

VSL1: ADMISSION POLICY AND PROCEDURE – VET STUDENT LOANS

POLICY STATEMENT

As an approved training provider for the VET Student Loans program, Casey College of Beauty Therapy ensures that student application and selection processes are fair, equitable and transparent on the basis of clearly defined entry criteria to be used for student selection. Selection of students is focused on merit and fostering academic success.

PURPOSE AND SCOPE

The purpose of this policy is to provide a framework for the selection and admission of domestic students for approved courses and units of study, including students seeking Commonwealth assistance through the VET Student Loans program.

DEFINITION

Domestic student – a person enrolling in course of study who is an Australian citizen, an Australian permanent resident (holders of all categories of permanent residency visas, including humanitarian visa)

Full Fee Paying Student – a student enrolled in a course of study for which the provider does not receive any funding or loan from a State, Territory or the Commonwealth in relation to the student's enrolment in that course.

VET Student Loans - VET Student Loans is a loan program that helps eligible domestic students pay their tuition fees for higher-level VET qualifications undertaken through an approved training provider

KEY POLICY POINTS

- Minimum qualification entry requirements will be applied as specified in the relevant Training Package or specified as part of the VET Student Loans approved course.
- In setting other additional requirements for courses, Casey College of Beauty Therapy will identify the minimum skills, knowledge, resources, work environment and work experience necessary for student success in their chosen approved course of study. This will include determination of minimum English language, literacy and numeracy skills required for the course level.
- The entry requirements and specific criteria for all VET Student Loans approved courses will be published in the Casey College of Beauty Therapy website and will be provided to applicants during the Pre-Admission process. These admission requirements do not present unreasonable barriers to access.
- Applicants with previously completed study in other courses or significant work experience may apply for exemptions through the Recognition of Prior Learning process (RPL).
- In cases where the applicant is assessed as not being eligible to enter the approved course of choice, the applicant will be advised that they are not

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eligible to enrol and may have alternative options offered for their consideration.; including not enrolling with Casey College of Beauty Therapy

- Casey College of Beauty Therapy will recognize and remove systemic barriers to learner access and participation and ensure admission procedures promote inclusion and are free from unlawful discrimination.

LEGISLATIVE CONTEXT

This policy supports the VRQA Guidelines for Providers 2016, AQTF Essential Conditions and Standards for Continuous Registration, VET Student Loans Act 2016 and the VET Student Loans Rules 2016

PRE ADMISSION

1. Provision of information to student

Upon receipt of an enrolment enquiry to undertake an approved course of study accessing the VET Student Loan program, Casey College of Beauty Therapy will provide the following information will be provided to the student prior to enrolment.

1.1 General information

All potential students are provided with current and accurate information that enables the learner to make informed decisions about undertaking training with Casey College of Beauty Therapy.

Together with course information, general study information is provided including:

- Course outline, duration and schedule of fees, mode of delivery, and vocational outcomes
- Eligibility requirements and associated information for the VET Student Loans program
- Casey College of Beauty Therapy Code of Conduct
- Access and equity policy
- Privacy and confidentiality policy
- Recognition of Prior Learning
- Complaints and Appeals policy
- Learning support strategies
- Fees and Refunds Policy
- Re-Crediting policy and procedure
- Student Handbook

1.2 VET Student Loans information

All potential students wishing to enrol in an approved course with Casey College of Beauty Therapy and wishing to access a VET Student Loan are provided the following pre- enrolment information.

- VET Student Loan is a loan from the Commonwealth and will remain a personal debt until it is repaid to the Commonwealth
- VET Student Loan may, until the debt is repaid, reduce a student's take-

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home (after- tax) wage or salary and may reduce the student’s borrowing capacity

- A student may seek independent financial advice before applying for the loan
- Tuition fees for the approved course and other fees that are payable for the approved course, including payment options and other charges if applicable
- Eligibility criteria for a student to access the VET Student Loans program
- Application process for a VET Student Loan
- VET Student Loans Information Booklet 2017 and forms
- Withdrawal and Cancellation Procedure – VET Student Loans
- Re-crediting FEE-HELP Balances – VET Student Loans

1.3 Admission policy and procedures

Admission policy and procedures and entry/eligibility criteria for admission to approved courses of study will be provided to all potential students prior to enrolment by directing the students to the RTO website and the Student Handbook at initial enquiry stage.

1.4 Agreed services

The students will be informed of any changes to services, third party arrangements that may be made, and change in ownership that will affect the agreed services to be provided by Casey College of Beauty Therapy

1.5 Information

For further information please contact the office with any enquiries regarding admission.

