Domestic and VET Student Loans Pre-Enrolment and Enrolment Policy

Contents

Envirotech Education
Domestic and VET Student Loans Pre-Enrolment and Enrolment Policy
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Applies to: Domestic learners, VET Student Loans (VSL) eligible learners

1. Purpose

This policy outlines the requirements for prospective students wishing to enrol in a nationally recognised qualification at Envirotech Education, including those applying to access a VET Student Loan (VSL) through the Commonwealth Government.

This policy has been developed in alignment with:

- **Standards for RTOs 2025** – Outcome Standards and Compliance Requirements

- **VET Student Loans Act 2016** and its legislative instruments

- **Higher Education Support Act 2003**

- **National Code of Practice for Providers of Education and Training to Overseas Students 2018 (CRICOS)** – for shared systems only

The purpose of this policy is to ensure that all potential learners are assessed fairly, honestly, and consistently against the defined entry and academic suitability requirements. It reinforces Envirotech's commitment to:

- Informed decision-making by prospective students

- Clear, accurate and timely information about courses, fees, rights, and responsibilities

- Honest and integrity-driven enrolment practices

- Valid assessment of entry requirements, including Language, Literacy and Numeracy (LLN)

- Recognition of prior learning and existing competencies

- Fair and equitable treatment of all applicants, regardless of background

Envirotech ensures that every student is guided toward suitable training products that match their goals, capabilities, and prior experience. This supports learner success, program completion, and compliance with national quality frameworks.

2. Scope

This policy applies to all prospective and enrolling students across all Envirotech Education campuses, delivery modes (including online, blended, and face-to-face), and course funding types. This includes:

- **Fee-for-service students**

- **Students accessing government financial assistance**, including:

    o Queensland VET Investment (QVI) funding

    o Smart and Skilled (NSW) and other State/Territory programs

    o Scholarships or concessions

- **Students applying for VET Student Loans (VSL)**, where eligible

It also applies to:

- Staff involved in advising, assessing, enrolling, and supporting domestic students

- Admissions, Academic, Compliance, and Student Services departments

Note: While CRICOS learners are not covered under this policy, shared systems and administrative processes that support both domestic and international learners are governed by complementary policies.

3. Content

As part of the pre-enrolment process, all prospective students must complete a structured Pre-Enrolment Checklist. This checklist ensures that:

- The selected course aligns with the student's learning and career goals

- The student is informed of course requirements, expectations, and obligations

- The student is academically suited to undertake the course (e.g., LLN requirements)

- Any digital access or capability issues are identified for online/blended delivery

This checklist forms part of Envirotech Education's broader commitment to learner suitability, academic integrity, and informed enrolment decisions. It also supports regulatory compliance with:

- **Standards for RTOs 2025 – Entry Procedure and Learner Support**

- **VET Student Loans Rules 2016 – Academic Suitability Requirements**

4. Definitions and Abbreviations

Abbreviations

- **ASQA** – Australian Skills Quality Authority

- **ACSF** – Australian Core Skills Framework

- **Safeworks** – Developer of the LLN Robot under ACER

- **LLN Robot** – Government-approved LLN assessment tool (Core Skills Profile for Adults)

- **LLN** – Language, Literacy and Numeracy

- **VSL** – VET Student Loans

- **VET** – Vocational Education and Training

- **AQF** – Australian Qualifications Framework

- **SMS** – Student Management System

- **eCAF** – Electronic Commonwealth Assistance Form

Definitions

4.1 Pre – Training Review (PTR)

A documented quality assurance process to determine a prospective learner's suitability for the course, ensuring the reason for enrolment is genuine and supports an appropriate training and employment pathway. The PTR must be conducted before an offer is made and must include language, literacy and numeracy needs, prior learning, digital capability (if applicable), and vocational goals, as per the VET Funding Contract and Standards for RTOs.

