an existing VET FEE-HELP loan and an ongoing enrolment as at 1 January 2017 were allowed to continue to access VET FEE-HELP until 31 December 2017 or apply under VSL.

All eligible new commencements after 1 January 2017 were required to apply for the VSL program.

### Purpose

The purpose of this procedure is to ensure that only learners who are assessed as being ‘academically suited’ are provided with VSL assistance.

### Scope

This procedure applies to all students seeking to enrol in courses on Federation Training’s VET Student Loan approved courses list

### Rationale

Before enrolling a student in a given VSL eligible course Federation Training must determine that the student is academically suited to that course.

This procedure specifies how the Institute will determine “academically suited” for these purposes, and specifically that:

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- the student meets all specified entry requirements for the particular course (eg pre-requisite qualifications, industry experience, successful police check); and
- the provider believes on reasonable grounds that the student is academically suited to undertake the course; and
- one of the following requirements is met in relation to the student;
  - “(a) the provider obtains a copy of a Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of a State or Territory for the student’s completion of year 12; **or**
  - (b) **both:**
    - (i) the student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using an assessment tool approved under section 82; and
    - (ii) the provider reasonably believes that the student displays that competence; **or**
  - (c) **both:**
    - (i) the provider obtains a copy of a certificate (however described) that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to the student; and
    - (ii) the course for the qualification was delivered in English<sup>1</sup>.”

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In practice, ‘academic suitability’ is determined through the pre-training review process and ancillary conversations that occur between the Institute and learner prior to any enrolment taking place.

As per the TL 040 Pre-Training Review and Foundation Gap Analysis Process, for each Learner seeking to enrol in a vocational qualification, regardless of eligible or ineligible status under the Victorian Training Guarantee, Federation Training will conduct a Pre-Training Review of current competencies (including literacy and numeracy skills) prior to enrolment in training (VET Funding Contract 2017, Schedule 1, 5.1).

The PTR takes the form of an active discussion between the Teacher and the Learner as part of the enrolment process. It is conducted with honesty and integrity (VSL Rules Clause 82(1) (c)). The PTR process engages the learner on a range of issues with the aim of ensuring suitability of the proposed training. By doing so it satisfies conditions of the VET Funding Contract, ASQA (Standard 5.1) and the VSL Rules.

The PTR form and corollary conversation obtains enough information from the prospective learner to allow Federation Training to make a determination that it “believes on reasonable grounds” that the student is or is not academically suited to the course. “Entry requirements” can vary markedly from course-to-course but the PTR process is the forum where these would be raised and addressed.

### LLN Requirements

It is a requirement for access to VSL that the learner possess adequate LLN capacity to undertake eligible courses.

Unless the learner can provide Federation Training with a copy of their Senior Secondary Certificate of Education proving completion of year 12 (VCE) or a copy of a certificate (however described) that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to them, they must demonstrate competence at or above Exit Level 3 ACSF by completing the Core Skills Profile for Adults (CSPA) Reading and Numeracy test as part of their PTR. The CSPA is a Government-approved testing tool for these purposes (VSL Rules Clause 82 (1)(b)).

<sup>1</sup> VET Student Loan Rules Clause 80.

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Instructions for Staff and Instructions for Students that explain how to access and use the CSPA test process are available on the PPMS. Staff are to print off the Instructions for Students where necessary, but in most cases access to the CSPA test will be facilitated by an Institute employee.

All CSPA test results are sent to relevant teaching team administration officers. These administrators will then provide the results directly to the trainer/assessor responsible for undertaking the relevant PTR process.

The results of the testing will then be reported to the student as soon as practicable after the assessment (VSL Rules clause 81).

- Where the results from the CSPA Reading and Numeracy test confirm that the learner **has** achieved competence at Exit Level 3 ACSF and where, with the benefit of the written/verbal responses conveyed via the PTR and ancillary pre-enrolment discussions, the senior trainer/assessor “reasonably believes that the student displays that competence” then the Institute can deem the learner academically suited and proceed with the request for VSL.

Enrolment will proceed as per the provisions of TL 002 Enrolment and Fee Payment Procedure.

- Where the results from the CSPA Reading and Numeracy test confirm that the learner **has not** achieved competence at Exit Level 3 ACSF then VSL cannot be offered to the learner until such competence is achieved.

In such circumstances the learner will be referred the Student Services Team who will provide them with access to further detailed LLN testing as well as support services to address the identified gap, as per TL 040 Pre-Training Review and Foundation Gap Analysis Process and TL 011 Student Support Procedure.

All test results must be retained by Federation training for at least 5 years and must be provided to the Secretary of the Commonwealth Department of Education and Training on request (VSL Rules clause 81).

As per VSL requirements, this procedure is published on the Federation Training website under About Us/Policies. The key student relevant information is also incorporated into the Fees and Fee Assistance page on the Institute website. This webpage is directly accessible from the course information page for each VET course of study approved for delivery by Federation Training.

## Reference and Supporting Information

### Definitions

Term	Definition
VSL	VET Student Loans
PTR	Pre- Training Review
CSPA	Core Skills Profile for Adults
ACSF	Australian Core Skills Framework

### Supporting Documents

VET Student Loans Rules 2016

### External Legislative Context

VET Student Loans Act 2016

VET Student Loans (Charges) Act 2016

VET Student Loans (Consequential Amendments and Transitional Provisions) Act 2016

Higher Education Support Act 2003 (HESA)

# VET Student Loans Student Entry Procedure

## Internal Policy and Procedures

TL 040 Pre-Training Review and Foundation Gap Analysis Process

TL 011 Student Support Procedure

TL 002 Enrolment and Fee Payment Procedure

## Responsibility

Director Curriculum and Quality

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

[qa@federationtraining.edu.au](mailto:qa@federationtraining.edu.au) | URL: [www.federationtraining.edu.au](http://www.federationtraining.edu.au)