

Purpose

Main purpose of VET Student Loans Enrolment Policy and Procedure is to outline the selection and enrolment of students in VET Student Loans Scheme for the approved courses. It aims to provide policy and procedure for fair, equitable and consistent framework for student enrolment and selection.

Scope

Enrolment policy would aide student, administration staff and educators in making fair and informed decisions relating to enrolment. This policy also applies to individuals and CAC authorised delegates involved in selection and enrolment of students on behalf of CAC.

Relevant standards, acts and legislations

The VET Student Loans Student Enrolment Policy and Procedure ensure that Central Australian College complies with the regulatory requirement outlined in the VET Students Loans Act 2016; VET Student Loan Rules 2016

Term	Definition
Census Date	The day the student incurs financial liability for the unit of study. Students may cancel their enrolment on or before the census day without incurring tuition fees (or a HELP or VSL debt) for the course or the part of the course

Policy

This policy affirms the commitment of CAC in the process of selection and enrolment of student by ensuring that the process is fair, equitable, consistent and compliant with government, industry and/or legislative requirements; enabling students to make informed decision about their training and assessment requirements and pathways. The policy ensures:

1. CAC must in accordance with the VET Student Loans Act 2016 Rules 80 and the associated VET guidelines, document entry procedure must specify that a student is academically suited to undertake a particular approved course.
2. CAC must in accordance with the VET Student Loans Act 2016 Rules 81 document Results of assessments of competence in reading and numeracy for the purposes of paragraph 80(2)(b) An approved course provider’s student entry procedure must specify that the results of assessing a student’s competence in reading and numeracy under the procedure must be reported:
 - (a) to the student as soon as practicable after the assessment; and

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- (b) to the Secretary in the form, manner and by the time requested by the Secretary.
 - (c) require that process to be conducted with honesty and integrity.
3. CAC must in accordance with the VET Student Loans Act 2016 Rules 84 ensure Equal and fair treatment of students seeking to enrol in an approved VSL course
 4. CAC must in accordance with the VET Student Loans Act 2016 Rules 85 and the associated VET guidelines, document process and procedures for information relating to applications for VET student loans. CAC's processes and procedures must include:
 - i. processes and procedures relating to the collection and verification of information for the purposes of, or in relation to, applications by students for VET student loans.
 - ii. The processes and procedures must require the collection and verification of the following information and documents relating to a student applying for a VET student loan:
 - (a) information about the student's identity and date of birth;
 - (b) if the student is under 18, information that:
 - (i) one of the signatories to the application is a responsible parent of the student; or
 - (ii) the student has received youth allowance (within the meaning of the Social Security Act 1991) on the basis that the student is independent (within the meaning of Part 2.11 of that Act);
 - (c) information and documents to establish that the student meets the requirements of section 11 of the Act;
 - (d) if the student has applied for, but not been issued with, a tax file number—a certificate from the Commissioner that the student has applied for a tax file number.
 5. CAC must verify information relating to students citizenship and residency requirements
 6. CAC must collect students unique student identifier or will be apply for and provided
 7. CAC must ensure student has a valid Tax File Number or certificate from the commissioner that the student has applied for a Tax File Number

To achieve the above-mentioned policy statements, the CEO /the RTO Manager shall arrange for:

1. Student Eligibility Check for VET Student Loan
2. Evidence that student meets the academic suitability requirements
3. Student Enrolment Process

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1. Student Eligibility Check for VET Student Loan

Upon receiving request from the students regarding VET Student Loan, CAC representative will communicate the overall application process, VET Student Loans particulars, eligibility criteria, details in relation to the completion of the application form and guidance in the provision of relevant evidence to support their application.

a. Must be studying an approved course

- Student’s VET Student Loan application must be for the List of Central Australian Courses approved for VET Student Loans visit <https://cac.edu.au/fee-payment-options/>
- apply to the government using the approved form (eCAF) and include all relevant information [Act Part 2, Division 4]
- confirm his or her engagement and continued progression to access the loan throughout the course, when required to do so by the department
- has a HELP balance that is more than \$0 (that is, has not used all their HELP loan limit)

b. Evidence that student meet the citizenship and residency requirements

- If an Australian citizen, a copy of birth certificate or passport
- If New Zealand Special should hold a Special Category visa and meet certain qualifying requirements (See Appendix I)
- If a permanent humanitarian visa holder, who is usually resident in Australia, evidence of current visa status to determine eligibility

c. If the student is under 18 years of age a parent/guardian co-signature is required

- If the student is under 18, the completion of the VET Student Loan parental consent form must precede the eCAF being created and provided to the student.
- if the student is under 18, information that one of the signatories to the VET Student Loan eCAF application is a responsible parent of the student or that the student has received youth allowance on the basis the student is independent.

d. Valid Tax File Number (TFN)

To receive a VET Student Loan, student must obtain a TFN from the ATO (student will need to apply for a TFN even if you are not employed).

