

VET STUDENT LOANS POLICY AND PROCEDURES

STUDENT SELECTION AND ADMISSION POLICY AND PROCEDURES

Date Approved:	9/08/2019
Policy Category:	Administration
Policy Owner:	Senior Manager - RTO

1. Purpose

1.1. This policy and procedure ensures that student application and selection processes at SEDA Group are fair, equitable and transparent and that all students and applicants can be advised and treated in a fair and equitable manner.

2. Scope

2.1. This policy applies to all students and applicants at SEDA Group that are, or would be, entitled to a VET Student Loan. This procedure responds specifically to the equal and fair treatments of students seeking to enrol section as outlined in the VET Student Loans Rules 2016.

3. Definitions

3.1. 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 a VET Student Loan.

3.2. Approved Course: a qualification or course of study that has been approved by the Department of Employment, Skills, Small and Family Business as eligible for VET Student Loans.

3.3. Census date: the last day a student may withdraw from a VET unit of study in which they are enrolled without incurring liability for tuition fees

3.4. Students: Refers to all persons enrolled in a unit of study who are, or might be entitled to a VET Student Loan under the Act.

3.5. The Act: Refers to the VET Student Loans Act 2016.

3.6. VET Student Loans: VET Student Loans is a loan program that helps eligible students enrolled in certain higher level vocational education and training courses at approved course providers pay their tuition fees. Eligible students are entitled for loans up to a capped amount.

3.7. VET unit of study: a published unit of study that forms part of an Approved course.

Document name	VSL Student Selection and Admission Policy & Procedures_20190809		
Authorised by:	General Manager	<i>Document control management – Uncontrolled when printed</i>	Page 1 of 6

4. Statement of Policy

- 4.1. SEDA Group ensures that it provides an open, fair and transparent selection and admission procedure for all students or applicants seeking to enrol at SEDA Group.
- 4.2. Students or applicants seeking to enrol in a VET unit of study with SEDA Group, regardless of their background, circumstances or eligibility for funding will be assessed for admission through the same published entry requirements and through the same processes.
- 4.3. The above paragraph does not prevent SEDA Group from taking into account any educational disadvantages that a particular student or potential student has experienced before making a decision regarding student selection.
- 4.4. SEDA Group will ensure that prior to enrolment all applicants have access to information regarding the course, training, assessment, services and VET Student Loans to enable them to make an informed decision about the suitability of the course and the facilities in meeting their individual needs. This information will be included in the Course Information Brochure and made available on the website.
- 4.5. SEDA Group will recognise and remove systemic barriers to learner access and participation and ensure admission procedures promote inclusion and are free from unlawful discrimination.

5. Selection Procedures

- 5.1. Wherever possible, SEDA Group will attempt to accommodate admission for all eligible applicants.
- 5.2. To gain entry into a course at SEDA Group, all students and applicants must satisfy eligibility criteria and meet specific course requirements.
- 5.3. Selection will be in accordance with stated/advertised course entry requirements, including any pre-requisites where applicable. Course entry and any pre-requisite requirements will be made available in the Course Information Brochure and prior to enrolment to ensure flexibility and unbiased consideration of all applicants.
- 5.4. Course requirements or pre-requisites are determined by the Senior Manager – RTO, Program Manager and Operations Manager, and approved by the General Manager.
- 5.5. In instances where it is identified that there are limited places available for admission or enrolment, SEDA Group will implement a merit based selection process.
- 5.6. Selection processes are applied fairly and openly, and recognise that there are a number of ways to arrive at a competent outcome.
- 5.7. Applications will be sought from eligible students and the selection process will be based on one or more (but not limited to) the following methods as applicable to the program of study:

5.7.1. Formal academic qualifications

Document name	VSL Student Selection and Admission Policy & Procedures_20190809		
Authorised by:	General Manager	<i>Document control management – Uncontrolled when printed</i>	Page 2 of 6

- 5.7.2. Aptitude or specific knowledge tests
- 5.7.3. Interviews
- 5.7.4. Portfolios
- 5.7.5. Work experience or skills acquired through work experience
- 5.7.6. Referees reports
- 5.7.7. Informal learning

5.8. Where demand exceeds the number of places available in a course, applicants who meet minimum entry criteria will be ranked on merit and offered a place in order of rank.

5.9. Selection criteria and principles to be utilised, when applicable, will be communicated at time of enquiry or via the website or Course Information Brochure.

5.10. SEDA Group ensures that suitably qualified staff assess the educational background of students or applicants seeking to enrol where applicable.

5.11. SEDA Group will not apply any income tests when assessing applications for our courses or programs.

6. Student eligibility requirements

6.1. Successful meeting of the relevant course pre-requisites and entry requirements does not mean that the applicant is automatically eligible for a VET Student Loan.

