

Genuine Student Evaluation Policy

1. Purpose

1.1 Prior to accepting an application from a potential student, Envirotech Education (Envirotech) will formally evaluate whether a student has demonstrated a genuine intention to study. After the student has been assessed and accepted to commence their studies, Envirotech will begin an ongoing assessment to ensure continuous evidence of meeting the definition of a genuine student by means of the Academic progress policy.

1.2 The purpose of this policy is to govern the acceptance of an application to apply to study with Envirotech prior to the commencement of the course, to ensure the student is academically suited and demonstrates genuine intentions to study to ensure upon commencement the student is focused and dedicated to gain competency in the studied units of competency and work towards completion. This assessment is made by way of gathering the response by means of the Pre-Training Review section under the Pre-enrolment Form

2. Scope

2.1 Potential and current Students who intend to commence studies as a Domestic Learner with Envirotech.

2.2 Potential and current students who intend to utilise the VET Student Loan Program to cover course tuition fees.

3. Relevant Standards/ Legislation

3.1 Standards for Registered Training Organisations (RTOs) 2015

3.2 VET Student Loans Rules 2016

3.2.1 Part 1 Preliminary 5.1 Meaning of a genuine student

3.3 VET Student Loans Act 2016

4. Associated Documents

4.1 Pre-Enrolment Form

4.2 Pre-Enrolment and Enrolment Policy

4.3 Domestic Student Handbook

4.4 Course Progress and Student Engagement Monitoring Policy

4.5 Domestic Learners, Deferral, Suspension and Cancellation of Enrolment Policy

4.6 Intention to Cancel Letter

5. Definitions

5.1 Genuine Student - Definition as outlined from VET Student Loans Rules 2016, Section 5. This section is made for the purposes of the definition of genuine student in section 6 of the Act. The following must be considered for the purposes of determining whether a student is a genuine student in relation to a course:

- 5.1.1 the student is reasonably engaged in the course;
- 5.1.2 the student has knowledge of the course requirements for the course, and the cost and duration of the course;
- 5.1.3 the student has satisfied course requirements for the course or participated in assessment activities for the course;
- 5.1.4 if the course is an online course—the number of occasions on which the student has logged in to the course is not insignificant;
- 5.1.5 the student has provided up to date contact details that enable the Department to contact the student to verify the student's admission in the course;
- 5.1.6 if the student is enrolled in another course—the number of the enrolments and associated course loads would not make successful completion of a course by the student impossible or highly improbable;
- 5.1.7 when required to do so, the student has communicated his or her agreement for the Secretary to continue to use the VET student loan to pay tuition fees for the course;
- 5.1.8 for the purposes of paragraph 43(4)(d) of Schedule 1A to the Higher Education Support Act 2003—if required to do so, the student has communicated his or her agreement for the Secretary to continue to use VET Student Loan assistance to pay tuition fees for a VET unit of study.
- 5.2 Progression - a check triggered at three (3) fixed progression points, February, June and October annually for a student undertaking a VET Student Loan course to confirm his or her engagement or progression to continue accessing the loan though the course duration
- 5.3 eCAF - electronic Commonwealth Assistance Form, submitted by a student to access the VET Student Loan program
- 5.4 Census Date –the date after which a VET Student Loans student incurs a VETSL debt for the VET Unit of Study in which they are enrolled. At least 20% of the Unit of Study enrolment.
- 5.5 VET Course – a vocational education and training course that is offered by the training provider and is approved for VSL under the current year

- 5.6 VET Unit of Study - a component of a VET Course to which fees and a Census Date are applied.

6. Application

- 6.1 VSL Eligibility - Prospective students are required to meet and provide evidence of all eligibility requirements to access the VET Student Loans (VSL) program prior to the offer of an enrolment. Evidence of eligibility further outlined in Envirotech Education Admissions and Enrolments Policy

- 6.2 Academic Suitability – Evidence that a student meets the Language Literacy Numeracy requirements to be eligible to receiving a VSL

- 6.3 Pre-Training Review

6.3.1 To be completed within the Pre-Enrolment Form to evaluate a genuine or non-genuine intention to study with Envirotech, the potential learner must provide an explanation of;

6.3.1.1 Key motivation to undertake the intended course

6.3.1.2 Previous study and or work experience

6.3.1.3 Desired career outcome

6.3.1.4 Difficulties that may hinder or disadvantage them throughout the duration of the course

- 6.3.2 Upon receipt of completed Pre-Enrolment Form, the decision to accept or reject an application is based on the potential learners' answers reflecting that of a genuine/ nongenuine student will be made and communicated with the potential student.

