Purpose:

The purpose of this policy and procedure is to set out the student entry procedure for eligible students electing to access VET Student Loans.

Policy:

In accordance with the VET Student Loans Act 2016 and VET Student Loans Rules 2016, all students electing to apply for a Commonwealth VET Student Loan must be assessed for academic suitability to undertake a high level VET qualification. This is a student protection measure introduced by the Commonwealth Government.

This academic assessment is in addition to any entry requirements that may be required for the specific course a student is undertaking.

Information about the students identity and date of birth will be collected for verification, this and other information relating to a students VET Student Loan enrolment will be retained for 5 years.

Procedure:

A student must:

- Provide a copy of his/her senior secondary certificate of education from an Australian agency; OR
- Provide a copy of the student's certificate of a Level 4 or above qualification in the Australian Qualifications Framework and the course for the qualification was delivered in English; OR
- Undertake an approved reading and numeracy assessment and meet the required standard. The assessment tool used is the Core Skills Profile for Adults (CSPA) testing by the Australian Council for Educational Research Limited (ACER) and the individual must conduct the assessment with honesty and integrity and must attain a minimum of Exit Level 3 in both reading and numeracy.

The results of the assessment will be reported:

- to the student as soon as practicable
- to the Secretary in the form, manner and by the time requested by the Secretary, Department Employment and Workplace Relations.

    If a student is not able to meet either of these requirements, the individual will not be eligible to apply for a Commonwealth VET Student Loan.

Documents Referenced:
- VET Student Loans Rules 2016
- VET Student Loans Act 2016