

VET Student Loans – Student Entry Procedure



Name: VET Student Loans – Student Entry Procedure
Endorsed by: Continuous Improvement and Management Committee
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PURPOSE

The purpose of this procedure is to provide information regarding the student entry process for VET Student Loans eligible students.

RELEVANT STANDARDS, GUIDELINES & REGULATIONS

- VET Student Loans Act 2016
- VET Student Loans Rules 2016
- Standard 5, Clause 5.2 (e) (i) of the Standards for Registered Training Organisations 2015

This procedure is in accordance with the VET Student Loans Act 2016 and VET Student Loans Rules 2016, all students applying for a Commonwealth VET Student Loan must be assessed for academic suitability to undertake an approved Diploma qualification. This is a student protection measure introduced by the Commonwealth Government.

This procedure must be used in conjunction with the Student Selection and Enrolment Policy and Procedure, VET Student Loans - Application, Enrolment and Engagement Procedures and VET Student Loans - Fee Procedures

This academic assessment is **in addition** to any entry requirements that may be required for the specific course a student is undertaking.

RELATED DOCUMENTS

- Course Application Form
- Student Handbook
- Enrolment Form
- Individualised Learning and Assessment Plan/Training Plan
- Pre-enrolment Information
- Access and Equity Policy
- Approved LLN Assessment¹ for VET Student Loans applicants
- Recognition Policy and Procedures
- Credit Transfer Policy and Procedures
- Language Literacy and Numeracy Policy
- Consumer Protection Policy
- Fees and Charges Policy and Procedures
- VET Student Loans Withdrawal Policy and Procedures
- Process – VET Student Loans Application - Reading and Numeracy Test
- VET Student Loans Application, Enrolment and Engagement Procedures
- VET Student Loans Fees Procedures
- Refund Policy and Procedures

¹VET Student Loans Rules 2016, Subdivision B—Student entry

PROCEDURE

In addition to satisfying Benchmark College's entry requirements to an approved Diploma course (refer to the Student Selection and Enrolment Policy and Procedures), prospective students who wish to apply for a VET Student Loan to cover part or all fees must meet the following requirements: st

1. Meet the criteria of an eligible student. The prospective student must satisfy the following:
 - Meet citizenship and residency requirements by providing:
 - evidence of being an Australian citizen, , or a permanent humanitarian visa holder, or a qualifying New Zealand citizen who is usually resident in Australia.
 - a qualifying New Zealand citizen is a New Zealand citizen who meets all of the following:
 - holds a special visa category, such as the New Zealand Special Category Visa (SCV);
 - has been usually resident in Australia for at least 10 years;
 - was a dependent child when he or she was first usually resident in Australia;
 - has been in Australia for periods totalling 8 years during the previous 10 years; and
 - has been in Australia for periods totalling 18 months during the previous 2 years.
 - Your FEE-HELP balance (the amount of your FEE-HELP limit you have left) is more than \$0 (this refers to how much you have borrowed for courses in the past)
 - You are enrolled with an approved course provider and have enrolled in accordance with the application requirements;
 - You intend to study an approved course;
 - You are studying the approved course primarily at a campus in Australia
 - You apply to the government using the eCAF form and providing all relevant information – see VET Student Loan – Application-Enrolment-Engagement-Replacement Provider Policy and Procedure.
 - You meet the enrolment and loan application requirements – see VET Student Loan – Application-Enrolment-Engagement-Replacement Provider Policy and Procedure.
 - In order to access the loan throughout the course you must demonstrate engagement and progression when required to do so by the department.
 - You must meet the Academic suitability – see 2.
2. To meet the academic suitability the prospective student must also complete one of the following:
 - i. Provide a copy of the individual's Senior Secondary Certificate of Education that has been awarded by an Australian agency or authority of a state or territory for the completion of year 12 (i.e. Higher School Certificate in NSW²).
Benchmark College is required to store a copy of this for at least five years' post enrolment.

OR

- ii. Undertake a reading and numeracy assessment using an approved assessment tool and display competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF).
The VET Student Loans scheme requires Benchmark College to provide a Reading and Numeracy assessment of all students seeking loan assistance under the scheme. The VETASSESS Test has been approved by the Australian Government as an assessment tool for this purpose.
The VETASSESS Test assesses the Reading and Numeracy Skills areas of the Australian Core Skills Framework (ACSF) to determine a candidate's competence at ACSF Exit Level 3. The test Items have been mapped to the Focus Areas of the ACSF (please see mapping in the attached user guide).
To comply with the VET Student Loan requirements, candidates must complete two test components, Reading and Numeracy. Each test comprises 30 Multiple-choice questions. While there is no time restriction on the tests, it is estimated that candidates will complete each test component within one hour.
The VETASSESS Test is delivered via the AssessitNow online assessment system. The questions are marked electronically and scored within AssessitNow. To demonstrate performance at ACSF Exit Level 3 a candidate must achieve the following scores:
 - Reading: 19

² *In NSW, students may obtain a copy of their Higher School Certificate from 1967 onwards. Go to the Board of Studies website for more information. <http://www.boardofstudies.nsw.edu.au/hsc-results/replacement-exam-results.html>

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- Numeracy: 21

The results are generated for the individual candidates showing areas of strength and weakness.

A Benchmark College representative is with the applicant during the test, to ensure the test is completed by the applicant.

If a candidate undertakes a reading and numeracy assessment, Benchmark College will inform the individual of his/her results as soon as practicable after the assessment. A copy of the results will be stored for five years' post enrolment and may be provided to the Commonwealth if requested.

If a student is unable to achieve the required standard of language, literacy and numeracy (LLN) on sitting, the student may re-sit after 3 months. This allows time for the learner to improve their LLN skills to the required level. The reports are used to advise the student on areas of study before attempting a re-sit. During a re-sit the candidate would be assigned a different version of the test.

OR

- iii. Provide a verified copy of the student's certificate of a Level IV or above qualification in the Australian Qualifications Framework (AQF) and the course for the qualification was delivered in English:
 - This certificate must be a document issued by a body registered to award the qualification in the AQF in Australia, or
 - a letter or certificate issued by a Federal, State or Territory government agency which assesses overseas qualification (or an organisation contracted by such an agency to undertake such assessments), that evidences that the student's qualification has been assessed by that agency (or contracted organisation) and determined to be equivalent or comparable to a qualification in the Australian Qualification Framework at level 4 or above. This information may be found at <https://internationaleducation.gov.au/Services-And-Resources/services-for-individuals/Pages/Services-for-individuals.aspx>
 - If a student cannot provide a copy of a qualification certificate for their AQF level 4 or above qualification, Benchmark College may accept a copy of their authenticated transcript from the Student Identifiers Register, as proof, provided it evidenced completion of the relevant qualification³.
 - Refer to the table below for equivalency of pre-AQF qualifications.

Equivalency of pre-AQF qualifications⁴

Provided below is an equivalency table showing how pre-AQF qualifications correspond with current AQF awards.

| AQF 1995-current | RATE 1990–1999 | ACTA 1985–1989 | ACAAE 1971–1984 |
|------------------|----------------------------------|----------------------|-----------------------------|
| Certificate IV | Advanced Certificate Stream 3300 | Advanced Certificate | Associate Diploma' or above |

- iv. In addition to the three options described, Benchmark College must also believe that the student is academically suited for the qualification they are applying to undertake.

If a student is **not** able to meet the requirements outlined in this procedure, the individual will not be eligible to apply for a Commonwealth VET Student Loan.

³ VET Student Loans, Manual for Providers, Version 3.0 – March 2019

⁴ <https://www.aqf.edu.au/previous-versions-and-equivalencies>