



South Coast Academy

DETERMINING STUDENT SUITABILITY AND ENROLMENT

Students wishing to pay via government student loan must be eligible and are required to complete an online Commonwealth Assistance Request Form (known as the eCAF).

To be eligible to apply for a VET Student Loan the student must:

1. Be an eligible student
2. Be studying an **approved course**
3. Be studying with an **approved course provider**
4. Apply to the government using the approved form (eCAF), which will be managed through your provider, and
5. Confirm your engagement and progression to continue to access the loan throughout your course

To be an eligible student, you must meet ALL of these criteria – further detailed below.

You are:

- an Australian citizen, or
- a qualifying New Zealand citizen¹, or
- a permanent humanitarian visa holder, who is usually resident in Australia.
- 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.
- You are enrolled with an **approved course provider** in an **approved course** and have enrolled in accordance with the application requirements.
- You are studying the **approved course** primarily at a campus in Australia.
- You have been assessed by your **approved course provider** as academically suited to undertake the **approved course** on the basis of either
- providing your Australian Year 12 Certificate; OR
- providing a copy of a certificate showing that you have been awarded a qualification at level 4 or above in the **Australian Qualifications Framework (where the language of instruction was English)**; OR
- Displaying competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test.

In addition, your approved course provider must reasonably believe you show competence in completing the course.

- You meet the Tax File Number (TFN) requirements.
- You have a Unique Student Identifier (USI) or are otherwise exempt.
- 2 VET STUDENT LOAN POLICIES AND PROCEDURES ***Determining student suitability and enrolment***

- You have given the required documents to your approved course provider and submitted the loan application form by the first census day no less than two business days after enrolling.

The Academy Director will determine if the student requires assistance or is not academically suitable.

LLN Evaluation

All students will complete a digital language, literacy and numeracy questionnaire on enrolment (LLN Robot). This is to determine the level of support each student needs. If the student needs additional help, they can speak with a member of staff at any time.

Once the student completes the LLN questionnaire and if student is identified as needing support, a student performance plan will be created in learner management system. South Coast Academy ensure trainers are provided with the list of students identified as needing additional support as soon as practicable prior to course commencement. Trainers will discuss with the Academy Director to develop a strategy based on student's individual academic needs. The strategy will include whether the student is to be referred for HWS (homework support) or provide additional support in the class.

South Coast Academy encourage trainers and assessors to monitor their students' welfare and academic needs while monitoring their progress and where a risk to student welfare has been identified during the course, the trainer/assessor is to refer that student to the Academy Director as soon as practicable.

The assessment tool is designed to provide South Coast Academy with a clear indication of whether or not a learner is at exit level 3 – beginning level 4 in order to access funding for diploma courses and above.

A link to LLN questionnaire will be provided to the student before completing the enrolment process. Where this is the case, the student will be advised that the enrolment into the course is dependent upon successful completion of the LLN.

All LLN tools break the outcomes into ACSF levels and provide an outcome for each level.

Where the student has not reached the required levels, the student will be given a chance to review the test and potentially complete supplement questions. This will help identify students that had trouble with the testing system, not necessarily their language. Based on the outcome of the review the LLN, South Coast Academy may adjust the scores of the test accordingly and admit the student.

Where the student has still not reached the required levels, South Coast Academy will help determine if the student should be moved to a different stream, undertake a lower level course (where available) or not admitted to the course at this time. In these cases, VSL will not be offered.

Information to be provided to VSL Applicants ONLY

If the prospective student has chosen the VSL loan as their preferred payment option, in addition to the above the South Coast Academy will:

- provide an overview of the VSL loan scheme and encourage students to visit <https://www.studyassist.gov.au/> for further information
- provide a hard-copy VSL Information booklet 2019 and advise the student that they must read prior to a request for a VSL

- discuss the *eligibility criteria and the student's obligations* in relation to repayment of the VSL loan, loan fee and Consumer Price Index (CPI)
- discuss the requirement to provide a valid Tax File Number (TFN)
- inform of the location of the published Schedule of Fees, Census Dates, Withdrawal Procedure, and other relevant procedures on the website
- inform that the student will receive a VET Student Loan Invoice Notice and Commonwealth Assistance Notice (CAN).

Process Application and confirmation of enrolment

VSL students

Ensure student has provided all documents required using the VSL enrolment checklist. Notify student of their acceptance into the course.

Allocate a CHESSN by logging into HEIMS Administration at <https://admin.heims.deewr.gov.au/Admin/Controller.aspx>. When logged in, enter the information required and press submit. If a CHESSN already has been allocated, check that the student details in HEIMS match those on the application form.

NB: If you believe that the student with the same name in the HEIMS system is different to the one you are entering; you will need to email HEIMS Data Collections - heims.datacollections@deewr.gov.au

- Record the CHESSN on the enrolment form and in the LMS
- If the student has already used Fee-Help, you will need to print the screen showing the FeeHelp usage and balance and attach it with enrolment form

Issue the student with the **Commonwealth Assistance Notice (CAN)**. This should be completed within 28 days after the census day for the unit of study which has passed. When a student is enrolled in a course, the student will be issued with a notice known as a '**VET Student Loans Fee Notice**' which includes a '**Statement of Covered Fees**'. The VET Student Loan Fee Notice must be provided to the student at least 14 days before the first census day in the fee period. More than one census day can be included in the fee notice.