The College

THE RTO VSL STUDENT ENTRY PROCESS AND PROCEDURES POLICY (INCLUDING APPROVED LLN TOOL USAGE)

1. PURPOSE AND SCOPE

1.1. The purpose of this policy is to provide applicants and The College staff guidance on the entry requirements and associated processes for VET Student Loan (VSL) applicants. In particular the processes and requirements for determining eligibility, leading to the issue of a VSL electronic Commonwealth Assistance Form (eCAF).

2. DEFINITIONS

2.1. For the purposes of this policy, the following definitions apply:

2.1.1. VSL-VET Student Loan – a loan provided by the Commonwealth Government to eligible students to contribute to tuition fees in vocational education. The loan becomes a VETSL debt that is repayable.

2.1.2. VETSL Debt – a debt owed to the Commonwealth by VSL loan debtors.

2.1.3. ECAF – Electronic Commonwealth Assistance Form that initiates enrolment and loan approval.

2.1.4. The College – Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.

2.1.5. The University – Western Sydney University.

2.1.6. The Department – Commonwealth Department of Employment and Workplace Relations (DEWR).

2.1.7. The Secretary – The Secretary of the Department of Employment and Workplace Relations.

3. POLICY STATEMENT

3.1. This VSL Student entry process and procedure is a requirement under Part 7, Division 1, Subdivision B of the [VET Student Loans Rules](). This policy must be made available to prospective VSL applicants prior to enrolment where a VET Student Loan is to be used to contribute towards the tuition fees of a VSL approved course/qualification.

4. PROCEDURES

4.1. Applicants shall complete an application for enrolment in accordance with The College requirements.

4.2. As part of The College enrolment process, applicants will be made aware of VSL as an option for funding tuition and provided with accurate and comprehensive information on

the requirements for VSL eligibility; and that that a VSL gives rise to a VETSL debt which continues to be a debt due to the Commonwealth until it is repaid.

4.3. Prior to accepting the enrolment of any student, The College will seek to verify the authenticity of the information provided by the student. There are specific criteria students must meet to be eligible for a loan through VSL. Students must have been assessed as academically suited to undertake the eligible course and their FEE-HELP balance must be greater than zero.

5. DETERMINING CITIZENSHIP AND RESIDENCY STATUS

5.1. For the purposes of VSL, The College requires applicant students to provide the following information:

5.1.1. information about the student's identity and date of birth. This includes Australian Citizenship, a current Australian Passport, a valid Australian Driver's License, evidence of a permanent humanitarian visa if applicable.

5.2. To be eligible for a VET Student Loan, students must be either be:

5.2.1. an Australian citizen; or

5.2.2. hold a permanent humanitarian visa and usually reside in Australia; or

5.2.3. a New Zealand citizen who holds a Special Category visa and meet certain qualifying requirements.

5.3. Australian Citizenship

5.3.1. An Australian Passport is suitable evidence of Australian citizenship. If the applicant does not have an Australian Passport, the evidence required to demonstrate that an applicant is an Australian citizen may differ depending on whether the applicant was:

5.3.1.1. born in Australia before 20 August 1986;

5.3.1.2. born in Australia on or after 20 August 1986;

5.3.1.3. born overseas.

5.4. Applicants born in Australia before 20 August 1986

5.4.1. If applicants do not have an Australian Passport, they will need to provide their full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM).

5.4.2. An exception to this is where the applicant's parents were in Australia as diplomats or consular officers at the time of the applicant's birth. In these circumstances, the applicant will need to provide a citizenship certificate as evidence that they are an Australian citizen.

5.5. Applicant was born in Australia on or after 20 August 1986 and one of their parents was an Australian citizen at the time of their birth

5.5.1. If applicants do not have an Australian Passport, and where one (or both) of the applicant's parents was an Australian citizen at the time of their birth, the applicant should provide their full birth certificate issued by an Australian RBDM.

5.5.2. If the applicant's full birth certificate shows that at least one of their parents was born in Australia, and that parent was born before 20 August 1986, this is sufficient evidence to prove the student's Australian citizenship. If neither parent was born in Australia, the applicant can provide a parent's Australian Citizenship certificate to prove at least one of their parents was a citizen at the time of their birth, to meet this requirement.

5.5.3. If their parent was born in Australia on or after 20 August 1986, the parent's full birth certificate issued by an Australian RBDM, or the parent's citizenship certificate, is still required.

