

Purpose:

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

Policy:

In accordance with the Higher Education Support (VET FEE-HELP Reform) Bill 2015 and associated VET Guidelines 2015, all students electing to apply for a Commonwealth VET FEE-HELP 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 from 1 January 2016.

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 FEE-HELP loan, a student must meet one of the following requirements:

1. Provide a copy of the individual's senior secondary certificate of education (Year 12 completion), that has been awarded by an Australian authority or agency.

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 that is used is 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.

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.

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

Approval Authority:

This Policy is approved by the Executive 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 Guidelines 2015
- Higher Education Support (VET FEE-HELP Reform) Bill 2015