



VET STUDENT LOAN POLICIES AND PROCEDURES

VSL Student Entry Procedure

Purpose

The purpose of this procedure is to ensure that only learners who are assessed as being 'academically suited' are provided with VET Student Loans (VSL) assistance.

Scope

This procedure applies to all students seeking to enrol in courses on New Futures Training's VET Student Loan approved course CHC501113 – Diploma of Early Childhood Education and Care.

Rationale

Before enrolling a student in a given VSL eligible course New Futures Training must determine that the student is academically suited to that course [(Rules paragraph 80(1)(c))].

This procedure specifies how New Futures Training will determine "academically suited" for these purposes, and specifically that:

- the student meets all specified entry requirements for the particular course [Rules paragraph 80(1)(b)] (eg pre-requisite qualifications, industry experience, successful Working With Children Check); and
- the provider believes on reasonable grounds that the student is academically suited to undertake the course; and
- the student satisfies one of the following requirements:
 - o the provider 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 [Rules paragraph 80(2)(a)] or
 - o the student is assessed using an approved assessment tool, as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy and the provider reasonably believes that the student displays that competence [Rules paragraph 80(2)(b)] or
 - o the provider 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 by a body registered to award the qualification in the AQF in Australia and the course was delivered in English[Rules paragraph 80(2)(c)].



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'Academic suitability' is determined through the pre-training review process and conversations that occur between the New Futures Training and learner prior to any enrolment taking place.

As per Pre-Training Review Process, for each Learner seeking to enrol in a vocational qualification, regardless of eligible or ineligible status under the Victorian Training Guarantee, New Futures Training will conduct a Pre-Training Review of current competencies (including literacy and numeracy skills) prior to enrolment in training (VET Funding Contract).

The PTR takes the form of an active discussion between the qualified Intake officer and the Learner as part of the enrolment process. It is conducted with honesty and integrity (VSL Rules Clause 82(1) (c)). The PTR process engages the learner on a range of issues with the aim of ensuring suitability of the proposed training. By doing so it satisfies conditions of the VET Funding Contract, VRQA and the VSL Rules. The PTR form obtains enough information from the prospective learner to allow New Futures Training to make a determination that it "believes on reasonable grounds" that the student is or is not academically suited to the course.

LLN Requirements

It is a requirement for access to VSL that the learner possess adequate LLN capacity to undertake eligible courses.

Unless the learner can provide New Futures Training with a copy of their Senior Secondary Certificate of Education proving completion of year 12 (VCE) or a copy of a certificate (however described) that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to them, they must demonstrate competence at or above Exit Level 3 ACSF by completing the Core Skills Profile for Adults (CSPA) Reading and Numeracy test as part of their PTR.

The LLN Robot is a Government-approved testing tool for these purposes (VSL Rules Clause 82 (1)(b)).

LLN Robot test will be facilitated by qualified Intake Officer. The LLN Robot Test must be completed in one sitting. Test results will be analysed by qualified Intake assessor responsible for undertaking the relevant PTR process. The results of the testing will then be reported to the student as soon as practicable after the assessment (VSL Rules clause 81).

Where the results from the LLN Robot Reading and Numeracy test confirm that the learner has achieved competence at Exit Level 3 ACSF and where, with the benefit of the written/verbal responses conveyed via the PTR and ancillary pre-enrolment discussions, the qualified intake assessor reasonably believes that the student displays that competence then New Futures Training can deem the learner academically suited and proceed with the request for VSL.

Enrolment will proceed as per the provisions of New Futures Training Enrolment Procedure.

Where the results from the LLN Robot Reading and Numeracy test confirm that the learner **has not achieved** competence at Exit Level 3 ACSF then VSL cannot be offered to the learner until such competence is achieved.



In such circumstances the learner will be offered supplement questions - further LLN testing address the identified gaps.

All test results must be retained by New Futures Training for at least 5 years and must be provided to the Secretary of the Commonwealth Department of Education and Training on request (Division 4—Retaining information and documents VSL Rules clause 81).

This Student Entry Procedure will be made available to students or applicants intending to enrol with New Futures Training through publication on the website and in written form.