6.2. To be eligible for a VET Student Loan, a student or applicant must:

Enrolment and loan application

6.2.1. be enrolled with the approved provider (SEDA Group) in an approved course and have enrolled in accordance with application requirements

6.2.2. be undertaking the course primarily at a campus in Australia

6.2.3. have applied for a VET Student Loan using the approved electronic form

Citizenship and residency

6.2.4. meet the citizenship or residency requirements as outlined in Act;

Academic suitability

6.2.5. have been assessed as academically suited to undertaking the approved course (refer Student Entry Procedure)

Other

6.2.6. have a FEE-HELP balance greater than zero and has not exceeded the FEE-HELP limit; in a unit that meets the course entry requirements; and be enrolled in the unit/s on or before the census date and remain enrolled at the end of the census date;

Document name	VSL Student Selection and Admission Policy & Procedures_20190809		
Authorised by:	General Manager	Document control management – Uncontrolled when printed	Page 3 of 6

- 6.2.7. meet the tax file number (TFN) requirements; (if your information is not assessed as correct by the ATO, your application will not be finalised and you will be ineligible for a VET student loan)
 - 6.2.8. have a Unique Student Identifier (USI) or otherwise confirm exemption;
 - 6.2.9. have met the Parent Consent requirements where the student is Under 18 years of age;
 - 6.2.10. have read the VET Student Loans information booklet;
 - 6.2.11. have completed and submitted the electronic Commonwealth Assistance Form (eCAF) loan application from by the census date and no less than two business days after enrolling.
- 6.3. SEDA Group is responsible for determining if a student is eligible for a VET Student Loan. It is also SEDA Group's responsibility to collect information from students to assess student eligibility.
- 6.4. SEDA Group will collect and verify the following information and documents in relation to applications by students for VET Student Loans:
- 6.4.1. Information about the student's identity and date of birth;
 - 6.4.2. If the student is under 18, information that:
 - 6.4.2.1. One of the signatories to the application is a responsible parent of the student; or
 - 6.4.2.2. The student has received youth allowance on the basis that the student is independent;
 - 6.4.3. Information and documents to establish that the student meets the requirements of section 11 of the Act (relating to citizenship and residency);
 - 6.4.4. 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.
- 6.5. SEDA Group must comply with privacy requirements when handling personal information and has a dedicated Privacy Policy in this regard.
- 6.6. When a student has been incorrectly assessed as eligible for a VET Student Loan, SEDA Group may have to repay the Commonwealth any VET Student Loan amount provided for the student.
- 6.7. Students or applicants are advised to refer to the Australian Government Study Assist Web site at <http://studyassist.gov.au/sites/StudyAssist/> and the current year VET Student Loans information booklet for more information about Australian Government assistance and student eligibility.

Document name	VSL Student Selection and Admission Policy & Procedures_20190809		
Authorised by:	General Manager	Document control management – Uncontrolled when printed	Page 4 of 6

7. Procedure for admission into an Approved course

- 7.1.** Applications for admission into an Approved course or unit of study at SEDA Group must be submitted using the appropriate forms.
- 7.2.** No enrolment will take place for an Approved course until a formal assessment and approval of the application has taken place
- 7.3.** Course applications for admission into an Approved Course must be sent or returned to SEDA Group, 425 Riversdale Road, Hawthorn East, VIC 3123, where it will be directed to the Senior Manager - RTO to facilitate equitable and fair assessment of the applicant's eligibility and grant approval to the applicant's admission.
- 7.4.** The Senior Manager - RTO will offer the applicant any Recognition of Prior Learning (RPL) / Credit Transfer opportunities and in conjunction with the Operations Manager, will assess each application against qualification entry requirements and arrange for an interview if required.
- 7.5.** Applicants will be selected on merit taking into account entry requirements and any applicable pre-requisites.
- 7.6.** The Senior Manager - RTO will inform the applicant of the outcome of their application in writing. Unsuccessful applicants will be informed of their rights to appeal.
- 7.7.** The Senior Manager - RTO will send successful applicants an advice to enrol and invite the applicant to enrol. Note: Applicants will not be enrolled into an Approved course until the applicant has accepted the offer of enrolment and completed an enrolment form.
- 7.8.** The Senior Manager - RTO checks the applicant has enrolled within the nominated timeframe and received information about VET Student Loans, and census dates for the VET Units of Study that make up their course.
- 7.9.** SEDA Group will not accept a Request for a VET Student Loan eCAF from an applicant until a minimum of 2 business days have passed from the date and time the applicant enrolled.
- 7.10.** Where students or applicants are dissatisfied with the process or outcomes of the student selection and admission process, they are entitled to lodge a grievance with SEDA Group. SEDA Group's approach to grievances is outlined in the Concerns, Complaints (Grievances) and Appeals Policy and Procedure.

8. Publication

- 8.1.** This VET Student Loans Student Selection and Admission Policy and Procedure will be made available to students enrolled or applicants intending to enrol with SEDA Group through publication on the website or in written form.

Document name	VSL Student Selection and Admission Policy & Procedures_20190809		
Authorised by:	General Manager	<i>Document control management – Uncontrolled when printed</i>	Page 5 of 6

9. Related policies and procedures

- 9.1. VSL Fair Treatment, Equal Benefits and Opportunity Policy and Procedure
- 9.2. Concerns, Complaints (Grievances) and Appeals Policy and Procedure
- 9.3. Privacy Policy and Procedures
- 9.4. VSL Statement of Tuition Assurance
- 9.5. VSL Student Entry Procedure
- 9.6. VSL Student Review and Re-Crediting Procedures
- 9.7. VSL VET Fee Payment Policy
- 9.8. VSL Tuition Fee Refund, Withdrawal and Cancellation Policy

Document name	VSL Student Selection and Admission Policy & Procedures_20190809		
Authorised by:	General Manager	Document control management – Uncontrolled when printed	Page 6 of 6