

# Student Entry Procedure

## For VET Student Loan Eligibility

Australis College Pty Ltd  
RTO Number 31518

### 1. PURPOSE

- 1.1** To ensure all students enrolling in courses under VET Student Loan agreements abide by the eligibility conditions set in the VET Student Loans Act 2016 and VET Student Loan Rules 2016. This legislation seeks to ensure that students enrolling into approved VET qualifications at a diploma level or higher are suitable for the AQF level of course they are enrolling into.
- 1.2** Australis College will act honestly and with integrity in all dealings with students including determining student suitability into a course and carrying out the Core Skills Assessment as per this procedure.

### 2. SCOPE AND APPLICATION

- 2.1** Applies to Course Consultants, Student Support and Student Services who are responsible for communicating applicable entry requirements, core skills assessment information and the processing of student applications and enrolments for students applying for a VET Student Loan.
- 2.2** This procedure must be used in conjunction with the Enrolment Policy, Pre-enrolment Application Procedure, Pre-enrolment Application Sales Script, Core Skills Assessment Policy, Core Skills Assessment Procedure and ID and Evidence Requirements Guide.

### 3. ABBREVIATIONS

- 3.1** ACER – Australian Council of Educational Research.
- 3.2** CSPA – Core Skills Profile for Adults (Government approved).
- 3.3** LLN – Language, Literacy and Numeracy.
- 3.4** VSL – VET Student Loan.
- 3.5** VET – Vocational Education and Training.
- 3.6** AQF – Australian Qualifications Framework.
- 3.7** SMS – Student Management System.
- 3.8** FFS – Fee for Service.
- 3.9** ATLAS – Australis Training, Learning and Assessment System.

### 4. ENVIRONMENT, HEALTH AND SAFETY

- 4.1** Australis College is committed to ensuring employees and students work and learn in an environment that is safe and promotes their health and wellbeing.
- 4.2** All training will be conducted in adherence to workplace health and safety requirements.
- 4.3** All employees will be provided with appropriate resources to allow them to perform their job roles.

## 5. RESPONSIBILITIES

### 5.1 Marketing:

- Publishes the Enrolment Policy and this procedure on Australis College website(s).

### 5.2 Quality:

- Ensures policies and procedures are implemented in accordance with governing legislation.
- Communicates with Marketing to upload current student-facing policies and procedures to the website(s).
- Communicates legislative requirements across departments to ensure compliance.

### 5.3 Student Services Manager:

- Provides coaching and training to Student Services, Course Consultants (CC) and Student Support (SSu), to ensure adherence to the Enrolment Policy, Student Entry Procedure for VSL Loan Eligibility, and Pre-enrolment Application Procedure.
- Provides a point of escalation for any issues and approvals in relation to student enrolment applications.

### 5.4 Course Consultants (CC):

- Conducts the initial assessment interview/discussion during the pre-enrolment process to gauge the student's prior learning, work experience and commitment towards study.
- Makes an initial assessment on the student's language and communication skills during this discussion.
- Determines if the student is applying for a VET Student Loan (VSL), or other funding/payment options in order to provide relevant information, assesses citizenship and residency eligibility (refer to Enrolment Policy) and academic suitability for each student.
- Communicates terms and conditions for VSL, funding and payment options.
- For students not applying for VSL, the CC records the outcome of the student interview. The student is then either directed to SSu, if literacy, language and/or numeracy (LLN) challenges are identified, or proceeds with the enrolment as per the Enrolment Policy and Pre-enrolment Application Procedure.
- Ensures all relevant information and forms are received from the student and accurately completed for processing.

### 5.5 Student Support (SSu):

- Carries out the Core Skills Assessments with honesty and integrity.
- Emails students with the results of their Government-approved Core Skills Assessment if applying for VSL. Contacts them with constructive feedback if the student does not meet the Exit Level 3 criteria for entry into a diploma or higher VET qualification.
- Documents results from Core Skills Assessment and discussions with the student on their student file in ATLAS and the SMS.
- Determines support and assistance required to guide students to positive learning outcomes.

