

STUDENT ENTRY PROCEDURE

POLICY

Prospective VFA Learning students who are seeking to enrol into Vet FEE-HELP approved qualifications (Vet Diploma, Vet Advanced Diploma, VET Graduate Diploma and VET Graduate Certificate), will be required to successfully complete the following entry requirements to demonstrate that they are academically suited to complete the course they are applying for.

Student must satisfy one of the following requirements:

- The VET provider obtains a copy of a Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of a State or Territory for the students completion of year 12 **or**

Both

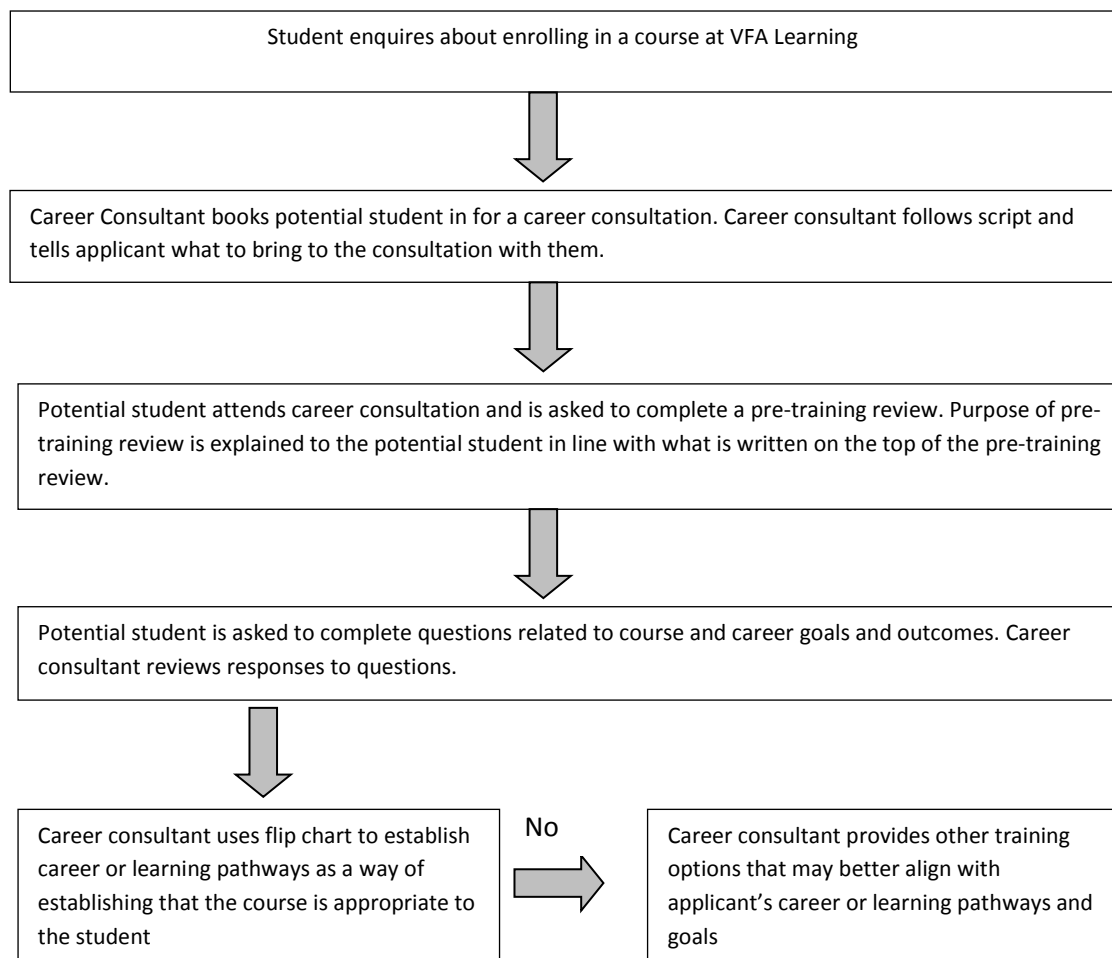
- The student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy;

And

- The VET Provider reasonably believes that the student displays that competence

In addition to the above the student must successfully undertake the full pre-training review process to be accepted into a course.

FLOWCHART – STUDENT ENTRY PROCEDURE



Yes



Career consultant explains key features of the course/ training with the potential student including:

- Course duration
- Weekly commitment – classroom, online, self-directed and practical placement
- Delivery and assessment methods
- Support Services

This is to establish if the training strategy is suitable for the potential student

No



Career consultant establishes any extra support required. If strategy unsuitable career consultant to suggest other training options

Yes



Fees and charges explained to potential student including:

- Government funding opportunities
- Fees and charges
- Concession
- Refund and withdrawal policies
- Vet FEE-HELP information and responsibilities

This will allow the student to make an informed decision on whether the training is suitable for them based on course fees

Yes



If the student has completed year 12, the student is to provide a copy of a Senior Secondary Certificate of Education that has been awarded to the student. This is to be retained on the students file **OR**



Approved LLN test completed to determine if student has the necessary skills to participate in and complete the training program.

