**VET Student Loans Student Entry Procedure**

# Audience

All TasTAFE Education and Support Teams, prospective Diploma and Advanced Diploma Learners.

# Purpose

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

# Procedure statement/details

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

## Academic Suitability

To meet academic suitability requirements, the learner needs to successfully complete any TasTAFE course entry procedures and also needs to:

* Have completed year 12 and provide TasTAFE with a copy of their Australian Senior Secondary Certificate of Education awarded to them 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 them. This qualification must have been delivered in English; OR,
* Provide TasTAFE with a copy of their 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 learner’s competence in reading and numeracy against the Australian Core Skills Framework. TasTAFE Client Central will provide the learner with their log-in details and instructions to access the BKSB assessment. TasTAFE must be confident that the learner completes this test independently and with honesty and integrity. TasTAFE Client Central will inform the learner of their results as soon as practicable after the assessment.

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

## VET Student Loans Eligibilities

When the learner meets the above academic criterion and selects VET Student Loan as preferred payment method on their enrolment application they become 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, provided they:

* Are an Australian Citizen; or Permanent humanitarian visa holder who are usually resident in Australia; or, Pacific Engagement visa holder who are usually resident in Australia.
* 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 their FEE-HELP limit
* Applied using the approved online Government eCAF form
* Agree to confirm engagement and progression throughout the course
* Provide proof of their Australian citizenship

If they are a New Zealand Citizen who holds a Special Category Visa (SCV) they 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 learners 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.

## VET Student Loan Request Form (eCAF)

Once a learner has met all entry requirements the VET Student Loan Coordinator will trigger an Electronic Commonwealth Assistance Form (eCAF). The learner will receive an email from the Commonwealth prompting them to complete the form, which must include a USI, a valid Tax File Number, including personal details that match the records held by the Australian Tax Office. Once complete there are no further steps for the learner, their application to defer to VET Student Loans is accepted.

## Cooling off Period

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

## Invoice Notice

TasTAFE must issue an invoice notice via email to all learners requesting a loan at least 14 days prior to each census date. Therefore, learners 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. Learners will then be able to request a loan for remaining units of study once all requirements are met.

# Responsibilities

**Learner:**

* 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.

**Client Central**

* 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)

Prospective Learner Entry Procedure

Literacy and Numeracy Skills Assessment Procedure

# 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

**ATO** – Australian Tax Office

# Policy control

## Contact points

| **Responsibility** | **Position title** | **Contact person** | **Contact number** |
| --- | --- | --- | --- |
| **Executive owner** | Acting Chief Financial Officer | Chris McTye | 0418 357 939 |
| **Policy owner** | Manager Digital Services | Adrian Ferrier | 6724 8001 |
| **Contact person** | VET Student Loan Coordinator | Casey Harwood | 6153 1003 |

## Consultation

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

* Digital Services
* Heads of Centres

## Endorsement required prior to Executive Approval:

Education and Training Committee

## Endorsements

| **Committee** | **Date** |
| --- | --- |
| Education and Training Committee | 01.07.2025 |

## Dates:

**Last approved:**  29/07/2025

**Next review**: 29/07/2027

## Version history

| **Version** | **Date** | **Description of changes** |
| --- | --- | --- |
| 6.0 | 02.05.2025 | Full review, updated to add the Pacific Engagement Visa (PEV subclass 192) to VSL eligibility. |

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