

## Policy Purpose

The purpose of this policy is to outline the processes that VFA Learning will follow during the application, eligibility and entry into nationally recognised qualifications. The associated procedures *SBAT Entry Procedure*, *Student Entry Internal Procedure* and *Nursing Students Entry Procedure*, further explains the course information and advice given to students and clearly outlines VFA Learning's staff responsibility in this process.

## Policy Scope

This policy applies to students who are actively seeking enrolment into qualifications offered by VFA Learning, including School Based Apprenticeships (SBAT) and Government funded courses such as VET Student Loans (VSL) and Skills First Program (SF).

## Policy Statements

The following Policy statements are an overarching view of the process VFA Learning will undertake to ensure that they meet their obligations under the various funding contracts and regulatory body requirements. The statements are further supported where applicable by robust procedures to guide staff on maintaining compliance in their daily RTO tasks.

### 1. Commitment

VFA Learning is committed to:

- Ensuring all applicants applying for entry into a course are treated fairly and equitably as per the Equal Opportunities Act 2010 and our Access and Equity Policy and Procedure
- Selecting and enrolling only genuine students in all of its courses regardless of the funding arrangement
- Publishing entry and application criteria in marketing materials and on their website
- Ensuring clear and concise advice is provided to students eligible under Government funding programs or loan schemes
- Ensuring a Students entry to funded programs meet the admission, eligibility and suitability requirements of that program
- Ensuring that we reasonably believe that all students are academically suitable for the course they are enrolling into
- Supporting all students to make informed decisions about enrolling into a course
- Ensuring students are provided with clear and concise information without pressure to commit
- Ensuring that all information provided in the Training Plan is only authorised by VFA learning and provided to the prospective student at application for SBAT students and induction for all other students
- Ensuring at commencement of all courses, students undergo an induction and LMS orientation

### 2. General Entry Information

Each potential student, at the application stage of the Entry Process, has their eligibility and suitability assessed with honesty and integrity before enrolling into any of VFA Learning's qualifications or courses. Completed through the Application, Pre-Training Review and Language, Literacy and Numeracy Testing Processes. These processes fully inform potential students, and where applicable parent/guardians of the following:

- Full knowledge of the course requirements, costs and duration
- Confirmation that potential students preferred course meets their career aspirations, individual needs and capabilities
- Holding a current Working with Children Check and a current police check where required by

- placement, employers or regulatory bodies
- Applicable immunisations relevant to qualification
- Their commitment to actively engaging in the training program
- Credit Transfer and Recognition of Prior Learning
- Where applicable the process of applying for a VET Student Loan and its financial implications
- Where applicable the process of applying for a funded place under the Skills First Program

### 3. School-Based Apprenticeships – SBATs

VFA will work with the employers U-Train and Pathways Education and Training to ensure that selected students are provided with the same information, where applicable as described in Policy Statement 2 – General Entry Information.

### 4. VET Student Loans Eligibility

Each potential student who is seeking to access a loan through VET Student Loans must meet the following eligibility criteria. Potential students are to bring the relevant documentation, as listed to the application interview in order for Career Consultants to make an informed decision on eligibility and to provide a correct and current statement of fees.

#### **Australian Citizenship requirements (evidence required):**

1. Potential Students **born in Australia before** 20 August 1986.:
  - Valid Australian Passport – preferred document
  - Australian Birth Certificate
2. Potential Students **born overseas**:
  - Valid Australian Passport – preferred document
  - Australian Citizenship Certificate
  - Citizenship by Descent Certificate
3. Potential Students **born after** 20 August 1986:
  - Valid Australian Passport – preferred document
  - Australian Birth Certificate – plus the following
    - 1 of their parents Australian birth certificate OR
    - The same parents Australian citizenship certificate if they were permanent residents at the time of the potential students birth

If the potential student cannot provide evidence of citizenship as above then they should apply for an Australian Citizenship certificate by completing and lodging form 119 Application for evidence of Australian Citizenship.

4. Potential students who are a qualifying New Zealand Citizen must meet the following
  - Special Category Visa Holder and has been in Australia for at least 10 years (stamped Passport)
  - was a dependent child aged under 18-years of age when he or she first was usually resident in Australia and
  - has been in Australia for periods totalling 8 years during the previous 10 years and
  - has been in Australian for periods totalling 18 months during the previous 2 years

## 5. VET Student Loans Academic Suitability

Each potential student who is seeking to access a loan through VET Student Loans must meet the following academic suitability criteria. Potential students are to bring the relevant documentation to the application interview in order for Career Consultants to make an informed decision on academic suitability and to provide a correct and current statement of fees:

- A copy of a Senior Secondary Certificate of Education OR
- A copy of a certificate for a qualification at or above Level 4 awarded to the student OR
- Competence at or above Exit Level 3 in both reading and numeracy (ACER assessment)(and VFA learning representatives reasonably believes the student displays that competence) AND
- VFA Learning must reasonably believe the student is academically suited to undertake the course, and the student must meet any other specified entry requirements for the course.