- 6.3.3 A Pre-Enrolment Form may be rejected based on but is not limited to the following;
- 6.3.3.1 In the case of an online admission, potential learner does not have regular access to a computer and or Internet
 - 6.3.3.2 Potential learner has listed a difficulty that cannot be overcome that would greatly disadvantage them from completing their course
 - 6.3.3.3 Potential learner has refused to provide up to date contact details that enable the department to contact them
 - 6.3.3.4 Any other fair and just reason provided by Envirotech Officer that has been identified and communicated with the student

7. Enrolment

- 7.1 Upon receipt of sufficient evidence for the student to meet VSL eligibility criteria and assessed against Envirotech's internal Genuine Student criteria, Envirotech will commence the enrolment procedure to ensure the student has full understanding of the course requirements, tuition fee and duration. Envirotech provides the following:

7.1.1 Offer Letter – An agreement to the student confirming the acceptance of the application and confirming;

7.1.1.1 Tuition fees provided by and agreed upon with the sales representative

7.1.1.2 Course duration

7.1.1.3 Course requirements – i.e. Pre-Requisite units, first aid requirement, mandatory practical hours, etc.

7.1.1.4 If the student has chosen a VET Student Loan as the payment method, Envirotech will supply the student with their census dates and fees attached to the census dates that are assigned to their intake. Census dates are also published on the Envirotech Website on the course schedules

7.1.1.5 VET Student Loans Student will also be sent a link to the VET Student Loans information booklet and further information on what is required when studying under the VSL program.

8. Course Commencement and duration

8.1 Envirotech will begin an ongoing assessment to ensure continuous evidence of meeting the definition of a genuine student by means of the Envirotech Academic progress policy.

8.2 Reasonably engaged - A Student studying under the VET Student Loans program will need to show evidence that they are reasonably engaged with their studies.

8.2.1 Course engagement is measured by the amount of interactions learners have with their Envirotech e-Learning platform and the Trainer.

8.2.2 E-Learning Platform log in - Learners must login regularly to the online e-Learning platform to demonstrate that they are engaged in their training and evidence of a genuine student. Learners who have not logged in in a reasonable time, will be contacted by the Domestic Team

8.2.3 Confirmation of engagement must occur at the beginning of each study period.

8.2.4 Learners who do not log-in to the Envirotech e-Learning platform will have their enrolment cancelled at the end of the first study period, unless communications with the trainer demonstrated genuine efforts for course progress.

Further details of assessment of reasonable engagement outlined in Course Progress and Students' Engagement Monitoring Policy.

8.3 **Fixed progression points** - Students undertaking a VET Student Loans will be required to confirm his or her engagement or progression to continue accessing the loan though the course duration, a progression is triggered at three (3) fixed progression points, February, June and October annually. Student will be notified, two (2) weeks prior, at time of enrolment and reminder throughout the two week submission period that if their progression is not submitted with the continuing status this may impact their ability to continue accessing a VET Student Loan for the remainder of the course.

8.3.1 VSL Students who have not responded or not submitted continuing for 2 consecutive progression points will be sent an intention to cancel as they will no longer be eligible for a VET Student Loan. The student will have 28 days to access Envirotech's Complaints and appeals policy available on the Envirotech Website.

9. Evidence of non-genuine intentions to study

9.1 If throughout the duration the student shows evidence that they are a non-genuine student, Envirotech Staff and Trainers will attempt to implement an intervention procedure to reengage the student. If unsuccessful, the decision may be made according to the Course Progress and Students' Engagement Monitoring Policy to Cancel the enrolment of this non-genuine student. In this circumstance Envirotech will send the student a formal Intention to Cancel Letter. The student will have 28 days to access Envirotech's Complaints and appeals policy available on the Envirotech Website.

9.2 Non-course engagement and course progress may attract severe consequences such as:

9.2.1 Student is not able to obtain their qualification

9.2.2 The VETSL Debt accrued will remain a personal debt until it is repaid to the Commonwealth, with no qualification outcome

9.2.3 Envirotech is required to report on the enrolment and progression status of a learner who is receiving Centrelink assistance/ benefits, if a learner is relying on Centrelink benefits as a studying learner and is no longer progressing this can potentially affect or stop their eligibility in being able to receive their payments.

9.2.4 Course cancellation.

9.3 The absence of learner engagement will be monitored through compliance procedures and may prompt an investigation of learner 'genuineness' and the possible result of course cancellation.

9.4 If a learner does not demonstrate progress in their qualification via the online e-Learning platform, and no evidence of logging on or accessing the learner resources can be located, they will be cancelled from the qualification as per the terms and condition of enrolment