South Coast Academy

STUDENT ADMISSION PROECEDURES FOR APPROVED COURSES

Overview

South Coast Academy supports the concept of equal opportunity and is committed to providing all applicants equity of access to its courses. This policy is designed to clearly set out the selection, eligibility and admission requirements for approved courses offered by South Coast Academy. The subsequent enrolment process follows on from this policy.

Definitions

For the purposes of this document, the following applies;

- The Act: refers to the VET Student Loans Act 2016
- Student: refers to an eligible student who uses VET Student Loan to pay for all or part of their tuition fees
- Approved Courses: refers to a course that has been approved for eligible students to use a VET Student Loan to pay for all or part of their tuition fees
- Tuition Fees; refers to fees paid for an Approved Course
- The Department: refers to the Commonwealth of Australia represented by the department which has responsibility for administering the VET Student Loans Act 2016.

Fair Treatment and Equal Benefits and Opportunity

South Coast Academy will treat fairly all students and prospective students (please refer to the Equal and fair treatment policy).

South Coast Academy has open, fair and transparent procedures, based on merit for making decisions about:

- the selection, from among prospective students; and
- the treatment of students

Prospective students seeking to enrol in an Approved Course with South Coast Academy, regardless of their background, circumstances or eligibility for funding will be assessed for entry to study through the same published entry requirements and through the same process.

Student Selection

Entry Requirements for Approved Courses

To be eligible for entry into an Approved Course, a prospective student must meet the pre-requisite course requirements. These will be advised accordingly on the individual entry requirements for your

course of choice. All prospective students undertake a pre-enrolment interview with the Academy Director.

Academic Suitability

To undertake an Approved Course, a student must be academically suited.

A student is academically suited when;

- the student has met South Coast Academy's entry requirements for the Approved Course (set out above); and
- South Coast Academy believes on reasonable grounds that the student is academically suited to undertake the Approved Course; and
- the student satisfies one of the following requirements:

South Coast Academy 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 completion of Year 12; or

The student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy using an approved assessment tool, and South Coast Academy reasonably believes that the student displays competence; or

South Coast Academy obtains a copy of a certificate that a qualification at level 4 or above in the Australian Qualifications Framework (AQF) has been awarded to the student, and the course for the qualification was delivered in English

If a student does not have a Senior Secondary Certificate of Education or certificate of a qualification at level 4 or above (delivered in English) then South Coast Academy will assess the student's competence at or above Exit Level 3 in the ACSF reading and numeracy using the Core Skills Profile for Adults (CSPA). This process will be conducted with integrity and honesty.

The results of this test will be reported to the student as soon as practicable after the assessment and the relevant Educator on request. South Coast Academy will retain the results of a student's academic suitability for at least 5 years.

Communicating to prospective students prior to enrolment

South Coast Academy will ensure that prospective students are fully informed of the Tuition Fees and any other fees that apply to the Approved Course; and are clear about their responsibilities, obligations and rights if they enrol in the Approved Course; and are clear about their responsibilities, obligations and rights if they apply for a VET Student Loan.

Before enrolling a prospective student in an Approved Course, South Coast Academy will provide each applicant with the following information:

- all information required to be provided under the Standards for NVR Registered Training Organisations that relates to ensuring that each student is properly informed and protected;
- the Tuition Fees for the Approved Course
- any fees other than Tuition Fees that are payable for the Approved Course;

- the students options for paying Tuition Fees, including payment by the students as fees become due; and/or a VET Student Loan
- information about VET Student Loan, including that it is a loan from the Commonwealth, and that the loan will remain a personal debt until it is repaid to the Commonwealth; and that the loan may, until the debt is repaid, reduce a student's net (after tax) wage or salary and may reduce the student's borrowing capacity ; and that a student may wish to seek independent financial advice before applying for a loan
- the criteria for being an eligible student for VET Student Loan and the application process for the VET Student Loan
- an explanation that the student may be required during the Approved Course to communicate their agreement to the Secretary to continue to use the VET Student Loan to pay Tuition Fees for the Approved Course
- the maximum amount of a VET Student Loan that may be available for the Approved Course and an explanation that the amount of the loan cannot be greater than the student's remaining FEE-HELP balance;
- the amount of HELP debt the student would accrue if the student received the maximum amount of VET Student Loan for the Approved Course and that the debt could be up to 120% of the loan;
- an explanation that the Tuition Fees will be reasonably apportioned across a specified number of sequential fee periods and that each fee period will contain at least one census day;
- information about census days, including the meaning of a census day, and that a student may cancel their enrolment in the Approved Course or part of the course using South Coast Academy's procedure for withdrawal; and if a student withdraws before the census day for an Approved Course or part of a course, the student will not incur a VET Student Loan debt for the Approved Course or part of the course and will receive a refund for any Tuition Fees already paid for the Approved Course or part of the course;
- how to access on South Coast Academy's website the Tuition Fees for the Approved Course; the census days for the Approved Course; South Coast Academy's procedures for withdrawal from the Approved Course and cancellation of enrolment, and other procedures relevant to the student
- advice that it is important for an enrolled student to notify on South Coast Academy of any change of contact details
- students applying for Smart and Skilled funding will need to complete the eligibility and student declaration form

South Coast Academy will retain the information provided to a student before the enrolment as specified above for a period of 5 years