### Pre 1995 and overseas qualifications

VFA Learning recognise that a potential student may have a qualification that they were awarded overseas or pre 1995 in Australia. VFA Learning will consider these qualifications providing the following is met:

- Overseas qualifications have been recognised as equivalent by a letter or certificate issued by a Federal, State or Territory government agency which assesses overseas qualification (or an organisation contracted by such an agency to undertake such assessments), that evidences that the student's qualification has been assessed by that agency (or contracted organisation) and determined to be equivalent or comparable to a qualification in the Australian Qualification Framework at level 4 or above and
- the course for the qualification to meet this requirement was delivered in English
- Pre 1995 qualifications further, the reference to 'a qualification at level 4 or above' is taken to be equivalent to an 'Advanced Certificate' or above, as described by the predecessor bodies ACTA and RATE, issued from 1985 onwards. It is taken to be equivalent to an 'Associate Diploma' or above, as issued by the predecessor body ACAAE from 1971 – 1984.

VFA Learning reserves the right to ask any potential student who holds overseas or pre 1995 qualifications to sit the ACER Assessment.

The ACER Assessment or Core Skills Profile for Adults (CSPA) in the Department of Education approved Language Literacy and Numeracy assessment and has been approved by the Secretary for use in determining academic suitability. As an approved tool, the test meets the Assessment rules of valid and reliable.

By conducting the ACER Assessment on site at the applicable campus, under the supervision of an authorised delegate, VFA Learning ensures that the test is completed with honesty and integrity.

Potential Students must also meet the following to be eligible for a VET Student Loan

- be enrolled in the approved course which is primarily being undertaken in Australia; and
- meet the Tax File Number (TFN) requirements providing a tax file number or a certificate from the Commissioner stating that the student has applied for a tax file number
- Have a Unique Student Identifier (USI) unless the student is otherwise exempt
- Have submitted an application by the census date of the first unit for the course for which the student is requesting a loan and no less than two days after enrolling
- Be approved by the Secretary for the loan – in the form of the eCAF
- Have a fee help balance that is more than \$0 (ie has not used all their Fee Help limit)

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- Where a student is under 18 years old, must
- \* have parental consent form signed by a responsible parent prior to submitting enrolment info into the eCAF system; or
- Have evidence of the assessment of receipt of youth allowance on the basis that the student is independent.

## 6. Language, Literacy and Numeracy (LL&N) Outcomes

The outcome of the ACER Assessment will be provided to the students immediately after the test has been completed. VFA Learning is obligated and shall make the test results available to the Secretary by any time, form or manner as requested by the Secretary.

Where a potential student is unable to meet the required standards of LL & N through the ACER Assessment, they will be directed to websites and online tasks that will assist to improve their LL&N. Three calendar months from the date of the initial test has been identified as sufficient time to allow potential students to demonstrate that progress and improvement has been made. At this time, potential students will be invited back to VFA Learning to re-sit the ACER Assessment.

All ACER assessment results will be retained in the students file for a period of 5 years as per the Student Record Management Policy and Procedure and where applicable report to the Secretary when requested.

## 7. Nursing Programs at VFA Learning

Potential students into the HLT54115 Diploma of Nursing must meet the entry requirements as set out in above policy statements except Policy Statement 3.

In addition to this where English is not their primary language; the potential student must meet the Nursing and Midwifery Board of Australia (NMBA) English language skills registration standards and will be required to provide evidence of a formal English Language test prior to commencing in the Enrolled Nursing program.

Potential students will also undergo an interview with a panel from the Nursing Department.

Prior to placement, students must also have student registration with Australian Health Practitioner Regulation Agency (AHPRA).

### Police Checks

For students who self-declare during the application process that they may have disclosable outcomes when they obtain a Police Check are requested to submit their valid Police Check **before** enrolment into the course is finalised.

All students **must** obtain their Police Check before the first day of the course commencing. No student can commence their course without a valid Police Check unless under special circumstances that have been approved by the Head of Nursing.

## 8. Skills First Program Eligibility

Each potential student who is seeking to access a funded place through the Skills First Program must meet the following eligibility criteria. Potential students are to bring the relevant documentation to the application interview in order for Career Consultants to make an informed decision on eligibility and to provide a correct and current statement of fees:

- number of Skills First Program courses that can be commenced concurrently, in a calendar year and their lifetime
- evidence of Australian citizenship or permanent residency, physical address in Victoria and age
- Education History

## 9. Skills First Program Exclusions

An individual is NOT eligible for Skills First Funding if the individual is:

- a student enrolled in a school (excluding a school based Apprentice/Trainee). This includes any government, non-government, independent or Catholic school; or a student registered for home schooling in Victoria.
- a person who is detained under the Mental Health Act 1986 (Vic), or the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 (Vic) or the Sentencing Act 1991 (Vic) at the Thomas Embling Hospital; or
- a person who is detained (other than on weekend detention) under the Children, Youth and Families Act 2005 (Vic) or the Sentencing Act 1991 (Vic) or who is held on remand in one or more of the following youth justice facilities:
  - Malmsbury Juvenile Justice Centre;
  - Parkville Youth Residential Centre; or
  - Melbourne Youth Justice Centre
- Within the meaning of the Corrections Act 1986 (Vic), a prisoner held at a prison, including:
  - Hopkins Correctional Centre (Ararat);
  - Barwon Prison;
  - Beechworth Correctional Centre;
  - Dame Phyllis Frost Centre;
  - Dhurringile Prison;
  - Langi Kal Kal Prison;
  - Loddon Prison;
  - Marngoneet Correctional Centre;
  - Tarrengower Prison;
  - Metropolitan Remand Centre;
  - Melbourne Assessment Prison;
  - Fulham Correctional Centre; or
  - Port Phillip Prison;
  - Ravenhall Correctional Centre

