VET Student Loans
Student Entry Procedure

1 Purpose

VET Student Loans is an Australian Government income contingent loan scheme for the vocational education and training sector. VET Student Loans assist eligible students pay their tuition fees for certain qualifications whilst studying at Sunraysia Institute of TAFE.

This student entry procedure outlines the Institute's procedure for assessing a student's eligibility for, and academic suitability to a course where they intend to enrol in a higher level VET course.

2 Scope

This procedure applies to students enrolling in Diploma and Advanced Diploma qualifications at the Institute intending to take out a VET Student Loan.

3 Contents

4 Definitions

ACRONYM / Term	Definition
ACER	Australian Council for Educational Research
ACSF	The *Australian Core Skills Framework* is a tool which assists both specialist and non-specialist English language, literacy and numeracy practitioners describe an individual's performance in the five core skills of learning, reading, writing, oral communication and numeracy.
CSPA	Core Skills Profile for Adults
eCAF	Government electronic Commonwealth Assistance Form (online system for students to request a VET Student Loan).
Secretary	Means the Secretary of the Department of Education and Training.
VET Student Loans (VSL)	VET Student Loans commenced on 1 January 2017, replacing the VET FEE-HELP scheme which ceased on 31 December 2016. Continuing students may continue accessing VET FEE-HELP until 31 December 2017.

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5   Actions

5.1   Entry requirements for VET Student Loan eligibility

5.1.1   For students enrolling in VET Student Loan eligible courses, who intend take out a VET Student Loan, the Institute must first determine that the student is academically suited to the course by:

5.1.1.1   Ensuring the student satisfies any entry requirements of the Institute and the course as set out in this procedure and in the specific course information on the Institute's website; *and*

5.1.1.2   The student satisfies one of the following requirements for Diploma and Advanced Diploma level qualifications:

(a)   The Institute obtains a copy of:

(i)   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

(ii) Evidence of successful completion of an Australian Qualifications Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English).

Or both:

(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 using the Institute's assessment system; *and*

(c)   The Institute reasonably believes that the student displays that competence.

5.1.2   The Victorian Curriculum and Assessment Authority (VCAA) can provide replacement certificates and results if students do not have evidence of their 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

5.2   Assessing a student's suitability and ACSF levels

5.2.1   It is the Institute's policy that all students enrolling in accredited training will undergo a *Pre-Training Review* (regardless of whether they have supplied a Senior Secondary Certificate of Education or AQF Certificate IV or higher qualification as per 5.1.1.2). The Pre-Training Review consists of:

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(a)   A Pre-Training interview with a Delegated Institute Officer;

(b)   Completion of the Pre-Training Review document by the student; and

(c)   Completion of a formal Reading and Numeracy assessment.

5.2.1.2   The Institute uses the Australian Council for Educational Research (ACER) Core Skills Profile for Adults (CSPA) system to conduct language, literacy and numeracy Assessments.

5.2.1.3   The Institute has developed procedures to ensure assessments are conducted with honesty and integrity.

5.2.1.4   Students will be supplied with the results of the ACER reading and numeracy assessments as soon as practicable after the assessment.

5.2.2   If the results of a student's reading and numeracy assessments do not demonstrate skills at or above Exit level 3, they may still be eligible to enrol using a VET Student Loan by ensuring:

(a)   They meet all entry requirements of the course (including pre-requisites); and

(b)   They have supplied a copy of a Senior Secondary Certificate of Education or AQF Certificate IV or higher qualification.

5.2.3   The Institute may be required to submit evidence of a student's numeracy and reading assessments to the Secretary in the form, manner and by the time requested by the Secretary.

5.3   VET Student Loan Eligibilities

5.3.1   Students who meet the above entry requirements and academic suitability, will be eligible to apply for a VET Student Loan when:

(a)   The student has not been offered an inducement to undertake the course; and

(b)   The student is an Australian citizen or a permanent humanitarian visa holder (resident in Australia for the duration of the unit/s of study) *OR*

(c)   The student is a New Zealand citizen who:

1.   Holds a special category visa (SCV):

2.   First began residing in Australia at least 10 years ago and at that time was a child under the age of 18 with no spouse or de facto partner; and

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3. Student has been in Australia for at least:

    a. A total of eight out of the past ten years; and

    b. A total of 18 months out of the last two years.

(d) The student has not exceeded their FEE-HELP limit;

    (i) Note: For 2017, the FEE-HELP limit is $100, 879.

(e) The student intends to enrol in a VET Student Loans approved Diploma, Advanced Diploma level qualification or unit/s of study.

5.4   Administrative VET Student Loan Requirements

5.4.1   There are other important administrative requirements that students need to be aware of when applying for a VET Student Loan. Students must:

(a) 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 Student Administration or from the Institute's website: http://www.sunitafe.edu.au/vet-fee-help/

(b) Have a Tax File Number or a Certificate of Application for a Tax File Number.

(c) Be 18 years of age or older, or if younger, have their parent sign the parental consent form, or demonstrate evidence through a Centrelink Income Statement that the student has received youth allowance on the basis that the student is independent within the meaning of Part 2.11 of the Social Security Act 1991.

(d) No less than two (2) business days after enrolling, and at least fourteen (14) days prior to the census date, complete and submit the Request for a VET Student Loan eCAF. If a student does not complete the eCAF by the required date for the course/unit, they will have to wait until the next available census date.

6   Associated Documents

- Enrolment Policy
- Enrolment Procedure
- Pre-Training Review
- Pre-Training Review Procedure
- VET FEE-HELP SOP
- VET Student Loan Eligibility Assessment

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- VET Student Loan Enrolment SOP

7   References

- [VET Student Loans Rules 2016](#)
- [VET Student Loans Information for Students Applying for VET Student Loans - 2017](#)
- [VET Student Loans Manual for Providers](#)

8   Forms / Record Keeping

All records generated by this procedure should be listed and must state title, location, responsible officer and minimum retention period.			
Title	**Location**	**Responsible Officer**	**Minimum Retention Period**
Pre-Training Review	SMS	Manager Sales & Education Support	7 years
ACER CSPA LLN Assessment	SMS	Manager Sales & Education Support	7 years

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