Application and enrolment process

Applications are made in writing on the South Coast Academy enrolment form and sending to South Coast Academy, Level 2 Family Services House Lamerton Crescent SHELLHARBOUR CITY CENTRE NSW 2529 or emailing info@southcoastacademy.com.au, or by completing the online application form available at www.scahairandbeautyacademy.com

The RTO Administration Manager will contact you and arrange a time for you to attend the interview with the Academy Director. During the interview the Academy Director will discuss with you;

- the course contents
- the mode of delivery
- the units of competency
- recognition of prior learning
- your previous learning experiences
- your existing skills, knowledge and experience
- information about fees and any additional charges which may apply

The Academy Director will assess your application against the course entry requirements and academic suitability requirements. Where the application is not complete or if further information is required to assess whether the prospective student has met the course entry requirements and academic suitability requirements, the applicant will be given the opportunity to provide further information. After this interview, the RTO Administration Manager will provide you with electronic access to the SCA Student Handbook.

Prospective students who do not meet the course entry requirements and academic suitability requirements will be notified in writing of the reasons for non-acceptance. Unsuccessful applicants will be advised of their right to appeal the decision and how to access the appeals process as stated in the Student Handbook.

Prospective students who meet the course entry requirements and academic suitability requirements will be sent a letter of offer confirming their place in the Approved Course. Following acceptance of the offer, the applicant is sent information about completing their enrolment including all aspects of the Approved Course including start date, payment options and details for student orientation. Also included in the information provided to students will be comprehensive details of any and all fees applicable to the Approved Course including any fees other than Tuition Fees that may apply. In the case of fees that are not Tuition Fees, South Coast Academy will ensure that students understand that the fees are not for tuition; the purpose of the fees; the student's total liability for the fees; and when and how fees are to be paid. Fees are not and will not be charged for assessments to determine whether a student is academically suited to undertake an Approved Course or applying for enrolment in an Approved Course.

A record of the student's enrolment, including the date and time of enrolment in the Approved Course will be maintained for a period of 5 years.

South Coast Academy's enrollment process includes the validation of Unique Student Identifier (USI) from the USI Registrar in accordance with the requirements of the Student Identifiers Act 2015. The procedures for the verification of a Unique Student Identifier (USI) will include;

- verifying with the Administration Manager, a USI provided to South Coast Academy by an individual before using that USI for any purpose;

-   ensuring that South Coast Academy will not issue AQF certification documentation to an individual without being in receipt of a verified USI for that individual, unless an exemption applies under the Student Identifiers Act 2015
-   ensuring that where an exemption described in Clause 3.6 (b) applies, the RTO Administration Manager will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the RTO Administration Manager; and
-   ensuring the security of USI and all related documentation under its control, including information stored in South Coast Academy's LMS.

Application for VET Student Loan

An application for a VET Student Loan must not be made until at least 2 business days after a student enrols in an Approved Course and can be made up until the census day for the Approved Course or part of the Approved Course. Applications must be signed by the student. Where the student is under 18 years of age, the application must be signed by a parent or guardian.

If a student applies for a VET Student Loan, South Coast Academy will collect and verify the following information from applicants;

-   information on the student's identity and date of birth;
-   if the student is under 18 years of age, information that one of the signatories on the application is a responsible parent of the student;
-   information and documents to establish that the student meets the requirements of Section 11 of the Act including;
-   details of identity (100 points), citizenship and residency
-   Tax file number (TFN)
-   (CHESSN) if previously enrolled in an Approved Course using VET Student Loan
-   details of academic suitability (as per this procedure);

If the student has applied for, but not been issued with, a tax file number (TFN), a certificate from the Commissioner that the student has applied for a TFN.

Commonwealth Higher Education Student Support Number (CHESSN) is a unique identifier used by all higher education providers, which allows you to access your records via myUniAssist.

MyUniAssist is a web-based Higher Education Information Management System (HEIMS), developed by the Commonwealth Government to assist in the management of fee arrangements and allows you to monitor your:
-   Higher Education Loan Program Assistance (HECS-Help or FEE-Help)
-   Commonwealth Scholarship

The CHESSN is included on the Commonwealth Assistance Notice (CAN) which is provided by South Coast Academy to students electronically after the census date for each semester. Instructions on how to find your CHESSN number is located in the Student Handbook.

Information and documents collected for the purposes of, or in the relation to, an application by a student for a VET Student Loan (including the date and time the application is received) will be kept for a period of 5 years.

Enrolment Review Procedures

Following each completed enrolment, the RTO Administration Manager shall send (via post or email) and enrolment survey form to each enrolled student and request completion of the form.

Where a completed form is received by South Coast Academy, the form will be reviewed by the Training & Compliance Manager and forwarded to the Academy Manager for review during a management meeting.

All actions taken to improve client services and enrolment processes will be recorded in the management meeting minutes and updated in the Continuous Improvement register.

Publication

These Student Admission Procedures for Approved Courses will be made available to students and prospective students through publication on the website:
www.scahairandbeautyacademy.com

Enrolment Process Flowchart

Application received from prospective student

Student not accepted into course. Letter sent outlining reasons for non-acceptance and right to appeal

Not eligible

Does applicant meet the course entry requirements?

No

Yes

Confirmation of Enrolment

Has student submitted a request for VET Student Loan at least 2 business days after enrolment?

Student eligible for VET Student Loan? Meets citizenship and residency requirements. Meets academic suitability requirements?

Yes

No

Student undertakes course without loan assistance

Issue VET Student Loan fee notice at at least 14 days prior to census day

Student undertakes course with VET Student Loan assistance