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Contact Officer: Compliance Manager	Review Date: As required by legislative instrument, change of relevant standards, internal or external review.

## STUDENT ENTRY PROCEDURE

### POLICY PURPOSE

The purpose of this procedure is to ensure that Shafston House College Limited (Shafston), trading as Service Skills Academy and Mary McConnel School of Early Childhood, always applies the required entry requirements for students seeking to undertake a study in a Diploma level qualification or above, who are choosing to defer payment through the Commonwealth Government's VET FEE-HELP loan scheme.

### VET Student Loans and VET FEE-HELP ELIGIBILITY Eligibility for VET Student Loans and VET FEE-HELP

A person may be eligible for a VET Student Loans or VET FEE-HELP loan if they:

- a) Are an Australian citizen or permanent humanitarian visa holder (resident in Australia for the duration of the unit of study); or
- b) Are a New Zealand citizen who:
  1. Holds a special category visa;
  2. First entered Australia as a minor under 18 years of age;
  3. Has lived in Australia for at least 8 out of the last 10 years; or
  4. Has lived in Australia for at least 18 months in the last two years.

N.B. New Zealand citizens must provide a copy of their "International Movement Record" as evidence of their eligibility.

Current and prospective students are also required to have met each of the following criteria to apply for VET Student Loans or VET FEE-HELP funding for eligible qualifications:

- a) Have not exceeded their FEE-HELP limit;
- b) Be a full-fee paying (fee-for-service) student;
- c) Be enrolled in an approved Diploma, Advanced Diploma, Graduate Certificate, Graduate Diploma level qualification or VET unit/s of study;
- d) Be enrolled by the Census date for the approved unit/s of study;
- e) Submit a valid Request for VET Student Loans or VET FEE-HELP Loan form by close of business on your Census date;
- f) Have a Tax File Number or a Certificate of Application for a Tax File Number;
- g) Have a valid USI (Unique Student Identifier);
- h) Have met any other entry requirements for the qualification or VET unit/s of study; and
- i) Students under the age of 18 must have their application co-signed by a parent/guardian (unless the student is certified as independent)

### Applying a Two Day Cooling Off Period:

Shafston will advise students who enrol in VET unit/s of study that any request for a VET Student Loans or VET FEE-HELP loan:

- a) Must be given at least two (2) business days after the student enrolls in the VET unit/s of study; and
- b) Any student who enrolls in VET unit/s of study less than 14 days before the Census date for the relevant units will not be eligible for a VET Student Loans or VET FEE-HELP loan for those unit/s.

### Assessing Student Suitability:

All students enrolling in VET Student Loans or VET FEE-HELP eligible qualifications and applying for VET Student Loans or FEE-HELP funding will be required to demonstrate they are academically suited to the VET unit/s of study.

Shafston will assess the suitability of all students to their chosen VET unit/s of study by:

- a) Obtaining a copy of the 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) The student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy; and Shafston reasonably believes that the student displays that competence.

To test a student's competence at or above the Exit Level 3 in the ACSF, Shafston will:

- a) Ensure that the student undertakes an approved ASQA language, literacy and numeracy (LLN) assessment using ASQA approved tool CSPA (Core Skills Profile for Adults) and/or ASQA approved BKSBS (Basic Key Skills Builder)
- b) Ensure that the LLN test occurs after admission and prior to the Census date.

#### **LLN Assessment Outcomes:**

The results of the student's LLN test are to be formally communicated to the student as soon as practicable.

The Student Administration Manager or delegate/s monitors and manages outcomes of LLN Assessments on a daily basis:

- a) Run LLN Assessment Reports;
- b) Identify students who have NOT met the VET Student Loans or VET FEE-HELP eligibility criteria and refer the student to the Shafston's LLN Specialist/s for further action.
- c) Identify students who have met the VET Student Loans or VET FEE-HELP eligibility criteria; and
- d) Match each student with submitted Request for VET Student Loans or VET FEE-HELP Assistance forms; or
- e) Follow-up students who are yet to submit, or have incorrectly completed their VET Student Loans or VET FEE-HELP Assistance form; and
- f) Notify each student of the outcome of their LLN assessment and progress their enrolment.

The LLN Specialist/s will case manage students who have not met the LLN entry criteria:

- a) Inform relevant students they have not met the minimum entry requirements;
- b) Set out arrangements to discuss alternative enrolment options;
- c) Determine and discuss the most appropriate method of progressing each student's learning needs
- d) Progress any additional testing;
- e) Establish an appropriate Learning Support Plan with the student; and
- f) Notify the Student Administration Manager and delegate/s of student's outcomes and recommendations.

#### **Managing the Enrolment of Students:**

Upon communicating a student's successful test outcome, Shafston will undertake the next steps in processing the student's enrolment. Enrolment must be finalised prior to Census Date, including:

- a) Advising the student of their successful enrolment in the VET unit/s of study by emailing the student a Confirmation of Enrolment letter;
- b) Advising the student of receipt of their valid Request for VET Student Loan or VET FEE-HELP Loan;
- c) Issuing a VET Student Loans or VET FEE-HELP Invoice Notice not less than 14 days prior to the date they incur the debt (Census Date);
- d) Allocate Commonwealth Higher Education Support Student Number (CHESSN);
- e) Producing a Commonwealth Assistance Notice (CAN) and issue to student

#### **Dispute Arrangements:**

Shafston will provide students with the opportunity to submit a complaint about the student entry decision in cases where the student disputes the student entry decision.

Complaints about student entry decisions will be offered under the terms of the Student Grievance Policy and Procedure (Academic Decisions).

#### **Records Management:**

Results of student testing will be reported to the Secretary, Department of Education and Training (Commonwealth) upon request, under the terms of the request.

All records must be kept for the minimum period as outlined in the General Retention and Disposal Schedule for Administrative Records, in particular:

- a) Records of LLN testing must be retained for a period of 5 years; and
- b) Records of a student's Senior Secondary Certificate of Education must be retained for a period of 5 years.

**DOCUMENT HISTORY AND VERSION CONTROL**

This document is uncontrolled when printed.

<b>Version</b>	<b>Date Approved</b>	<b>Effect Date</b>	<b>Approved By</b>	<b>Brief Description</b>
1.0	01/01/2016	01/01/2016	Director	Document Creation
1.1	19/07/2016	22/07/2016	Compliance Manager	Re-brand Addition of MMSEC to policy Minor wording changes to reflect compliance with VET Guidelines
1.2	01/09/2016	01/09/2016	Compliance Manager	Remove ACSF brand references & Addition of CIII/IV benchmarks
1.3	24/10/2016	24/10/16	Director	Re-write of procedure to reflect compliance with HESA and VET Guidelines
1.4	27/02/2017	01/03/2017	Compliance Manager	Rebrand & VSL Inclusion