5.5.4. If the applicant cannot provide this they should apply for their own evidence of Australian citizenship by lodging [Form 119 Application for evidence of Australian citizenship](#) with certified copies of the required documents and the application fee with Home Affairs.

5.6. Applicant was born in Australia on or after 20 August 1986 and one of their parents was a permanent resident of Australia at the time of their birth

5.6.1. Applicants in these circumstances without a current Australian Passport must provide their Australian citizenship certificate.

5.7. Applicants born in Australia on or after 20 August 1986 and neither parent was an Australian citizen or an Australian permanent resident and they spent the first 10 years of their life in Australia

5.7.1. Applicants in these circumstances without a current Australian Passport must provide their Australian citizenship certificate.

5.8. Aboriginal and Torres Strait Islander applicants not registered at birth by the relevant State/Territory Authority

5.8.1. Applicants in these circumstances without a current Australian Passport may submit a Statutory Declaration as provided on the department's [Information for VET Student Loans Approved](#) [Providers](#) page under 'Forms'.

5.8.2. Note: the Statutory Declaration has been pre-populated, and must only be used by applicants to whom these circumstances apply. The Statutory Declaration must be witnessed by a person included in the List of Occupations or the List of Persons provided in the template on the department's website mentioned above.

5.8.3. Statutory declarations are not acceptable forms of proof of Australian citizenship for any applicants other than Aboriginal and/or Torres Strait Islanders whose birth was not registered by the relevant State/Territory authority.

5.9. Applicants born Overseas and Acquired Australian Citizenship by Application

5.9.1. Applicants will need to provide one of the following documents as evidence of their Australian citizenship:

5.9.1.1. an Australian passport; or

5.9.1.2. an Australian citizenship certificate; or

5.9.1.3. a Citizenship by Descent extract.

5.10. New Zealand Citizens

5.10.1. A New Zealand citizen is eligible if they hold a Special Category visa and:

5.10.1.1. has usually been resident in Australia for at least 10 years;

5.10.1.2. was a dependent child aged under 18 years of age when he or she first was usually resident in Australia;

5.10.1.3. has been in Australia for periods totalling eight years during the previous 10 years; and

5.10.1.4. has been in Australian for periods totalling 18 months during the previous two years [Act s 11].

5.10.2. Most New Zealand citizens who arrive in Australia are the holders of a temporary visa called a Special Category visa (SCV). This is not a permanent visa but allows its holder to visit, live and work in Australia indefinitely.

5.10.3. Applicants must satisfy The College that they meet the eligibility criteria as a New Zealand SCV holder.

5.11. What Constitutes a New Zealand SCV Holder

5.11.1. New Zealand citizens who arrive in Australia using a New Zealand passport and, in the absence of a valid Australian visa, automatically receive a SCV provided they meet certain security, character and health requirements. There are no prior forms, fees, or applications required for this. They can then stay and work in Australia indefinitely. The SCV is a temporary visa that remains in place for as long as they remain in Australia but expires as soon as the New Zealand citizen leaves Australia. Applicants will be required to provide evidence that they began living in Australia as a child at least 10 years before applying for the loan.

5.12. Unique Student Identifier (USI)

5.12.1. As part of the enrolment process, The College staff shall collect details of students USI and/or facilitate the creation and recording of the USI. This process addresses in general the requirements of RTO Standard 3.6.

6. ACADEMIC SUITABILITY AND ENTRY PROCEDURE

6.1. Evidence of Completion of Year 12 of the NSW Higher School Certificate (HSC) or Equivalent

6.1.1. Applicants must provide evidence of completion of Year 12 of the NSW Higher School Certificate or its equivalent in other states within Australia. If the student has not completed Year 12, evidence of competency in the LLN assessment test must be demonstrated.

6.1.2. As a condition of being an approved VET Student Loans provider, The College must detail the Student Entry Procedure for course applicants seeking to access a VET Student Loan. The Student Entry Procedure includes a procedure that specifies that a student is academically suited to undertake a particular VSL approved course.

6.2. Entry Interview

6.2.1. All students seeking to access a VET Student Loan for study at The College are required to participate in an interview with a Careers Advisor. When making an enquiry to The College, applicants are required to participate in an interview with a Careers Advisor at a The College campus (face to face or phone/video). During this interview, the Careers Advisor will discuss their interests, career goals, academic achievements, and work experiences. At the interview, applicants will be asked to provide details of their academic achievements to ensure that they are academically suited to a course.