4.2 Approved Government Skills Assessment (LLN Robot):

An online diagnostic tool developed by ACER to assess adult learners' skills in Reading, Numeracy, and Writing across ACSF levels. It is validated and reliable, and includes the following components:

- Reading

- Numeracy

- Writing

- Optional support diagnostics
  It aligns with the requirement to establish academic suitability under VSL Rules.

4.3 Census Date

The official date after which a VET student incurs a VSL debt for the enrolled unit of study. The Census Date must be clearly communicated and is subject to strict compliance under the VET Student Loans Act 2016.

4.4 VET Course

A nationally recognised course of study offered by a Registered Training Organisation that aligns with training package or accredited course requirements and is eligible for VET Student Loans if approved under current year arrangements.

4.5 VET Unit of Study

A defined component of a VET Course for which tuition fees are charged and to which a Census Date applies. It forms part of the loan structure under the VET Student Loans framework.

5. Potentail Learners Enquiries

5.1 Admission Information

Envirotech Education ensures that all potential learners are provided with clear, timely, and accurate information to support informed decision-making prior to enrolment, in line with the Standards for RTOs 2025 – Outcome Standards and Compliance Requirements.

Prospective learners will receive the following support and information:

5.1.1   Provision of Core Materials:
The Admissions Team provides each potential learner with the current Domestic Student Handbook and relevant course brochures electronically.

5.1.2   Admission Interview:
An interview is conducted with the prospective learner to discuss course structure, duration, entry and participation requirements, delivery methods, support services, and any additional costs or materials fees.

5.1.3   Responsind to Learner Queries:
Admissions staff are available to respond to any questions or concerns raised by potential learners throughout the enquiry process.

5.1.4   VET Student Loan (VSL) Information:
Where applicable, Envirotech provides clear information about the VET Student Loan (VSL) scheme, including:

- Eligibility criteria (citizenship, academic suitability, VSL balance)
- VETSL Debt implications and repayment obligations (indexed and income-contingent)
- The right to opt out of a VSL

5.1.5 VSL Resources Provided:

Learners requesting or eligible for a VET Student Loan are provided with the:
- VET Student Loans Student Handbook
- VSL Fact Sheets (from DEWR or ASQA)
- Statement of Covered Fees and Course Schedules

5.1.6 Initial Learner Assessment:

Admissions staff conduct a preliminary suitability check, including review of:

- Prior education and training
- Work experience
- Language, Literacy, and Numeracy needs
- Commitment to study and career alignment

This step may inform or precede the formal Pre-Training Review (PTR) process.

5.1.7 Accessibility Support

Envirotech Education is committed to inclusive access. All enrolment materials, forms, and information (including the VET Student Loans Information Booklet and eCAF instructions) are available in **accessible formats** upon request, including:

- Large print

- Screen reader-friendly digital versions

- Assistance for LLN support or students with disabilities

Learners are encouraged to contact **Student Services** to request support or alternate formats before or during the enrolment process.

5.2 Application Process

Applicants can apply online via the Envirotech Education website or a direct link provided by the Sales and Marketing Team. Applications must be completed accurately and submitted with all required supporting documentation.

Admissions staff will acknowledge receipt and guide applicants through the next steps, including scheduling of interviews and provision of VSL documentation if applicable.

6. VET Student Loans (VSL) – Eligibility Criteria

Envirotech Education is an approved VET Student Loans (VSL) provider under the VET Student Loans Act 2016. The VSL program assists eligible students in deferring tuition fees for approved Diploma and Advanced Diploma courses delivered by approved providers.

Before applying, prospective learners are encouraged to review:

- The VET Student Loans Information Booklet: Department of Education Resource
- The Envirotech Education website: www.envirotech.edu.au

To access a VET Student Loan, learners must meet all of the following eligibility criteria:

6.1 FEE-HELP Balance (VETSL Balance)

6.1.1   Learners must have sufficient FEE-HELP (VETSL) balance remaining

6.1.2   If the learner has previously accessed a loan for the same course and exceeded the Course Cap, they must cover any gap fees themselves.