Email: support@caseycollege.com or
Phone: (03) 5995 9837

2. Pre-admission interview and course eligibility assessment

2.1 Pre-Admission process.

During the Pre-Admission process, the Student Enrolment Officer conducts an interview with the applicant and identifies the level of education already attained. Applicants are also questioned in regard to their interests, abilities and career aspirations. Their reason(s) for seeking admission to the approved course of study, their educational and work history will also be considered.

Using this information, the Student Enrolment Officer will then perform an interim assessment (training needs analysis) of the suitability of the potential student for admission into an approved course of study.

2.2 Language, Literacy and Numeracy (LLN)

Language, Literacy and Numeracy (LLN) requirements are set for each course level. The Casey College of Beauty Therapy LLN tools have been set to ensure the student can successfully participate in the learning process and achieve the requirements of the course.

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The LLN tool will also determine any learning difficulty that the applicant may have. This information will then be assessed by the RTO Manager and instructions to the respective Trainer/Assessor will be given as to what learning support strategies have to be made available for the applicant through a Student Support Plan.

As an eligibility requirement of the VET Student Loan program, a student who wishes to access the loan will be required to complete the LLN test (Exit Level 3 in Reading and Numeracy) if the student does not:

- Hold an Australian Senior Secondary Certificate of Education (Year 12 Certificate); or
- Hold a certificate of completion of an AQF Certificate IV or higher qualification.

Results of the LLN test will be provided to the student as soon as practicable after the assessment and will also be provided to the Department of Education upon request.

Results of a student's LLN test will be retained for at least 5 years.

2.3 Informed decision regarding enrolment

The information provided to the applicant in the pre-admission will assist the applicant to make informed decisions about their enrolment.

2.4 Applicants are advised to request RPL or credit transfer at the time of enrolment, if applicable.

3. Entry Requirements

3.1 Entry requirements are the minimum qualifications, knowledge, skills and experience that an applicant must have if they are to be considered for entry into a Casey College of Beauty Therapy approved course of study.

3.2 Entry requirements are comprised of the general entry requirements and the approved course suitability requirements specified in Clauses 3 and 4.

3.3 An eligible applicant is one who has met both the general entry requirements as well as the approved course academic suitability requirements.

3.4 Entry requirements for a course of study are advertised on the Casey College of Beauty Therapy website, and in approved course specific information materials.

3.5 Transparent entry requirements, both academic and non-academic, shall be used to underpin judgements that are made during the selection procedure for entry.

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4. General Entry Requirements

4.1 Unique Student Identifier

All applicants are required to obtain a Unique Student Identifier (USI) for their enrolment to be successful. The USI links to an online account which contains all records of training results that a person will have completed from 01 January 2015 onwards. Casey College of Beauty Therapy will not be able to issue formal documentation i.e., Statement of Attainment, Record of Results or Certificate, if the student does not have a USI.

4.2 Computer Literacy

All applicants should have basic computer skills and have access to the Internet and a personal email account. This will be confirmed during the pre-admission process.

4.3 Minimum age requirements

Prospective students under the age of 18 must have their enrolment paperwork, loan applications and agreements signed and witnessed by a parent or guardian.

5. VET Student Loans eligibility requirements

Applicants for approved courses must satisfy the following minimum entry criteria:

- The student satisfies the general entry requirements as set out in this procedure
- Hold an Australian Senior Secondary Certificate of Education (Year 12 Certificate); or
- Certificate of completion of an AQF Certificate IV or higher qualification; or
- Successful completion of a Language, Literacy and Numeracy (LLN) test achieving Exit Level 3 in Reading and Numeracy

Citizenship and residency requirements – VET Student Loans

To meet the citizenship and residency requirements, the applicant must be either:

- an Australian citizen, or
- a New Zealand Special Category Visa holder, who meets the long term residency requirements, or
- a permanent humanitarian visa holder who is usually residing in Australia

To verify proof of visa status, the student may provide permission and passport details to Casey College of Beauty Therapy to confirm the student's visa status.

Other eligibility requirements - VET Student Loans

To be eligible for a VET Student Loan, the applicant must:

- be enrolling in an approved course with an approved provider
- have not exceeded the FEE-HELP limit
- meet the Tax File Number (TFN) requirements
- must have read the 2017 VET Student Loans Information Booklet 2017

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available at <https://docs.education.gov.au/node/42391>

Application process - VET Student Loans

More information about applying for a VET Student Loan is available at www.education.gov.au/vet-student-loans or www.studyassist.gov.au

- To apply for a VET Student Loan, the applicant must complete the Request for a VET Student Loan eCAF by the census day and at least 2 days after enrolment.
 - The applicant must enrol with the Casey College of Beauty Therapy and indicate their wish to access a VET Student Loan.
 - Casey College of Beauty Therapy will give the Department, the applicant's enrolment information including the nearest applicable census day, through the eCAF system.
 - The applicant will receive an email from the Department allowing sign into the eCAF system. Once signed –in, the applicant will need to verify the pre-populated information and complete the mandatory fields.
 - Once the eCAF is submitted, the system will generate a copy of the completed eCAF form which will be sent through email to the applicant.
 - The applicant will give this form to Casey College of Beauty Therapy
- In exceptional circumstances, the applicant may be permitted to complete a paper loan request form which may be provided by Casey College of Beauty Therapy.
- If the applicant does not complete the eCAF or permitted form by the required census date, the applicant must wait until the next census date to request a VET Student Loan.
- Retrospective access to VET Student Loans is not allowed under any circumstances.