6.2.2. Under VET Student Loan requirements, an applicant is academically suited to a course when:

6.2.2.1. The College obtains a copy of a Senior Secondary 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 (Certificate of Completion of Year 12 from school); or

6.2.3. both:

6.2.3.1. the student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using an assessment tool approved under section 82; and

6.2.3.2. The College reasonably believes that the student displays that competence; or

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6.2.4. both:

6.2.4.1. The College provider obtains a copy of a certificate (however described) that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to the student; and

6.2.4.2. the course for the qualification was delivered in English.

6.2.5. If applicants have completed year 12, they are required to show their Certificate of Completion to the Careers Advisor. They will still be required to complete The College 'Language Literacy and Numeracy test' (LLN) prior to final enrolment to determine if they require any extra support during their study.

6.2.6. If students have NOT completed year 12, they are required to complete the online test prescribed by VET Student Loans prior to final enrolment. This is an online test in two stages that takes up to an hour. The Test must be completed on site at The College.

6.3. Assessment Results

6.3.1. When the student has completed the Test, the College Staff will log into the Robot LLN Tool and retrieve their result, and the results of the testing will be reported to the student immediately and a copy of the test results will be provided to the student. The results are confidential.

6.3.2. Results are to be reported to the Secretary in the form, manner and by the time requested by the Secretary.

6.4. Language, Literacy and Numeracy (LLN) Assessment Tool Approved by the Department of Education and Training

6.4.1. The approved LLN tool used by The College is the Safe Work Resources LLN Assessment Tool, 1 The Learning Resources Groups' LLN Robot Platform (LLN Robot).

6.4.2. The tool is a secure online assessment matched to the [Australian Core Skills Framework](#) (ACSF). It provides an efficient, valid and reliable method for assessing the stages of development of adult learners, from young school leavers to adults who are studying, working or returning to training and study.

6.4.3. Assessing across the five performance levels of the ACSF in reading, numeracy and writing, the tool addresses three components:

6.4.3.1. [Reading](#)

6.4.3.2. [Numeracy](#)

6.4.3.3. [Writing](#)

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6.5. Interpreting the Results of the Test

6.5.1. The test will provide one of two results, PASS or FAIL:

6.5.2. If the result shows that the student is competent at the set level [Exit Level 3] in the Australian Core Skills Framework (ACSF) – the College Staff can offer the student a position in a course with access to a VET Student Loan. The test requires student to achieve a minimum score of thirteen (13) out of fifteen (15) questions for both reading and numeracy to PASS.

6.5.2.1. If the result shows that the student is not yet competent at the required ACSF level, The College staff will inform the student of the results at the end of the test and provided a copy of their test results. The results of the student's competence in reading and numeracy are uploaded on the student's portfolio in the Student Management System and are available to be immediately reported to the Secretary in the form, manner and by the time requested by the Secretary.

6.6. LLN Assessment Re-sits

6.6.1. Where a student is considered '**borderline**' (see below, The College staff shall book the candidate for a re-sit).

6.6.2. If the candidate does not achieve the minimum score benchmark of thirteen (13) for both reading and numeracy in the second test, the following will:

ACSF Level (Working At)	Reading	The College Comment
No score returned	0-11	Not Eligible – Re-sit after 3 months
< Level 3-4	12	Borderline – Offer re-sit
Level 3-4	13-15	Eligible

6.6.3. The College staff may explore the option of the student completing some foundation studies elsewhere to increase reading and numeracy skills to the level required prior to studying for a Diploma or Advanced Diploma with The College.

6.6.4. The College will retain the student's LLN assessment undertaken as well as the results for five (5) years and must provide these if requested by the Secretary or delegate.

6.6.5. The College will conduct the LLN process with honesty and integrity.

7. APPLYING FOR A VET STUDENT LOAN

7.1. Once The College has determined that an applicant is eligible for a VSL, The College application enrolment protocols will be completed in accordance with standard

requirements. An authorised employee of The College shall access the eCAF Portal and generate an eCAF for the learner.

7.2. The learner will receive an email from the Department of Workplace Relations (DEWR) allowing them to sign into the eCAF system. Once they sign-in, they must verify the pre-populated information and complete the mandatory fields. They must wait at least two full business days after they have enrolled in their course before submitting the eCAF.