6.2 Citizenship and Residency Requirements

Applicants must be either:

- An Australian citizen, or
- A permanent humanitarian visa holder residing in Australia, or
- A qualifying New Zealand citizen (see section 8.2.3).

6.2.1   Evidence of Australian Citizenship

Acceptable documents include:

- A current Australian passport; or
- Australian Citizenship Certificate; or
- Citizenship by Descent extract; or
- Full Australian Birth Certificate (if born before 20 August 1986); or
- For applicants born on or after 20 August 1986:
    - Birth certificate + evidence that at least one parent was an Australian citizen at time of birth
    - OR applicant's own Australian Citizenship Certificate

Note: Aboriginal and Torres Strait Islander applicants not registered at birth may submit a Statutory Declaration using the department's official form.

6.2.2   Permanent Humanitarian Visa Holders

Applicants must:

- Hold a valid permanent humanitarian visa, verified through VEVO
- Intend to reside in Australia for the duration of their course

6.2.3 Qualifying New Zealanf Citizens

Applicants must meet all of the following:

- Hold a Special Category Visa (SCV)
- Have usually resided in Australia for at least 10 years
- Arrived in Australia as a dependent child (under 18)
- Lived in Australia for:
    - 8 out of the past 10 years, and
    - 18 months of the past 2 years
- Not hold Permanent Residency (as this cancels SCV-based eligibility)

Applicants may need to request International Movement Records from the Department of Home Affairs to demonstrate these residency requirements.

6.3 Academic Suitability

To access a VSL, applicants must be academically suited to undertake the course. This is determined by:

6.3.1 Acceptable Evidence of Academic Suitability

Learners may provide:

a) A copy of their Australian Year 12 Certificate (issued by a State/Territory government); OR

b) Evidence of successful completion of a Certificate IV or higher qualification delivered in English; OR

c) For overseas qualifications – a formal recognition statement from an Australian government recognition agency.

6.3.2 LLN Assessment (If other evidence cannot be provided)

Where no prior academic evidence is available, applicants must complete the **LLN Robot assessment**, which is:

- Approved by the Australian Government
- Aligned to the **Australian Core Skills Framework (ACSF)**

Requirements:

- Applicants must achieve **Exit Level 3 or above in both Reading and Numeracy**
- Results are provided by the Admissions Team upon completion
- The test is untimed (approx. 90 minutes recommended)

Outcomes:

- If **Exit Level 3 or above** is achieved in both domains: the applicant is considered academically suited.

- If **below Exit Level 3** is achieved in either domain:

  - The application is not accepted.

  - The applicant will be offered:

    - The option to re-sit the test after 3 months or after completing preparation, or

    - An alternate education or pathway option

6.3.3   Additional Conditions

In addition to the above, the learner must:

- Meet **course-specific entry requirements**, and

- Be **reasonably assessed by Envirotech** as academically suited to the course

7. Enrolment and VET Student Loan Application Requirements

To access a VET Student Loan (VSL), applicants must meet both **enrolment conditions** and **loan submission requirements** in accordance with government legislation and the *VET Student Loans Act 2016*.

7.1 Enrolment Conditions

Leaner must

7.1.1   Be enrolled in an **approved Diploma or Advanced Diploma course** delivered by Envirotech Education, listed on the current VSL Approved Course list.

7.1.2   Be studying **primarily at an Australian campus**.

7.1.3   If studying via distance or online delivery, learners must **not intend to undertake the majority or entirety of the course while located overseas**.

7.1.4   Provide a **valid Tax File Number (TFN)** or a certificate from the Australian Taxation Office confirming that an application for a TFN has been submitted.