The student must satisfy the following requirements:
The student is assessed as displaying competence at or above Exit Level 3 in the Australian Core skills Framework (ACSF) in both reading and numeracy; and

VFA Learning reasonably believes that the student displays that competence.



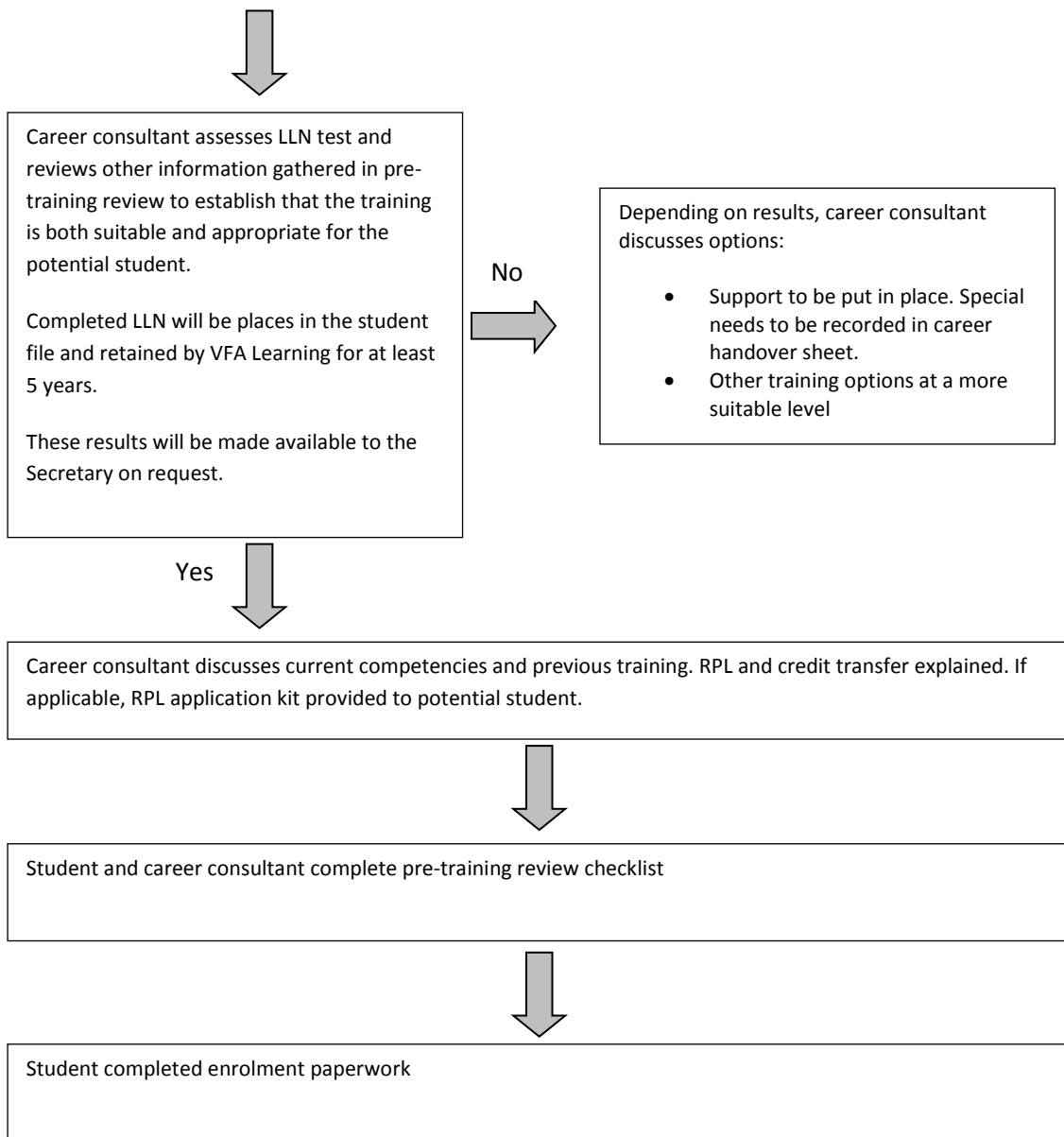
Completing the LLN

Prospective student is to be informed this LLN Skills assessment will assist VFA Learning to determine their suitability for the course they are seeking to enrol in.

VFA Learning representative is to verbally detail the instructions for the student to complete the skills assessment.

VFA Learning representative is to inform the prospective student that once completed the assessor will assess the Skills test as soon as practicable after the assessment and inform the student of the results.

At all times the VFA Learning representative will act honestly and with integrity.



ASSOCIATED DOCUMENTATION

- VFA Pre-course Assessment – DIPLOMA
- Higher Education Support Act 2003
- VET Administrative Information for Providers – Incorporating the Vet FEE-HELP reforms 2015/2016