### 5.6 Student Services:

- Quality-checks enrolment information to ensure eligibility criteria has been met.

- Ensures students applying for the VSL, are not sent the loan application form until after the cooling off period of two business days.

## 6. INSTRUCTIONS

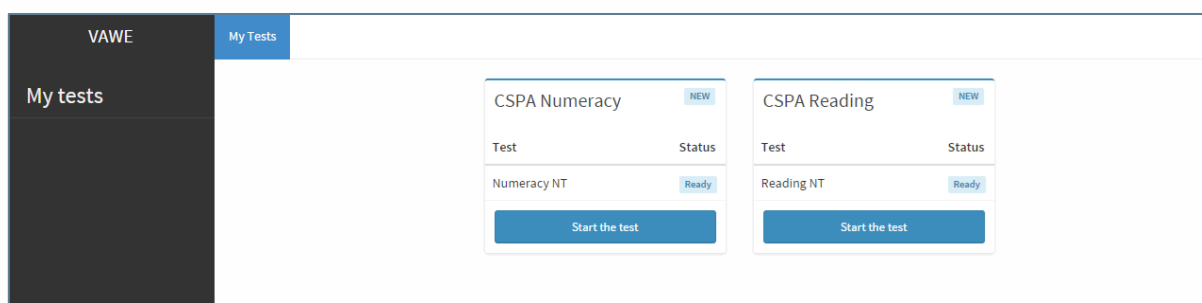
### 6.1 COURSE CONSULTANT PROCEDURE.

- 6.1.1** The CC will conduct an initial assessment interview/discussion with the potential student during the pre-enrolment process to gauge their eligibility, prior learning, work experience and commitment towards study. This information is used as an initial assessment on the student's language, communication skills any perceived barriers to study.
- 6.1.2** The CC will determine if the student is applying for VSL, or other funding/payment option in order to provide and obtain relevant information to each student, as well as assess their eligibility and entry into their chosen course.
- 6.1.3** For students wishing to apply for VSL for entry into an approved VET diploma or higher qualification, the student is required to provide evidence to meet Australian citizenship and residency requirements as documented in the Enrolment Policy, and ID and Evidence Requirements Guide. They must also complete one of the following to demonstrate academic suitability:
- 1)** Provide evidence of their Australian Senior Secondary Certificate of Education in completion of Year 12.
  - 2)** Provide evidence of an Australian Qualifications Framework qualification at a level four or above for, and the course was delivered in English.
  - 3)** If evidence for **1** and **2** cannot be provided, the student will need to successfully complete an approved Government Skills Assessment (CSPA) at an Exit Level 3 or higher in the Australian Core Skills Framework. Access to the CSPA link and login details are provided with information on the test such as compatible operating systems and browsers, expected duration of completion (1 ½ hours but no time limit imposed) and timeframes for a response and feedback from SSu.
- 6.1.4** Students applying for VSL who provide evidence at **1** and **2** may still be referred to SSu to complete the Government Skills Assessment (CSPA) at an Exit Level 3 or higher in the Australian Core Skills Framework *if* the CC identifies a barrier to learning and successful study outcomes (stated or otherwise).
- 6.1.5** The CC must record the outcome of the student interview, ensure necessary identification and evidence is provided including application and Parental Consent forms (where required), completed accurately and retained for compliance purposes.
- 6.1.6** If the student is less than 18 years of age, their parent or guardian must complete and return a signed Request for a VET Student Loan Parental consent form. Students that are considered independent under the Social Securities Act 1991 and wish to be exempt from this requirement must produce evidence from Centrelink confirming their state of independence. This evidence must also be retained.

### 6.2 TESTING PROCESS (ACER CORE SKILLS PROFILE FOR ADULTS ASSESSMENT).

- 6.2.1** The student will be provided with a username and password to log in to the CSPA system to complete the Core Skills Profile for Adults <http://vawe.acer.edu.au/>.