7.2 VET Student Loan Application – Required Documents

To proceed with the VET Student Loan application, learners must submit the following documents and information:

a) Proof of Identity and Age

Applicants must provide one of the following valid identification documents:

- Australian **Birth Certificate**

- Current **Australian Passport**

- Valid **Australian Driver's Licence**

b) Parental Consent (For Learners Under 18)

If the applicant is **under 18 years of age**, one of the following is required:

- A **signed VET Student Loans Parental Consent Form** from a parent or legal guardian, or

- Evidence that the applicant has been **assessed as independent** and is receiving **Youth Allowance** under that status

Note: This documentation must be received **prior to creating the electronic Commonwealth Assistance Form (eCAF)**.

c) Unique Student Identifier (USI)

All applicants must provide their **USI number** as required under the *Student Identifiers Act 2014*.

d) eCAF Submission Requirements

To validly access a VET Student Loan:

- The learner must **submit the completed eCAF** via the Commonwealth portal **on or before their first Census Date**

- Submission must occur **no less than two business days after formal enrolment** into the course

Students who fail to submit the eCAF within these timeframes will not be eligible for VSL coverage for that unit of study.

8. Genuine Student (GS) Assessment

Envirotech Education is committed to enrolling only **genuine students** whose course of study aligns with their academic and career goals. This requirement ensures that enrolment decisions support quality outcomes and compliance with VET Student Loans legislation and government funding agreements.

The Genuine Student (GS) assessment forms a core part of the **Pre-Training Review (PTR)** and is conducted prior to formal enrolment.

8.1 Pre-Enrolment Application Requirements

As part of the application process, all prospective students must complete the **Pre-Enrolment Form**, which includes:

- A **Pre-Training Review (PTR)** section, to determine:

  - The learner's reason for study

  - Relevant work experience

  - Desired career outcomes and training expectations

This form supports Envirotech's obligation to ensure the **training product is appropriate for the learner's goals and existing skills**, in accordance with *Standard 5.1 of the Standards for RTOs* and *Schedule 1, Clause 5.1 of the VET Funding Contract*.

8.2 Assessment and Decision Process

- The completed Pre-Enrolment Form is assessed by a qualified **Envirotech Education Admissions Officer**, using an internal **Pre-Training Review Checklist**.

- The officer evaluates:

  - Course relevance to the learner's goals

  - Suitability of delivery mode and support requirements

  - The learner's intention and capacity to engage with the training

- A decision is made on whether the learner meets the **Genuine Student** criteria for enrolment.

8.3 Notification and Appeals

- Applicants will be notified of the outcome of the GS Assessment in writing.

- If the application is unsuccessful:

  - The applicant will be offered the opportunity to **appeal** the decision or **resubmit** with additional supporting information.

  - Alternative pathways or guidance may be provided to help the learner meet requirements in future.

8.4 Credit Transfer and Recognition of Prior Learning (RPL)

As part of the Genuine Student and Pre-Training Review process, applicants may request:

- **Credit Transfer (CT)** based on previously completed, nationally recognised units of competency

- **Recognition of Prior Learning (RPL)** based on relevant professional or life experience

These requests are reviewed by the **Academic Team**, following Envirotech Education's **Credit Transfer and RPL Policy**, and must be supported by valid documentary evidence.

Outcomes from CT or RPL assessments may influence:

- Total tuition fees
- VET Student Loan amounts
- Course duration and delivery

9. Admissions Ouctome Communication and Documentation

The admissions team at Envirotech Education is responsible for **ensuring the complete, accurate, and compliant processing of all learner applications**, particularly where a VET Student Loan (VSL) is involved.

All enrolment decisions must be **transparent, evidence-based, and fully documented**.

9.1 Documentation Requirements

For each applicant, the following documents must be collected, reviewed, and stored securely:

- Completed **Pre-Enrolment Form**, including the Pre-Training Review (PTR)
- Valid **Identification documents**
- **Letter of Offer** (where applicable)
- **Curriculum Vitae** or resume
- Certified **prior qualifications and transcripts**
- **Employer reference letters** (if used to demonstrate course suitability)
- **LLN Robot assessment results**
- **Parental Consent Forms** (for applicants under 18)
- Any other required evidence for entry or funding eligibility

All documentation must be recorded in the learner's file and retained in line with Envirotech's data retention policies and **the 30-year retention rule** for certification records under the Compliance Requirements.

