STUDENT ENTRY PROCEDURE
for VET STUDENT LOAN APPROVED COURSES

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Purpose

This procedure describes the entry process for students enrolling into VET Student Loan approved courses.

Reference

1. VET Student Loans Act 2016, Section 11 and 12
2. VET Student Loans Rules, Sections 80-82 and 85

Scope

This procedure apples to all students, eligible to receive VET Student Loan assistance, into approved courses offered by Aurora Training Institute.

Eligibility Requirements

1. You are:
    a. an Australian citizen, or
    b. a qualifying New Zealand citizen, or
    c. a permanent humanitarian visa holder, who is usually resident in Australia.
    d. Your FEE-HELP balance (the amount of your FEE-HELP limit you have left) is more than $0. This means you have enough FEE-HELP limit remaining for your proposed studies to be covered by the loan.
    e. To assess your eligibility as part of your VET Student Loans application, we are required to collect and verify the information about your identity and date of birth as required by rule 85(2)(a).
2. if the student is under 18, information that:
    a. one of the signatories to the application is a responsible parent of the student (by submission of the signed parental consent form available at: https://docs.education.gov.au/documents/vet-student-loans-parental-consent-form) or
    b. the student has received youth allowance on the basis that the student is independent within the meaning of Part 2.11 of the *Social Security Act 1991* (Aurora Training Institute (ATI) should receive from the student evidence of this assessment in the form of their Centrelink Income Statement)
3. information and documents to establish that the student meets the citizenship and residency requirements in section 11 of the Act
4. if the student has applied for, but not been issued with a TFN, a certificate from the Commissioner that the student has applied for a TFN.

Entry Procedure

Prior to enrolment prospective students must be assessed to determine their capability to undertake a Diploma level course.

Students are assessed as being academically suited to undertake a Diploma level course if:

1. The student meets one of the following requirements:
    a. the student has completed the equivalent of a Senior Secondary Certificate of Education that has been awarded to the student b an agency or authority of a State or Tertiary for the students completion of Year 12; or
    b. both:
        i. 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 (Aurora currently uses the Core Skills Profile for Adults (CSPA) Language, Literacy and Numeracy (LLN) testing tool and from 1 January 2021 will use the Basic Key Skills Builder (bksb) Language, Literacy and Numeracy (LLN) testing tool; and

    ii.   the provider reasonably believes that the student displays that competence; or

  c. both:
    i.   the 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
    ii.   the course for the qualification was delivered in English.
- Aurora must obtain a copy of the Certificate, such as a Certificate IV or higher qualification
- The Aurora process is conducted with honesty and integrity

2. The student satisfies any specific requirements for the course; and

3. Aurora believes on reasonable grounds that the student is academically suited to undertake the course. This will be demonstrated through an interview at time of student sign up either in person or by phone, where the student will be asked a series of questions to determine overall capacity to participate in the chosen course; and

4. Aurora provides prospective students their LLN assessment as soon as practicable.

Students are notified of their LLN test results in reading and numeracy by email as soon as practicable after the completion of the test.

  a. If the results are ***Unsatisfactory:*** the student may be recommended for other learning pathway.
  b. If the results are ***Satisfactory:*** the student may commence their desired VET course of study.

Students LLN test results in reading and numeracy will also be reported to the Secretary in the form, manner and by the time requested by the Secretary.

VET Student Loan request forms

Commonwealth Assistance loan request forms may only be completed by the applicant when:

  a. At least two business days has passed since the student enrols in the course; and
  b. A satisfactory result has been achieved and the student is deemed academically capable of participating in the course.