6.2.2 The student will need to create a new password for security reasons. After logging on the following screen will appear – CSPA Numeracy and CSPA Reading. To commence the assessment, the student will need to click on ‘Start the test’ as shown below.



6.2.3 The assessment will take approximately 1 ½ hours but there is no time limit for completion. The student is able to attempt questions, save answers and come back to review their attempt later.

6.2.4 The results are used to determine the reading and numeracy level that is required (minimum Exit Level 3) for entry into diploma and higher courses.

Individual Student Report for Professionals Core Skills Profile for Adults	
	<b>Date:</b> 05 January 2016
	<b>Unique ID:</b> N/A
	<b>Group:</b> DIPLOMA Group January 2016
<b>score estimate:</b> 127	<b>ACSF level estimate:</b> working at level 4 / exit level 3

6.2.5 The results will be sent by email to the student by SSu. Continue to 6.3.

6.2.6 Results of the CSPA LLN assessment are retained for a period of at least five years and will be provided to the Secretary on request.

6.2.7 The student will be provided with the result if they decide to enrol into another course or to transfer to another training provider.

### 6.3 STUDENT SUPPORT PROCEDURE.

6.3.1 SSu will email the student their result within 24 hours of receiving their assessment results.

6.3.2 Students that successfully complete the CSPA testing will be forwarded to Student Services to have their enrolment processed and finalised.

6.3.3 Students that do not reach the minimum level Exit Level 3 will be contacted by SSu to discuss the unsuccessful result and the specific LLN issue identified. The student may be provided with learning strategies and resources for improvement or be referred to a Course Consultant to discuss alternative courses and learning pathways. (Refer to Core Skills Assessment Procedure.) The student may re-sit the assessment after a minimum of three months has passed to allow the student time to progress and improve in the reading and numeracy gaps that were identified in the initial assessment.

6.3.4 The SSu and Course Consultant ensures all results are recorded on the SMS together with discussion notes.

## 7. COMMUNICATION, TRAINING AND RECORDKEEPING

7.1 *For internal use only* - refer to the Communication, Training and Recordkeeping Procedure.

## 8. REFERENCES/SUPPORTING DOCUMENTS/DEFINITIONS/LEGISLATIVE CONTEXT

- 8.1 A list of applicable legislation is detailed within the *legislation tab* in the Quality Management Register.
- 8.2 Enrolment Policy.
- 8.3 Pre-enrolment Application Procedure.
- 8.4 Pre-enrolment Application Sales Script.
- 8.5 Core Skills Assessment Policy.
- 8.6 Core Skills Assessment Procedure.
- 8.7 ID and Evidence Requirements.
- 8.8 Parental Consent Form (internal), [Request for a VET Student Loan](#) (external).
- 8.9 ACER Core Skills Profile for Adults assessment overview [acer.edu.au/cspa](http://acer.edu.au/cspa).

## APPROVAL AND AUTHORISATION

Completion of the following signature blocks signifies who is responsible for the creation, implementation, review and approval of this procedure.

	Name	Job title	Date
Prepared by	Sharleen Ejlertsen	Quality Officer	16/01/2017
Owned by	Marshall Newton	Chief Operations Officer	16/01/2017
Approved by	Marshall Newton	Chief Operations Officer	16/01/2017

## SUMMARY OF REVISIONS

Australis College is committed to maintaining systematic control over its documentation. This includes the accurate recording of amendments and versions of documents through the Quality Management Register.

This procedure will be reviewed two (2) years from its effective date or sooner as required.

Effective Date	Name	Job Title	Version Number
16/01/2017	Sharleen Ejlertsen	Quality Officer	1.0
23/01/2017	Sharleen Ejlertsen	Quality Officer	1.1
05/07/2017	Sharleen Ejlertsen	Quality Officer	1.2
09/08/2018	Lisa Street	Quality Auditor	1.3
31/01/2019	Sharleen Ejlertsen	Quality Officer	1.4