



Admissions Policy for VET Student Loans enabled courses

Policy number: CS03

Version: 1.3

Policy Owner: General Manager Organisational Services

Subject Expert: Manager Admissions

Next review date: 7 September 2020

1. PURPOSE

The purpose of this policy is to provide a framework and guideline for SM TAFE to assess and process potential student admission and enrolment into courses eligible for VET Student Loans.

SM TAFE makes this policy and associated VET Student Loans policies publicly available on the SM TAFE website.

2. SCOPE

To ensure all student applications and student enrolments into VET Student Loan eligible courses offered by SM TAFE are assessed equitably and processed with transparency by SM TAFE staff.

3. POLICY GOVERNANCE

1. VET Student Loans Act 2016
2. VET Student Loans Rules 2016
3. VET Student Loans (Courses and Loan Caps) Determination 2016
4. Department of Training and Workforce Development VET Fees & Charges Policy
5. Higher Education Support Act 2003
6. Standards for Registered Training Organisations 2015 made under the National Vocational Education and Training Regulator Act 2011
7. Student Identifiers Act 2014

4. KEY DEFINITIONS

- **AVETMISS** refers to the Australian Vocational Education and Training Management Information Statistical Standard.
- **Census Date** – The last day a student may withdraw from a VET Course of Study in which they are enrolled without incurring liability for tuition fees or VET Student loan debt.
- **Continuing student** refers to students who are currently studying a qualification at South Metropolitan TAFE and intend to continue their learning pathway at South Metropolitan TAFE.
- **DTWD** refers to the Department of Training and Workforce Development
- **Responsible Officer** refers to the General Manager responsible for reviewing this Policy as required.
- **RPL** refers to Recognition of Prior Learning. RPL involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process that



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assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards.

- **SM TAFE** refers to South Metropolitan TAFE.
- **USI** refers to Unique Student Identifier.
- **VET** refers to Vocational Education and Training.
- **VSL** refers to a Commonwealth income contingent loan scheme where eligible students may use to defer paying fees for their VET enrolment. This student loan is part of the Higher Education Loan Program (HELP).
- **VSL Officer** refers to the VET Student Loans Officer who manages the Commonwealth student loans admissions, eligibility assessments, and student's loan application at SM TAFE.

5. PRINCIPLES

SM TAFE must ensure that it conforms to HESA guidelines with respect to all loans that are offered to eligible students. SM TAFE must also ensure that it conforms to the **VET Student Loans Rules 2016** with respect to how VET Student Loans is administered.

5.1. Fair Treatment and Equal Benefits and Opportunity

All applications and enrolments into a VET Course of Study at SM TAFE must be assessed and processed equitably and with transparency.

As a VET Provider, SM TAFE will treat fairly:

- a. all students who are, or would be, entitled to VET Student Loans assistance under Part 2, Division 2 of the VET Student Loans Act 2016 ("the Act"); and
- b. all persons seeking to enrol with SM TAFE in a VET unit of study that meets the course requirements under Part 2, Division 3 of the VET Student Loans Act 2016.

As a VET Provider, SM TAFE will have open, clear, explicit, fair and transparent procedures that are based on merit for making decisions about:

- a. the selection, from among persons who are, or would be, entitled to VET Student Loans assistance under part 7, Division 1, Subdivision B in the VET Student Rules 2016 and who seek to enrol with SM TAFE in a VET unit of study that meets the course requirements under Part 2, Division 3 of the VET Student Loans Act 2016; and
- b. the treatment of students who are, or would be, entitled to VET Student Loans assistance under Part 2 of the VET Student Loans Act 2016.

Admission and enrolment of students into a VET Course of Study must be based on clearly defined process of selection and/or merit based guidelines; and throughout



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process of selection and admission, applicants are treated with fairness, courtesy and kept informed of the progress of their application and enrolment.

Applications for admission into a VET Course of Study at SM TAFE can be submitted through TAFE Admissions or through a local assessment.

Delivery/Portfolio units of the relevant VET Course of Study courses submitted are responsible for checking eligibility of domestic student applications against entry requirements at time of enrolment.

Delivery/Portfolio units of the relevant VET Course of Study applications submitted will assess the eligibility of applicants for the qualification applied for and; offer opportunities for Recognition of Prior Learning where applicable.

All applicants must be provided a clear outline of the timeframe for VET Course of Study application deadlines, enrolment periods, and census dates for withdrawals. Guidelines to applicants must be available in writing and on-line (electronic).