Documentation of Evidence to Support an Application

- Where the application for entry into an approved course of study requires the submission of documentary evidence, such as transcripts and testamurs of educational achievement, the applicant must provide certified copies of this documentation.
- Where the application for entry into a course of study requires the submission of other supporting documentation (e.g. a written piece of work, a portfolio of the applicant's work), Casey College of Beauty Therapy must be satisfied with the authenticity of the supporting documentation.
- Where the Student Enrolment Officer or RTO Manager considers that documentary evidence provided to support the application is insufficient, the applicant can be requested to provide further evidence. The applicant will not be considered eligible for entry until they provide the further evidence requested.

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Student Selection

- The selection criteria and methods are fair and do not exclude or discriminate against applicants in any way and will be applied consistently across Casey College of Beauty Therapy.
- Entry requirements will reflect the level of qualification and must be measurable.
- Applications will be assessed against the published entry requirements for the course and the eligibility requirements for the VET Student Loan.
- Applicants who meet the entry requirements may be offered a place in the course subject to availability of places for the course.
- In cases where eligible applications exceed available places. Offers will be made to applicants for a future intake.

Reviewing Eligibility and Entry Requirements

- Any changes to course eligibility or entry requirements must be approved by the RTO Manager.

Advising Applicants of Result of Application

- Successful applicants will be made an offer of a place in the course via Letter of Offer.
- Successful applicants will be given a date by which:
 - they must accept the offer, or
 - they must decline the offer, or
 - if no correspondence is received by Casey College of Beauty Therapy by the given date, it will be considered as having declined the offer
- Successful applicants who decline the offer, and who wish to be considered for entry at a subsequent intake, must submit a new application for course entry by the closing date for the subsequent intake. Previous applications will not be held over and applications for deferment will not be considered.
- Unsuccessful applicants will be advised by letter.

Acceptance Advice

- Applicants who have been offered a place must accept the place in the course of study by way of signing the Letter of Offer.
- The acceptance form sets out the contractual obligations of accepting a place in the course, including the student's tuition fee obligations.
- For students accessing the VET Student Loans program, the Request for Commonwealth Assistance Notice form will be received by Casey College of Beauty Therapy at least 2 business days after the student's acceptance of the Letter of Offer.

Roles and Responsibilities

- Staff involved in student selection and admissions are responsible for the

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- effective administration and implementation of these procedures.
- The RTO Manager has overall responsibility for overseeing the admissions process and making admissions decisions in relation to the course.
- The RTO Manager has responsibility for oversight of admissions procedures and for resolving admissions issues identified by the RTO Manager.

Fees and charges / Payment Options

- Tuition fees for all VET Student Loan approved courses offered by Casey College of Beauty Therapy are available on the Casey College website under VET Student Loans
- Casey College of Beauty Therapy will inform the student in writing, of the amounts of the tuition fees that will and will not be covered by the VET Student Loan.
- For the amounts of the tuition fees that will not be covered by the VET Student Loan, the student will pay these fees according to the agreed payment options with Casey College of Beauty Therapy.
- Casey College of Beauty Therapy will inform the student of other incidental charges in relation to the enrolment which are not part of the tuition fees, if any.

The tuition fees will be apportioned into sequential fee periods and that each fee period will contain at least one census day

Withdrawal and Re Credit

- A domestic student accessing the VET Student Loans program may withdraw from an approved course or unit of study. Refer to the Withdrawal and Cancellation Procedure – *VET Student Loans* which is available on the Casey College Website
- A student accessing the VET Student Loans program may apply for a re-credit of FEE- HELP Balance under special circumstances. Refer to the Re-crediting FEE-HELP Balances Procedure – *VET Student Loans* available on Casey College Website

REVIEW

The RTO Manager have overall responsibility for implementing and monitoring this policy, which will be reviewed every two years. However, if at any time the legislative, policy or funding environment is altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

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Related policies, procedures and documents

- VSL 1.1 Enrolment Form 2018 V1
- VSL2.2 - Application For Refund Form - VET STUDENT Loans V1
- VSL2.3 - Remission of fees under special circumstances form - VET STUDENT Loans V1
- VSL3.1 - Complaints Grievances and Appeals Form - VET STUDENT Loans V1

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