Student Entry Procedure
For VET Student Loan Eligibility

PURPOSE

To ensure all students enrolling in courses under VET Student Loan agreements abide by the eligibility conditions set in the VET Student Loans Act 2016 and VET Student Loan Rules 2016. This legislation seeks to ensure that students enrolling into approved VET qualifications at a diploma level or higher are suitable for the AQF level of course they are enrolling into.

TIV will act honestly and with integrity in all dealings with students including determining student suitability into a course and carrying out the Core Skills Assessment as per this procedure.

SCOPE

Applies to Student Recruitment and Student Services who are responsible for communicating applicable entry requirements, core skills assessment information and the processing of student applications and enrolments for students applying for a VET Student Loan.

This procedure must be read in conjunction with the Pre training review process and LLN Policy.

PROCEDURE

1. **STUDENT RECRUITMENT PROCEDURE.**

    1.1 The admission officer conducts an initial assessment interview/discussion with the potential student during the pre-enrolment process to gauge their eligibility, prior learning, work experience and commitment towards study. This information is used as an initial assessment on the student's language, communication skills any perceived barriers to study.

    1.2 The personnel will determine if the student is applying for VSL, or other funding/payment option in order to provide and obtain relevant information to each student, as well as assess their eligibility and entry into their chosen course.

    1.3 For students wishing to apply for VSL for entry into an approved VET diploma or higher qualification, the student is required to provide evidence to meet Australian citizenship and residency requirements as documented in the Application and Enrolment Policy and Procedure, and ID and Evidence Requirements Guide. They must also complete one of the following to demonstrate academic suitability:

        1) Provide evidence of their Senior Secondary Certificate of Education in completion of Year 12 issued by an Australian State or Territory.
        2) Provide evidence of successful completion of a qualification that has been delivered in English and:
            - Was at level 4 or above in the Australian Qualifications Framework (i.e. 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**
            - A letter/certificate issued by a Federal, State or Territory government agency which assesses overseas qualifications and determines that the level of qualification is comparable or equivalent to the AQF Framework level 4 and above

        Refer to the VSL manual section 4.8.3 and the link below for information on qualifications issued

prior to the AQF https://www.aqf.edu.au/previous-versions-and-equivalencies.

3) In addition to the evidence provided, TIV must also reasonably believe the student is academically capable of completing the course and therefore reserves the right to decline enrolment under the VSL approved course on these grounds.

1.4 The admission officer must record the outcome of the student interview, ensure necessary identification andevidence is provided including application and Parental Consent forms (where required), completed accurately and retained for compliance purposes.

1.5 If the student is less than 18 years of age, their parent or guardian must complete and return a signed Request for a VET Student Loan Parental consent form. Students that are considered independent under the Social Securities Act 1991 and wish to be exempt from this requirement must produce evidence from Centrelink confirming their state of independence. This evidence must be retained.

2. Language, Literacy, and Numeracy

TIV recognizes that students come with a vast range of skills, experiences, motivations and capacity to deal with the challenges required when commencing training. With this view, TIV will ensure that students are supported through completion of their training in all aspects of Language, Literacy, and Numeracy. Institute will not discriminate against students who are identified to need LLN assistance

LLN needs may be identified through Pre-Training Review, LLN Test, before student enrolment, and/or trainer/assessors' recommendations. LLN test will be conducted by using an ACSF mapped online LLN assessment tool - LLN Robot. Institute will endeavor to establish students LLN information prior to course commencement. However, should a Student's LLN needs are not identified until the course has commenced, Institute will analyse these needs and provide a strategy for assistance. These needs will be addressed through classroom learning and assessment activities over the duration of the program. LLN test will be conducted on campus by using an ACSF mapped online LLN assessment tool - LLN Robot under the supervision of qualified LLN assessor.

All students are required to undertake a language, literacy and numeracy test (LLN) according to the following qualification:

AHC50316 Diploma of Production Horticulture ACSF Level 4

SIT50416 Diploma of Hospitality Management ACSF Level 4

SIT60316 Advanced Diploma of Hospitality Management ACSF Level 4

In certain circumstances where specific levels or degree of LLN requirements or pre-requisites are essential for a courses or qualification, or for maintaining a safe work environment, Institute may not commence enrolment until the required LLN skills are achieved. Where possible, institute may refer students to appropriate levels of English language programs to external providers depending on the specific needs/requirements of the student.

In developing training and learning materials, institute will ensure that respective LLN requirements of specific units of competency or training packages are integrated into learning and assessment materials. Accordingly, TIV will embed LLN principles within its delivery and learning and assessment tasks based on the specific Employability Skills and training package requirements.

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Institute will ensure that the training staff members have the required knowledge and skills to manage with LLN issues as they arise; and engage in professional development activities within LLN domain.

Institute will ensure that the training staff members implement appropriate strategies to assist the students who need LLN assistance with their learning and maintain fairness, confidentiality, and equality in dealing with them.

Institute will use a range of LLN assessment tools to determine the required LLN assistance prior to and after enrolment, including the Australian Core Skills Framework (ACSF) as a reference to assess current LLN skill level

RESPONSIBILITIES

Administrative Manager

- Provides coaching and training to admissions officer to ensure adherence to the Application and Enrolment Policy and Procedure, and this procedure.

- Provides a point of escalation for any issues and approvals in relation to student enrolment applications.

Student Recruitment

- Carries out the pre training review and LLN test with honesty and integrity.

- Emails students with the results of their Assessment if applying for VSL. Contacts them with constructive feedback if the student does not meet the Exit Level 4 criteria for entry into a diploma or higher VET qualification.

- Conducts the initial assessment interview/discussion during the pre-enrolment process to gauge the student's prior learning, work experience and commitment towards study.

- Makes an initial assessment on the student's language and communication skills during this discussion.

- Determines if the student is applying for a VET Student Loan (VSL), or other funding/payment options in order to provide relevant information, assesses citizenship and residency eligibility (refer to Application and Enrolment Policy) and academic suitability for each student.

- Communicates terms and conditions for VSL, funding and payment options.

- Ensures all relevant information and forms are received from the student and accurately completed prior to finalising the application and issuing Course Declarations.

Student Services

- Quality-checks enrolment information to ensure eligibility criteria has been met.

- Ensures students applying for the VSL, are not sent the loan application form until after the cooling off period of two business days.

Trainers

- Determines support and assistance required to guide students to positive learning outcomes.

Quality

- Ensures policies and procedures are implemented in accordance with governing legislation.

- Communicates with Marketing to upload current student-facing policies and procedures to the website.

- Communicates legislative requirements across departments to ensure compliance.

Marketing

- Publishes the Application and Enrolment Policy and this procedure on website.

SUPPORTING DOCUMENTS AND INFORMATION

- Application and Enrolment Policy and Procedure.
- Pre- Training review
- Core Skills Assessment Policy and Procedure.
- ID and Evidence Requirements.
- Parental Consent Form (internal), Request for a VET Student Loan (external).
- ACER Core Skills Profile for Adults assessment overview acer.edu.au/cspa.
- ACER – Australian Council of Educational Research.
- CSPA – Core Skills Profile for Adults (Government approved).
- LLN – Language, Literacy and Numeracy.
- VSL – VET Student Loan.
- VET – Vocational Education and Training.
- AQF – Australian Qualifications Framework.
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