All applicants must be advised they are able to submit an appeal based on the VET Student Loans Grievances, Complaints and Appeals (Academic and Non Academic) if their application is unsuccessful.

5.2. Applications, Selection and Admissions

A student's application for study at South Metropolitan TAFE will be assessed by TAFE Admissions officers or the Portfolio areas for academic suitability before the student is made an offer of a place.

At enrolment, the student must then meet eligibility criteria and be enrolled into an approved course before the student is entitled to apply for a VET student loan to cover his/her fees.

The enrolment officer may enrol the student into the course once the officer has checked the student's eligibility and has processed the CDF. Once the enrolment is complete, all supporting documents must be sent to the VET student loans team **by COB same day** – either via internal college mail (or emailed to vslapplications@smtafe.wa.edu.au). The student can only submit his/her electronic Commonwealth Assistance form (eCAF) to apply for a VET student loan after two working days from the student's enrolment date. Enrolment officers need to ensure that there is at least 14 days before the student's census dates or the VET student loans officers will be unable to process the loan application. The student will be required to pay for units that do not meet this requirement.

Enrolment officers are reminded to check and attach copies of the following with the student's VET student loan application:

5.2.1. Citizenship and residency suitability

- The student's Australian birth certificate*, Australian passport or Citizen Certificate, or
- Copy of a Permanent Humanitarian Visa, or



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- New Zealand passport (only subclass visa 444 holders are eligible)

Students born on or after 20 August 1986 will need to provide a copy of their parent's Australian Citizenship certificate or their parent's birth certificate providing they were born in Australian on or before 20 August 1986.

5.2.2. Academic suitability

- The student's Australian Year 12 Senior Education Certificate, or
- Evidence of previous studies completed at a Certificate IV or higher level that was delivered in English, or
- Evidence that the student has achieved a minimum of Level 4/Exit Level 3 score in an approved LLN test for both the literacy and numeracy assessments.

5.2.3. Under 18 students

- A signed parental consent form

Students should also be advised that they will be expected to present their Australian Tax File number or a certificate of application for a Tax File Number (stamped by the post office) when they submit their eCAF with the Commonwealth.

Once the eCAF has been approved, the VET Student Loans Officers will send/email the student a VET Student Loans Statement of Covered Fees prior to their first census date, VET Student Loan Invoice Notice at least 14 days before the student's census dates and Commonwealth Assistance Notices within 28 days each time the student's census dates are reached so that the student is aware of his/her debt that has been incurred.

Alternately, the VET Student Loans Officers will contact students if the student's loan has not been approved and will advise the student of his/her payment options if they were planning to continue with their course.

6. DOCUMENTS SUPPORTING THIS POLICY

6.1. Policies

- CS04 Fees and Charges Policy
- CS05 Withdrawals and Refunds
- CS02 Refund for Student Loan enabled courses Policy

6.2. Procedures

- CS0101 Student Review Procedure for re-crediting a student loan balance for students on VSL
- CS0301 VET Student Loans - Enrolment Procedure
- CS0302 VET Student Loans – Local Assessment Procedure
- CS0601 Enrolment – Full time profile student Procedure



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6.3. Forms

- CS030101 Local interview assessment for students applying for VET Student Loans
- CS030102 VET Student Loans – Application Form
- CS030103 Variations application for Ministerial approval
- CS030001 Application for Special Circumstances Withdrawals and Refunds – Application
- CS030002 Application for Special Circumstances Withdrawals and Refunds – Assessment
- CS030003 Application for Special Circumstances Withdrawals and Refunds – Review of Decision
- CS040101 Enrolment Adjustment Form

6.4. Other

N/A

7. POLICY REVIEW AND COMMUNICATION

All staff will be notified of new policies and policy changes and the documents will be available on the QMS

8. POLICY APPROVAL

Approved and Endorsed:

Terry Durant

Managing Director

Date: 22 June 2017

9. DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Approved by	Brief Description
V1.0	22/06/2017	General Manager Organisational Services	Admissions Policy for VET Student Loans enabled courses
V1.1	07/09/2018	Manager Admissions	5.2, 6.2, 6.3 updated
V1.2	12/11/2018	Manager Admissions	4, 5.2, 6.2, 6.3 updated
V1.3	19/03/2019	Manager Admissions	4 & 5.2 updated