VET Student Loans Student Entry Procedure

# Audience

All TasTAFE Employees and VET Student Loan Students.

# Purpose

The purpose of this procedure is to provide information to both TasTAFE employees and students on eligibility and how to apply for a VET Student Loan.

# Procedure statement/details

To be eligible to apply for a VET Student Loan, you must meet the academic suitability requirements as a new student commencing study at TasTAFE.

## Academic Suitability

To meet academic suitability requirements, you need to successfully complete any TasTAFE course entry procedures and you also need to:

* Have completed year 12 and provide TasTAFE with a copy of your Australian Senior Secondary Certificate of Education awarded to you by an agency or authority of a State or Territory; OR,
* Provide TasTAFE with a copy of a qualification at Level 4 or above in the Australian Qualifications Framework that was awarded to you. This qualification must have been delivered in English; OR,
* Provide TasTAFE with a copy of your International Baccalaureate Diploma Programme (IB) diploma; OR
* Complete an approved language, literacy and numeracy (LLN) assessment and display competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy.

TasTAFE uses the Basic Key Skills Builder (BKSB) to validly and reliably assess a student’s competence in reading and numeracy against the Australian Core Skills Framework. TasTAFE will provide you with your log-in details and instructions to access the BKSB assessment. TasTAFE must be confident that you complete this test independently and with honesty and integrity. TasTAFE will inform you of your results as soon as practicable after the assessment.

A copy of your certificate or LLN assessment results will be retained by TasTAFE for 5 years after you enroll and will be made available to the Australian Government on request.

## VET Student Loans Eligibilities

When you meet the above academic criterion, you are eligible to apply for a VET Student Loan up to a [capped amount](http://www.holmesglen.edu.au/__data/assets/pdf_file/0020/280451/Holmesglen_Approved_VET_Student_Loans_Courses_List.pdf) in an [approved course](http://www.holmesglen.edu.au/__data/assets/pdf_file/0020/280451/Holmesglen_Approved_VET_Student_Loans_Courses_List.pdf) at the Diploma or Advanced Diploma level if you:

* Are an Australian Citizen; OR,
* A Permanent Humanitarian Visa holder
* Are over 18 years of age, students under 18 years of age must provide evidence of independence or have a parent complete the VET Student Loans Parental Consent Form
* Meet Tax File Number (TFN) requirements
* Have a Unique Student Identifier (USI)
* Have not exceeded your FEE-HELP limit
* Applied using the approved online Government eCAF form
* Agree to confirm engagement and progression throughout the course
* Provide proof of your Australian citizenship

If you are a New Zealand Citizen who holds a Special Category Visa (SCV) you must meet the below criteria:

* First entered Australia at least 10 years ago as a dependent child aged under 18 years
* Have been ordinarily a resident in Australia for the previous 10 years (that is, have been physically present in Australia for at least eight to of the past 10 years) and 18 months out of the last two years at the time of application for the loan, and

New Zealand Special Category Visa (SCV) VET Student Loans applicants will need to provide an International Movement Record from the Department of Immigration to prove that they meet citizenship requirements as well as the above criteria.

**Please note:** Permanent residents are not eligible to access VET Student Loans.

## Proof of Australian Citizenship:

Acceptable forms of evidence include:

* Current Australian Passport; OR
* Australian Birth Certificate - Students born on or after 20 August 1986 will also be required to provide a copy of one of their parents birth certificate or citizenship certificate if the students birth certificate does not indicate at least one parent was born in Australia; OR,
* Australian Citizenship Certificate

TasTAFE is required to collect, verify and retain copies of all documentation provided by students requesting a VET Student Loan for a period of 5 years after they enrol. TasTAFE will provide this documentation to the Australian Government if requested.

## Cooling off Period

TasTAFE can only process your VET Student Loan request two business days after you have enrolled in your studies. This allows you time to think about the full impacts of taking on a student loan. During the two days you may consider other course options or work out how the debt will affect your circumstances. This is a mandatory requirement of all TAFE and private training providers.

## Invoice Notice

TasTAFE must issue an invoice notice to all students requesting a loan at least 14 days prior to each census date. Therefore, students must ensure they complete the eCAF by a date that will allow TasTAFE to meet this requirement for their first census date. Failure to complete the eCAF by the required date will result in the student being unable to receive a loan for their first unit of study period. Students will then be able to request a loan for remaining units of study once all requirements are met.

# Responsibilities

**Student:**

* To supply correct documentation to support their VSL request.
* To register and complete eCAF by required dates, to ensure they fulfill legislated requirements for the duration of their study.

**VET Student Loan Coordinator (TasTAFE’s Business Systems Officer)**

* Manage, report and administer all systems to ensure compliance with relevant legislation.

**Admissions Team**

* Ensure Students application adheres to suitability and eligibility requirements to ensure compliance with relevant legislation.

**Manager, Digital Services**

* Ensure appropriate staff are assigned throughout the year to work across PRODA to get information on VET reporting requirements, validations and data elements.

# Associated legislation/documents

[VET Student Loans Act 2016](https://www.legislation.gov.au/Details/C2020C00047)

[VET Student Loans Rules 2016](https://www.legislation.gov.au/Series/F2016L02030)

[TasTAFE Student Entry Procedure](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/4975055/LatestFinalFile)

[Literacy and Numeracy Skills Assessment Procedure](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/5127486/latestfinalfile)

# Measure of procedure effectiveness

Students are able to successfully apply for Vet Student Loans and any necessary assistance is provided in line with this procedure and associated policies. No adverse audit findings.

# Definitions/acronyms

**ACSF** - Australian Core Skills Framework

**BKSB** – Basic Key Skills Builder

**eCAF** – Electronic Commonwealth Assistance Form

**LLN** – Language Literacy and Numeracy

**TFN** - Tax File Number

**USI** - Unique Student Identifier

**VET** – Vocational Education Training

**VSL** – Vet Student Loan

# Policy control

## Contact points

| **Responsibility** | **Position title** | **Contact person** | **Contact number** |
| --- | --- | --- | --- |
| **Executive owner** | Chief Financial Officer | Will McShane | 0437 192 635 |
| **Policy owner** | Manager Digital Services | Andrew Stevens | 6270 5471 |
| **Contact person** | Vet Student Loan Coordinator | Casey Harwood | 6232 7546 |

## Consultation

The following teams/positions should be consulted during the development/review of this Procedure:

* Digital Services
* Heads of Centres

## Endorsement required by:

Not Applicable

## Dates:

**Last approved:**  22/11/2022

**Next review**: 22/11/2024

## Version history

| **Version** | **Date** | **Description of changes** |
| --- | --- | --- |
| 2.0 | 21.11.2022 | Updated to new template with clearer information provided on the assessment of competence in reading and numeracy 80(2)(b). |
| 3.0 | 16.05.2023 | Added PRODA requirement to Responsibilities section. Within Consultation section replaced Business Systems & Reporting with Digital Services and Managers of Education & Training with Heads of Centres. |
| 4.0 | 26.06.2023 | Updated Executive Owner from Chief Operating Officer to Director Quality and Academic Services. |
| 5.0 | 17.10.2023 | Updated Executive Owner from Director Quality and Academic Services to Chief Financial Officer. Updated Contact Person. |

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