

### Purpose:

The purpose of this policy and procedure is to set out the student entry procedure for eligible students electing to access VET Student Loans.

### Policy:

In accordance with the VET Student Loans Act 2016 and VET Student Loans Rules 2016, all students electing to apply for a Commonwealth VET Student Loan must be assessed for academic suitability to undertake a high level VET qualification. This is a student protection measure introduced by the Commonwealth Government.

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

### Procedure:

In order to apply for a VET Student Loan to cover part or all fees, a student must meet one of the following requirements:

1. 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.

Skills Training Australia is required to store a copy of this for five years post enrolment.

### OR

2. Undertake a reading and numeracy assessment using an approved assessment tool and display competence at or above Exit Level 3 in the Australian Cores Skills Framework (ACSF).

The assessment tool used will be one of the following:

- The Core Skills Profile for Adults (CSPA) testing, published by the Australian Council for Educational Research Limited (ACER). The student will be provided with log-in access to complete the CSPA test; the test is invigilated; OR
- VETASSESS testing. The student will be provided with log-in access to complete the test; the test is invigilated.

Skills Training Australia must be confident that the test is completed independently and the student has the required skills. If a student undertakes a reading and numeracy assessment, Skills Training Australia 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.

### OR

3. Provide a copy of the student's certificate of a Level 4 or above qualification in the Australian Qualifications Framework and the course for the qualification was delivered in English.

If a student is **not** able to meet either of these requirements, the individual will not be eligible to apply for a Commonwealth VET Student Loan.

### Approval Authority:

This Policy is approved by Skills Training Australia Management as indicated and the control copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.

### Documents Referenced:

- VET Student Loans Rules 2016
- VET Student Loans Act 2016