



VET Student Loans (VSL) Student Entry Policy and Procedure

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1. PURPOSE

- 1.1 This document specifies Laneway Education's (the College) entry policy and procedures for all applicants and learners who wish to apply for a VET Student Loan for any of the College's VET Student Loans approved courses.
- 1.2 The College is committed to maintain fair, transparent and compliant procedures for making decisions about the selection and admission of applicants and learners into its accredited and VET Student Loans approved courses.
- 1.3 The College is a VET Student Loan approved provider from 15 May 2021 and is committed to comply with the specific student entry requirements as determined in the *VET Student Loans Rules 2016 (Part 7, Subdivision B - Student entry)*. This procedure should be read in conjunction with all other policies and specifically the *Admission and Enrolment Policy and Procedure*.
- 1.4 This procedure is designed to be compliant with relevant regulatory requirements or guidelines including (but not limited to) the:
 - 1.4.1 Standards for Registered Training Organisations (RTOs) 2015 and its amendments;
 - 1.4.2 Higher Education Support Act 2003 and its amendments;
 - 1.4.3 VET Student Loans Act 2016 and its amendments;
 - 1.4.4 VET Student Loans Rules 2016 and its amendments;
 - 1.4.5 FEE-HELP Guidelines 2017 and its amendments;
 - 1.4.6 Privacy Act 1988 and the Australian Privacy Principles.
- 1.5 The policy and procedure do not discriminate against any applicants or learners but is meeting regulatory requirements.

2. SCOPE

- 2.1 This document applies to all applicants and learners who wish to apply for a VET Student Loan for any of the College's VET Student Loans approved courses.
- 2.2 It also applies to any people contracted by the College to undertake admission and enrolment related activities.

3. DEFINITIONS

- 3.1 *Applicant* refers to a prospective learner that has submitted an application to enrol in a course.
- 3.2 *Delegated college representative* refers to a College team member that has been allocated a specific task to complete as part of their duties.
- 3.3 *Learner* refers to a person that has accepted an offer to study at the College and has completed the full enrolment process.
- 3.4 *Non-tuition fees* include books and equipment, health insurance, administration, accommodation, and assistance to apply for or hold a student visa.
- 3.5 *Prospective learner* refers to a person wishing to study at the College but has yet to complete all of the enrolment steps to become fully enrolled in their chosen course.
- 3.6 *Tuition fees* include fees for lectures, tutorials, tutoring sessions, training, excursions, fieldwork, laboratories, or practical experience that form part of the student's course (whether mandatory or not), or are intended to assist the student to progress in their course, or are ancillary to the activities that form part of the student's course listed previously.

4. POLICY STATEMENT

- 4.1 Admission and enrolment to the College for any applicants or prospective learners is determined on the basis of the respective published entry requirements of the course of study, including previous academic achievements and previous work experience.
- 4.2 The College is treating all applicants or prospective learners, who seek enrolment into one of its accredited and approved courses, equally and fairly and will ensure that all processes are transparent.
- 4.3 Any applicants or prospective learners who seek enrolment will be assessed against the same set of entry requirements using the same processes as they apply and as they may differ from each course the College is offering. These processes and entry requirements may be;
 - a) Course specific entry requirements and processes
 - b) Commonwealth Government HELP loan specific entry requirements and processes
- 4.4 The course specific entry requirements for each course are detailed in the corresponding training and assessment strategies and on each course information page on the College website and other marketing collateral.
- 4.5 All applicants or prospective learners must meet the entry requirements for the respective course. In this way, the College is satisfied that applicants for a course have an adequate basis of knowledge and skills as well as academically suitable to successfully undertake and complete that course.
- 4.6 The College may only have limited places available in each intake for successful applicants or prospective learners who wish to access VET Student Loans to pay for their tuition fees. Application for admission and entry will be assessed on a “first come first served” basis. Where all places are filled, the applicants or prospective learners may need to defer their enrolment and commencement at next available intake.

5. ADMISSION & ENTRY PROCEDURE FOR ELIGIBLE VSL APPLICANT OR PROSPECTIVE LEARNER

- 5.1 After enrolling into a VET Student Loan approved course following the College admission and enrolment process as outlined in the *Admission and Enrolment Policy and Procedure*, the College will discuss payment options with each successful applicant or prospective learner.
- 5.2 If the applicant or prospective learner is requesting access to a VET Student Loan to pay for their tuition fees, the College will assess the applicant based on eligibility criteria under section 5.3, 5.5, 5.6 and 5.7 and will verify the applicant’s available HELP balance to ensure the applicant has a HELP balance of more than \$0. If the applicant is assessed as eligible, the following steps will be initiated:
 - 5.2.1 The College will initiate the eCAF process
 - 5.2.2 The applicant will receive the eCAF notification and complete the eCAF online before or on the census date
 - 5.2.3 If the applicant is under 18 years of age before course commencement, he/she will need to provide one of the following:
 - a) a completed parental consent form to be completed by the applicant’s responsible parent/guardian; or
 - b) evidence of being assessed as independent by Centrelink.

