

VET FEE-HELP POLICY AND PROCEDURES

STUDENT ENTRY PROCEDURE

Date Approved:	1/02/2016
Scheduled Review Date:	1/02/2017
Policy Category:	Administration
Policy Owner:	RTO Manager

1. Purpose

- 1.1. This procedure ensures that students are academically suited to undertake a VET course of study. It outlines the entry criteria, and the steps undertaken by SEDA Group to determine a student's academic suitability for a VET course of study.

2. Scope

- 2.1. This procedure applies to all students and applicants at SEDA Group that are, or would be, entitled to VET FEE-HELP assistance. The procedure responds specifically to clause 23B of Schedule 1A of the Act, and to Division 5 of the Higher Education Support (VET) Guideline 2015.

3. Definitions

- 3.1. **Australian Core Skills Framework:** The Australian Core Skills Framework (ACSF) contains the endorsed language, literacy and numeracy (LLN) standards that are to be reflected in all Training Packages.
- 3.2. **Census date:** the last day a student may withdraw from a VET course of study in which they are enrolled without incurring liability for tuition fees.
- 3.3. **Applicant:** Refers to all customers of SEDA Group seeking to enrol in or enquire about a VET unit of study that meets the course requirements under the Act who are, or might be, entitled to VET FEE-HELP assistance.
- 3.4. **Senior Secondary Certificate of Education:** Refers to a certificate of education that has been awarded to the student by an agency or authority of a State or Territory for the student's completion of year 12.
- 3.5. **Students:** Refers to all persons enrolled in a unit of study who are, or might be entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act.
- 3.6. **The Act:** Refers to the Higher Education Support Act 2003 (HESA).

Document name	VFH Student Entry Procedure				
Issue date	February 2016	Review date	February 2017	Version no	2.0
Authorised By:	General Manager	Document control management – Uncontrolled when printed		Page 1 of 3	

3.7. VET course of study: a qualification that has been approved by the Department of Education as eligible for VET FEE-HELP Assistance.

3.8. VET FEE-HELP: refers to an income contingent loan scheme for the Vocational Education and Training sector (VET) that is a part of the Higher Education Loan Program (HELP), to assist eligible students undertaking a VET course of study.

3.9. VET unit of study: a published unit of study that forms part of a VET course of study.

4. Determining and assessing academic suitability for a VET course of study

4.1. Applicants or students seeking to enrol in a VET course of study with SEDA Group will be academically suited to undertake a specified VET course of study if they satisfy the requirements set out below:

4.1.1. The applicant or student provides SEDA Group with a copy of a Senior Secondary Certificate of Education for the applicant or student's completion of year 12; or

4.1.2. The applicant or student is assessed as displaying competence at or above Exit Level three (3) in the Australian Core Skills Framework in both reading and numeracy; and the VET Provider reasonably believes that the student displays that competency.

5. Procedure for assessing whether a student is academically suited for a VET course of study

5.1. In order to assess an applicant or student's competence in reading and numeracy against the Australian Core Skills Framework, SEDA Group will use the Core Skills Profile for Adults (CSPA) published by the Australian Council for Educational Research (ACER). Applicants and students will undertake the CSPA assessment under controlled conditions to preserve the honesty, integrity and reliability of the process.

5.2. Applicants and students will be required to undertake the CSPA assessment of their competence in reading and numeracy as part of the pre-enrolment process.

5.3. The pre-enrolment process may also require students and applicants to undertake an interview, as a further means of determining the suitability of the applicant for the course.

5.4. The results of the CSPA will be communicated to students as soon as practicable after the assessment is administered.

5.5. SEDA Group will retain the results of individual student assessment for a period of five (5) years.

6. Re-sitting the CSPA assessment

6.1. It is possible for students to re-sit the CSPA assessment.

Document name	VFH Student Entry Procedure				
Issue date	February 2016	Review date	February 2017	Version no	2.0
Authorised By:	General Manager	<i>Document control management – Uncontrolled when printed</i>		Page 2 of 3	

6.2. SEDA Group reserves the right to permit students to re-sit the CSPA assessment, where this is based on SEDA Group's assessment of the student's readiness.

6.3. SEDA Group acknowledges ACER's recommendation of a three-month period between re-sits, but reserves the right to make a decision based on individual needs and targeted LLN support.

7. Publication

7.1. This Student Entry Procedure will be made available to students or applicants intending to enrol with SEDA Group through publication on the website. It may also be distributed in written form where applicable.

8. Related policies and procedures

8.1. Fair Treatment, Equal Benefits and Opportunity Policy and Procedures

8.2. Grievance Policy and Procedures

8.3. Privacy Policy and Procedures

8.4. Statement of VET Tuition Assurance

8.5. Student Review and Re-Crediting Procedures

8.6. VET Fee Payment Policy

8.7. VET Tuition Fee Refund Policy

Document name	VFH Student Entry Procedure				
Issue date	February 2016	Review date	February 2017	Version no	2.0
Authorised By:	General Manager	<i>Document control management – Uncontrolled when printed</i>		Page 3 of 3	