9.2 Admissions Officer Responsibilities

Admissions Officers must:

a) Confirm receipt and accuracy of all documents, including:

- **LLN Robot results**
- Evidence that **pre-requisite and academic suitability requirements** are met

b) Utilise Envirotech's:

- **VSL Eligibility Checklist**

- **Pre-Training Review Checklist**

These tools ensure that all criteria for both course entry and VSL eligibility are assessed consistently and in line with regulatory expectations.

c) Verify that **all admission criteria are met** before proceeding with enrolment. No offer should be finalised unless:

- Documentation is complete

- The applicant meets both course entry and VSL eligibility requirements

d) If documents are missing or the Pre-Enrolment form is incomplete:

- Notify the applicant in writing

- Provide a checklist of outstanding items

- Offer guidance on how to finalise the application

e) If an applicant **does not meet the entry or VSL criteria**, they must be:

- **Notified in writing** with a clear explanation

- **Informed that their VSL application is not accepted**

- Provided with information on the **Fee for Service pathway** should they wish to continue without loan support

f) Once all requirements are met and verified, **finalise the application** by issuing the official offer and progressing with the eCAF process (if applicable).

g) Where an applicant is eligible for a VET Student Loan, they will be provided with:

- The VET Student Loans Information Booklet

- A copy of their tuition fee schedule including census dates

- Information about the VET Student Loan Fee Notice (VSL Fee Notice) and Commonwealth Assistance Notice (CAN) schedule

This ensures learners are fully informed of their financial obligations, VETSL debt structure, and loan timelines before enrolment is finalised.

10. Enrolment

Once an applicant meets all entry, academic suitability, and VSL eligibility criteria, Envirotech Education will issue a **Formal Letter of Offer**. The offer outlines the terms of enrolment, financial obligations, and course details.

The Letter of Offer must be:

- **Signed and returned within 28 days of issue**

- **Returned prior to induction**, whichever occurs first

- Issued only **subject to eligibility being confirmed**, where specific conditions apply

10.1   Letter of Offer – Inclusions

The **Letter of Offer** is a contractual document and must include key academic, financial, and policy-related information, including:

a) **Tuition fees covered** by a VET Student Loan (if applicable)
b) **Out-of-pocket tuition fees**, including gap payments
c) **Course details**, including title and delivery mode
d) **Census Dates** and the **loan amount applied** to each census
e) Summary of the **Complaints and Appeals Policy**
f) **Academic expectations**, such as course progress and attendance
g) **Additional fees and charges**, e.g., late submissions or materials fees
h) **Induction date and orientation information**\
i) **Privacy statement**, including use of personal information
j) **Student Declaration**, confirming understanding and acceptance of offer terms
k) Where applicable, details of tuition fees not covered by the VET Student Loan (gap payment), including:
   - The remaining amount payable by the learner
   - Agreed payment plan options
   - Confirmation that these fees are separate from the VETSL debt and payable directly to Envirotech

10.2   Credit Transfer / Recognition of Prior Learning (RPL)

Students may apply for **Credit Transfer (CT)** or **Recognition of Prior Learning (RPL)** as part of the enrolment process. Applications:

- Must be submitted in accordance with Envirotech's **CT/RPL Policy**

- Are assessed by the **Academic Manager or delegate**

- May impact the **total VET Student Loan** amount if eligible credits reduce the total course tuition fees

10.3   eCAF – Electronic Commonwealth Assistance Form

To access a VET Student Loan, students must submit a valid **eCAF** via the Commonwealth via the government portal.