## 10. Skills First Program Exemptions-Special Initiatives

### **Asylum Seeker VET Program**

Individuals seeking to undertake training as part of the Asylum Seeker VET Program must meet all Entitlement to Funded Training eligibility criteria except the citizenship/residency requirements.

- Individuals must be referred, via a 'Referral to Government Subsidised Training – Asylum Seekers' form, to a Training Provider by the Asylum Seeker Resource Centre or the Australian Red Cross for training under the Asylum Seeker VET Program; or
- If directly enrolling to a Training Provider under the Asylum Seeker VET Program, hold a valid Bridging Visa Class E (BVE), Safe Haven Enterprise Visa (SHEV) or Temporary Protection Visa (TPV).

### **Retrenched employees**

Individuals who have been retrenched from participating businesses must meet all Entitlement to Funded Training eligibility criteria except the 'upskilling' requirement.

### **Automotive Supply Chain Training Initiative**

- Automotive supply chain employees must meet all Entitlement to Funded Training eligibility criteria except the 'upskilling' requirement.

## Student Procedure

### Course Enquiry Stage

1. As a prospective student, you will meet with a VFA Learning Careers Consultant where information about the course will be provided to you.
2. The next step is to ascertain your suitability and the appropriateness of the course, you will be asked to participate in the following:
  - Pre Training Review
  - Assessment of your Language, Literacy and numeracy skills to determine if they are at the appropriate level for the course
3. Once your Pre-training and LL&N Assessments are completed the Careers Consultant will assess your academic suitability and eligibility for the course you are interested in and advise you of the following:
  - a) You meet the course requirements and takes you through to the next part of the process
  - Or
  - b) Provide you with alternative career advice if you do not meet the course requirements

Please note for the Diploma of Nursing enquiries an interview with the Nursing Department is also required to be completed during this stage

### Application Stage

1. Once your progress to this stage, you will be provided with an Application and Enrolment form to complete and we will ask you to provide a range of documents, depending on which Government funding you are eligible for, the document that we require, could include, but is not limited to:
  - A valid Passport
  - Your birth certificate and one of your parents birth certificates if you were born after 22<sup>nd</sup> of August 1986
  - Medicare Card
  - Drivers licence
  - Senior Secondary Certificate of Education
  - A qualification at Level 4 or above
  - A valid Health Care Card
2. We will provide you with a Pack that includes:
  - Student handbook
  - Course Information
  - Complaints and Appeals Policy and Procedure
  - Withdrawal Policy and Procedure
  - Information relating to your individual financial commitment including tuition and any other associated fees

### Skills First Applications

If you are seeking a funded place through the Victorian Governments Skills First program then we will discuss the outcome of your Pre-Training review during the application stage, there are two parts to this process:

- Suitability of the appropriateness of the course
- Eligibility determined through:
  - Evidence of permanent residence in Victoria
  - Citizenship and/or permanent residency
  - Level of previous qualifications already achieved
  - Number of courses at the same level that you are currently undertaking

## VET Student Loans

1. If you are seeking to access a loan from the Government to pay for your studies with VFA Learning, we will take you through the process and explain the commitment both financially and educationally that you will be making when accessing this funding model. In particular, we will be accessing the following:
  - Your eligibility to access a loan
  - Your academic suitability making sure you either have:
    - Senior Secondary Certificate of Education **or**
    - An AQF qualification of Certificate IV or above **or**
    - Competency at Level 3 or above via the ACER testing method
2. We will provide you with all the information and requirements for VET Student Loans.
3. We will take you through the electronic application process (eCAF) and explain what you are required to do

## Pre Enrolment

Once you have completed the Application Stage of the process, we will send you a Letter of Offer and a Statement of Fees via your email address. You will have 5 working days cooling off period, to give you time to fully understand the information we have provided and for you to make an informed decision.

## Enrolment

Once you accept the offer, we will ask you to finalise your enrolment, confirm which payment method you are accessing and where applicable set up Direct Debit payment plan. At this stage if you are using VET Student Loans we will ask you to activate your eCAF. You will be provided with timetable and start dates and the only thing left for you to do is to come to class, engage in your learning and be successful.



# Student Entry Policy and Procedure



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## Related Procedures

- SBAT Student Entry Internal Procedure
- Student Entry Internal Procedure
- Nursing Student Entry Internal Procedure
- Student Induction Procedure
- SBAT Induction Procedure

## Other Related Policies and Procedures

- Fair and Equal Treatment Policy

## Responsible Officer

The responsible officer for the implementation of this Policy is the Managing Director

## Publishing details

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