

VET STUDENT LOAN ENTRY PROCESS/POLICY STATEMENT

1. Purpose / Background

In order to comply with the Commonwealth Department of Education Skills and Employment (DESE) VET Student Loan Rules 2016, Providers must publish a Student Entry Process/Policy that sets out requirements and matters relating to courses that lead to the following qualifications:

- VET Diploma
- VET Advanced Diploma
- VET Graduate Diploma
- VET Graduate Certificate.

2. Scope

The VET Student Loan Entry Process/Policy Statement applies to prospective students intending to enrol in a VET Student Loan approved Course.

3. Definitions

BKSB	:	Basic Key Skills Builder
TPA	:	Tuition Protection Arrangements
USI	:	Unique Student Identification
VET	:	Vocational Education & Training
VSL	:	VET Student Loan

4. Entry Process

VET Student Loan (VSL) is an income contingent loan scheme for the Vocational Education and Training (VET) sector which will assist VSL eligible students who are enrolled in an approved VSL Diploma or Advanced Diploma course to help pay for all or part of their Tuition fees and cannot be used to cover other course fees such as Amenities and Materials fees.

A VET Student Loan will be a debt due to the Commonwealth until it is repaid. A VET Student Loan will not be approved for students who do not meet all of the eligibility requirements.

1. Pre-Training Review and Literacy & Numeracy Assessment

As part of the enrolment process, prospective students will be required to undertake a Pre-Training Review. Students will need to bring the following items to the Pre-Training Review:

- USI number. (*Where a student does not have a USI, Melbourne Polytechnic will obtain the USI number on behalf of the student upon his/her approval.*); and
- Evidence of Citizenship.

Students will be required to answer some questions on the Pre-Training Review form followed by a 'one-on-one' interview with the enrolling officer. This will assist Melbourne Polytechnic in

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ascertaining if the student satisfies any entry requirements that may be attached to a course and will also include an assessment of students' suitability to undertake the approved VSL course on the basis of the student either:

- i) providing their Australian Year 12 Certificate; or
- ii) providing their Diploma awarded for completion of the International Baccalaureate Diploma Programme; or
- iii) providing evidence of successful completion of an Australian Qualifications Framework Certificate IV or higher qualification (where the language of instruction is English).

Literacy & Numeracy (L&N) Assessment

Students who are unable to present either of the evidence documents outlined in i), ii) or iii) above will be required to undertake the BKSBLiteracy and Numeracy test and display competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy. Prospective students are expected to complete this assessment independently with honesty and integrity. Upon completion of the Assessment, students will be able to access and print their results which includes result date, time spent on completing the assessment and the details of the result.

In addition, Melbourne Polytechnic will report the results to the Secretary in the form, manner and by the time requested by the Secretary.

The L&N Assessment will determine eligibility for a VET Student Loan. The assessment will also determine if the student requires learner support and will be recorded accordingly.

2. Enrolling Under 18 Years of Age

Effective 30 June 2017, a student who is under 18 years of age at the time of enrolment who wishes to access a VET Student Loan will be required to have a signed Parent/Guardian Consent Form before an enrolment can be accepted and finalised.

3. Enrolment Completion & Training Plan

Once the proposed course of study has been deemed appropriate for the student, and agreed to by the student, Melbourne Polytechnic's internal QA processes will be followed to complete the students' enrolment. This will include issuing a Training Plan for the student.

The Training Plan will inform the student of course details including:

- Title of the course;
- Units of Competency (UoCs);
- Start & end dates;

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- Hours per UoC;
- Class information; and
- Campus location.

5. Census Dates

Students can view their expected Census Dates on the [Schedule of VET Tuition Fees](#) published on the Melbourne Polytechnic website.

6. Student Progression Compliance Requirements

Effective from 1 July 2017, to continue to access a VET student loan, students must demonstrate to the Department of Education and Training that they are a genuine student, continuing with their studies. The Student Engagement and Progression requirement process is part of the increased protections for students accessing the VET Student Loans program.

To demonstrate engagement and to continue to receive the loan, students must complete the 'VET Student Loans—Confirming Enrolment and Continued Course Engagement and Participation form' (the Progression Form) in the eCAF system **at least twice each calendar year** for the duration of their course. The form asks if students intend to continue studying and accessing a VET student loan, and contains a short survey.

An invitation email with login details to the eCAF system will be sent to students requesting that they indicate their study intent and complete a short survey. Students who fail to complete the form and survey within the required time, **may be ineligible** to continue accessing their VET Student Loan to pay for the remainder of their course tuition fees.

7. Tuition Protection Arrangements (TPA)

Students who are studying with a VET Student Loan are advised that the Minister for Employment, Skills, Small and Family Business has made amendments to the *VET Student Loans Rules 2016 (Cth) (Rules)* to commence from 1 January 2020 to exempt government owned registered training organisations and TAFEs from the requirements of the new tuition protection arrangements (Part 5A of the VSL Act). This reflects that TAFE providers have the capacity and capability to place students in suitable replacement courses in the event that the provider ceases to deliver a course of study in which the student is enrolled and has commenced.

[Conditions](#) relevant to the Provider being exempt from Part 5A of the VSL Action can be viewed on the Melbourne Polytechnic website.