- 5.2.4 The College will complete the enrolment process and will review the student file for completeness.
- 5.2.5 The College will provide relevant documents to the applicant in the required time frame such as:
- a) **Statement of Covered Fees** will be issued at least fourteen (14) days before the first census day in the fee period.
 - b) **VET Student Loan Fee Notice** will be issued at least fourteen (14) days before the first census day in the fee period.
 - c) **Commonwealth Assistance Notice (CAN)** will be issued no later than twenty-eight (28) days after the census day for a unit of study which has passed.
- 5.2.6 The successful applicant must stay enrolled until after the Census Date to incur a VSL debt, where the VSL debt is the amount charged for the unit of study less any additional student contribution towards the unit of study and must be capped to the remaining HELP balance available.
- 5.3 To be eligible for a VET Student Loan, the applicant must:
- a) be an Australian citizen, or hold an eligible permanent humanitarian visa and usually reside in Australia; **OR**
 - b) be a New Zealand citizen on Special Category Visa (SCV subclass 444) who meets the following long-term residency requirements:
 - i. have been usually resident in Australia for at least 10 years; **AND**
 - ii. have been a dependent child when they were first usually resident in Australia; **AND**
 - iii. have been in Australia for periods totalling eight years during the previous 10 years; **AND**
 - iv. have been in Australia for periods totalling 18 months during the previous two years.
- 5.4 Holders of other permanent or temporary visas are not eligible for a VET Student Loan.
- 5.5 Eligibility documentation for:
- i. Australian Citizenship:
 - current Australian passport; or
 - the applicant's full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM), where the birth certificate clearly displays that at least one of the learners parents was born in Australia and was born before 20 August 1986; or
 - The learners full birth certificate issued by an Australian RBDM, accompanied by one parents full birth certificate issued by an Australian RBDM; or
 - An Australian citizenship certificate or extract of citizenship certificate
 - ii. Permanent Humanitarian Visa Holders:
 - Visa eligibility confirmed through Home Affairs' Visa Entitlement Verification Online (VEVO)
 - iii. New Zealand Citizenship:
 - Special Category Visa; and
 - Current New Zealand passport; and
 - International movement record, provided by Department of Home Affairs

- 5.6 The applicant must also:
- a) have a tax file number or be applying for one
 - b) have a Unique Student Identifier (USI)
 - c) meet the academic suitability requirements as outlined in section 5.7 below
 - d) have a Commonwealth Higher Education Support Number (CHESSN)
 - e) not have exceeded the lifetime Commonwealth student loan limit
- 5.7 In addition to section 5.3, 5.5 and 5.6 above, to be able to apply for a VET Student Loan, the applicant must also meet one of the following academic suitability requirements:
- a) Provide a copy of a Senior Secondary Certificate of Education that has been awarded by an agency or authority of a State or Territory for the student's completion of year 12 (Australian Year 12 Certificate); **OR**
 - b) Provide a copy of a diploma that has been awarded for the completion of the International Baccalaureate Diploma Program; **OR**
 - c) Provide a copy of a successfully completed Certificate level 4 or above in the Australian Qualifications Framework and delivered in English; **OR**
 - d) Undertake a reading and numeracy assessment and be competent at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) through a tool approved by the Secretary and published on the department's website.
- 5.8 The College's reading and numeracy assessment for the purposes of assessing eligibility for VET Student Loans are provided through Basic Key Skills Builder (BKSB).
- 5.9 The reading and numeracy assessment results will be available to the applicant through the Basic Key Skills Builder (BKSB) portal via the bksbLIVE portal link immediately following completion of the test. The College will assist the applicant/learner through the process to undertake the assessment if required. There is no cost to the applicant.
- 5.10 The reading and numeracy assessment results will be uploaded to the applicant/learner profile in the student management system to be available and reported to the Secretary in the form, manner and by the time requested by the Secretary. The literacy and numeracy assessment test results must be retained in the SMS for at least five (5) years.
- 5.11 The College may require an applicant to under a Language, Literacy and Numeracy test in addition to section 5.7 above. This is to ensure that the College is satisfied that you are academically suited to undertake and complete the course.
- 5.12 The admission and entry procedures must be conducted with honesty and integrity.
- 5.13 If the applicant is dissatisfied with the outcome of the admission and entry process, he/she can lodge a formal complaint in accordance with the College's *Complaints and Appeals Policy and Procedure* which is published on the website.

6. RESPONSIBILITIES

- 6.1 Laneway Education implements a RASCI Responsibility Matrix to assign and display responsibilities of individuals to carry out a process within the organisation.

	CEO	Head of Growth	Head of Product	Administration and Enrolment Coordinator	Administration and Enrolment Team Members	Trainers and Assessors	Student Experience Team Members	Growth Team Members	Head of Compliance
R				X	X				
A	X								
S		X	X						
C									X
I						X	X	X	

'R' Responsible – the person who is responsible for carrying out the entrusted task, monitoring compliance and maintaining records.

'A' Accountable (also Approver) – the person who is responsible for the whole task and who is responsible 'for what has been done.

'S' Support – the person who provides support during the implementation of the process.

'C' Consulted – the person who can provide valuable advice or consultation for the process.

'I' Informed – the person who should be informed about the process.

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Revision History			
Date	Version	Description of Modifications	Approved By
26/05/2021	1.0	Original	Dan Wortley
25/05/2022	2.0	Revised in accordance with the VET Student Loans Act 2016 (the Act) and the VET Student Loans Rules 2016 (the Rules).	Rupi Malhi