7.3. The eCAF must be submitted on or before the first census day for which they would like the loan to apply. The census date will have been advised by The College as part of the enrolment finalisation. Once the eCAF is submitted, they will receive an email confirming loan approval and providing the learner with a copy of the completed form. This should be kept as a record.

7.4. Students Under 18 years Old

7.4.1. If applicants are under years 18 old, they must:

7.4.1.1. have a parental consent form signed by a responsible parent and provide the signed parental consent form prior to submitting enrolment information into the eCAF system; or

7.4.1.2. have evidence they have received youth allowance on the basis that they are independent within the meaning of Part 2.11 of the *Social Security Act 1991*. The evidence must be in the form of their Centrelink Income Statement noting this assessment.

7.5. Unique Student Identifier (USI)

7.5.1. As part of the enrolment process, The College staff shall collect details of students USI and/or facilitate the creation and recording of the USI. This process addresses in general the requirements of RTO Standard 3.6.

7.6. Tax File Number

7.6.1. Applicants must provide The College with their Tax file Number (TFN) to be eligible for a VET Student Loan. If they do not have a tax file number but have applied for one, they must provide a certificate from the Commissioner stating that they have applied for a tax file number.

7.6.2. For information on how to obtain a Tax File Number, visit: https://www.ato.gov.au/individuals/tax-file-number/apply-for-a-tfn/

8. FINALISING ENROLMENT

8.1. An enrolment confirmation will be issued in accordance with The College standard procedures. Evidence of learner eligibility shall be maintained for a period of five (5) years in accordance with The College policies for records management.

8.2.   A 'VSL statement of Covered Fees' and 'VSL Invoice' (combined) shall be issued to the learner before the first census day for the course. This is a written statement as to whether or not the enrolment is accepted on the basis that some or all of the tuition fees for the course will be covered by a VSL. Where tuition fees are covered by a VSL, they are known as 'covered fees'. The notice must be issued to the student after the student enrols in the course and before the first census day for the course.

9.   GUIDELINE AND REFERENCES

9.1.   VET Student Loans Manual for Providers – Version 5.2 December 2022

9.2.   Related Legislation/Policies/Procedures

9.3.   *VET Student Loans Act 2016*

9.4.   VET Student Loans (Approved Course Provider Application Fee) Determination 2017

9.5.   *VET Student Loans (Charges) Act 2016*

9.6.   VET Student Loans (Charges) Regulations 2017

9.7.   VET Student Loans (Courses and Loan Caps) Determination 2016

9.8.   VET Student Loans (External Dispute Resolution Scheme) Specification 2017

9.9.   VET Student Loans Rules 2016

9.10.   *VET Student Loans (VSL Tuition Protection Levy) Act 2020*

9.11.   VET Student Loans (VSL Tuition Protection Levy) (Administrative Fee) Determination 2020

9.12.   VET Student Loans Manual for Providers Version 5.2 December 2022

9.13.   National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code 2007)

9.14.   Standards for Registered Training Organisations (RTOs) 2015

9.15.   The College policies including:

9.15.1.   The RTO Admissions Policy and Procedure

9.15.2.   The RTO Assessment Policy and Procedure

9.15.3.   The RTO Student Complaints and Appeals Procedure

9.15.4.   The RTO Fees and Refunds Policy and Procedure

9.15.5.   The RTO Student Support Policy and Procedure

9.15.6.   The RTO Recognition of Prior Learning and Credit Transfer Policy and Procedure

9.15.7.   The College Staff Complaint Handling and Resolution Policy

9.15.8. Western Sydney University's Student Code of Conduct

THE RTO VSL STUDENT ENTRY PROCESS AND PROCEDURES POLICY

STATUS AND DETAILS

Status	Current			
Version	2			
Effective Date	27 October 2023			
Review Date	27 October 2024			
Approval Authority	N/A			
Governing Authority	The College Senior Leadership Committee			
Endorsed by	The RTO Committee			
Unit Responsible	The College Registered Training Organisation			
Enquiries Contact	The College RTO E: rto@westernsydney.edu.au			
Available On	SharePoint	☐	Website	☒

Summary of Changes from Previous Version

3. Policy Statement: Incorrectly refers to Subdivision E of the VET Student Loans Rules, it should refer to Subdivision B (Student entry). Change 'Subdivision E' to 'Subdivision B'.