If a student does not have a TFN, they can provide CAC with a Certificate of Application for a TFN. This certificate is available from the ATO after you have applied for your TFN. Once you obtain your TFN, you must immediately inform CAC;

e. Must have valid Unique Student Identifier (USI)

2. Evidence that student meets the academic suitability requirements as below:

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Prospective students wishing to enrol in VET Student Loan Approved Courses are advised of the processes that will be followed to ensure they are enrolled in the most suitable qualification based on their existing educational attainment, capabilities, aspirations, interests and likely employment outcomes.

a. Pre Training Review

As part of the enrolment process, prospective students will be required to undertake a Pre-training Review. The Pre-Training Review is in the form of a ‘one-on-one’ interview with the prospective student.

Students will need to bring the following items to the Pre-Training Review:

- i. their Australian Year 12 Certificate, or
- ii. their International Baccalaureate Diploma Programme (IB) diploma or
- iii. – either, Copy of a certificate that the student has been awarded a qualification at level 4 or above in the Australian Qualifications Framework (that is Certificate IV or higher qualification), or at a level in a framework that preceded the AQF that is equivalent to level 4 or above in the AQF, or
- has been assessed by a federal, state or territory government agency which assesses overseas qualifications (or an organisation contracted by such an agency to undertake such assessments) as equivalent or comparable to: a qualification at level 4 or above in the Australian Qualifications Framework, or a qualification at a level in a framework that preceded the AQF that is equivalent to level 4 or above in the AQF, or
- iv. Alternatively, the prospective student must achieve Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy on the LLN Robot assessment. Prospective students are expected to complete this assessment independently with honesty and integrity. The LLN assessment will determine eligibility for VET Student Loan as well as whether the student requires any learning support. The results of the LLN test are emailed to the student soon after the assessment.

Note: No fees is charged for (a) assessments to determine whether a student is academically suited to undertake a course; and (b) application for enrolment, or enrolling in, an approved course.

3. Student Enrolment Process

Once the proposed course of study has been deemed appropriate for the student, and agreed to by the student, CAC’s internal Quality Assurance processes will be followed to complete the student’s enrolment. This will include issuing a Training Plan for the student. Refer to Enrolment Policy and Procedure.

Effective 30 June 2017, a student who is under 18 years of age at the time of enrolment who wishes to access a VET Student Loan will be required to have a signed Parent/Guardian Consent Form before an enrolment can be accepted and finalised.

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Students who are enrolled with a VET Student Loan will be required to confirm their engagement and progression three times in a calendar year for the duration of the course. Students will receive an email from the Commonwealth via the eCAF system requesting the completion of the progression survey.

Policy Reference

- VSL manual for VET Providers
- VSL ACT 2016
- VSL Rules 2016

Relevant Policies and Procedures

- Enrolment Policy and Procedure

Relevant Documents and Forms

- Domestic Students Enrolment Form

Appendix I New Zealand Citizens

A New Zealand citizen is eligible if they hold a Special Category visa and:

- has usually been resident in Australia for at least 10 years, and
- 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 two years [Act s 11)].

Most New Zealand citizens who arrive in Australia are the holders of a temporary visa called a Special Category visa (SCV). This is not a permanent visa but allows its holder to visit, live and work in Australia indefinitely.

What constitutes a New Zealand SCV holder?

New Zealand citizens who arrive in Australia using a New Zealand passport and, in the absence of a valid Australian visa, automatically receive a SCV provided they meet certain security, character and health requirements. There are no prior forms, fees, or applications required for this. They can then stay and work in Australia indefinitely. The SCV is a temporary visa that remains in place for as long as they remain in Australia but expires as soon as the New Zealand citizen leaves Australia. A New Zealand citizen must therefore be an SCV holder on the day they apply for the loan and thus cannot apply for the loan while they are not in Australia.

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