- The eCAF must be submitted **no earlier than two business days after enrolment**, and **no later than the first census date**
- Once submitted, an eCAF **cannot be deleted** by the provider
- Students must complete **eCAF progression forms** at least **three times per year** to confirm they are a genuine student
- If the student **withdraws before the census date**, no VETSL debt is incurred
- For students **under 18**, a **signed parental consent form** or evidence of **Youth Allowance independence** is required **before the eCAF can be created**

Key conditions:

10.3.1. Submission of the eCAF signifies the student's **acknowledgment of loan obligations** and the requirement to monitor their **VETSL balance**.

10.3.2. **Submitted eCAFs cannot be deleted**. If not yet submitted, Envirotech may delete the draft on request if the student opts not to proceed with a VSL.

10.3.3. If a student transitions into a **replacement course**, a **new eCAF** must be submitted **before the first census date** of the new course. The student will have access to the full course loan cap for the replacement qualification.

10.3.4. The eCAF must be submitted **on or before the first census date** and **not less than two business days after enrolment**, as required under **Section 46 of the VET Student Loans Rules 2016**.

Note for learners: For example, if your course census date is the 10th of the month, your eCAF must be submitted no later than 11:59pm on the 9th, and not earlier than two (2) full business days after you are enrolled.

10.3.5. For applicants under 18, **parental consent or evidence of independent status** must be processed **before enrolment into the eCAF system**.

10.4   Statement of Covered Fees

As per **Section 56 of the VET Student Loans Act 2016** and **Section 129 of the Rules**, Envirotech Education must issue a **Statement of Covered Fees** to each learner who intends to access a VSL.

The Statement must include:

a) **Course census dates**
b) **Full tuition fees**
c) Any applicable **loan fees**

d) The learner's **CHESSN** (Commonwealth Higher Education Student Support Number), if available

e) A breakdown of **fees covered** and **not covered** by the VET Student Loan

Timing:

- The Statement must be issued **after enrolment into the course** and **prior to the first census date**

Compliance Responsibility:

- Envirotech is responsible for ensuring that this statement meets all legislative requirements and is retained for audit purposes

10.5   Enrolment Confirmation

Enrolment is only formally confirmed when all of the following conditions are met:

- The learner's **LLN assessment and Pre-Training Review (PTR)** outcomes have been reviewed and approved

- **Eligibility documentation** (e.g., citizenship/residency, academic suitability, USI) has been verified

- The learner has **signed and returned the Letter of Offer** and **Enrolment Agreement**

Once confirmed:

- Learner details are recorded and updated in the **Student Management System (SMS)**

- A formal **Confirmation of Enrolment (CoE)** is generated

- Learners are granted access to learning platforms and induction materials

This step ensures that only **eligible, genuine, and academically suited learners** are fully enrolled, in line with ASQA and VET Student Loans compliance requirements.

11.   Induction/Orientation

Envirotech Education ensures all learners are appropriately informed of their rights, responsibilities, course expectations, and support services before commencing study. This supports learner readiness and aligns with the principles of learner-centred delivery and self-assurance under the *Standards for RTOs 2025*.

11.1   Induction Communication

Prior to course commencement, students will receive a **Welcome Email** outlining:

- Course start date and delivery details

- Instructions for completing the mandatory **Induction/Orientation session**

- Access to the **Student Handbook**, relevant policies, and support resources

- VET Student Loan conditions (if applicable)

This communication will be sent **as soon as practicable before commencement**.

11.2   Induction Session Requirements

All learners must complete the **Induction/Orientation** session, which covers:

- Course structure, delivery schedule, and assessment overview

- Learner rights and responsibilities

- Envirotech policies on complaints, academic conduct, and support services

- Student support contact details (including LLN, wellbeing, academic support)

- VET Student Loan obligations (where applicable)

The **Student Handbook** is provided during this session and serves as a key reference guide throughout the learner's enrolment.

11.3   Online and Distance Students

Learners studying via **distance or online delivery** are not required to attend induction on-campus.

However:

- All learners must complete the **online induction module** in full before gaining access to any course materials

- Course content will remain **locked** until all **unit components of the induction module** are completed

- Completion is monitored and recorded for compliance and learner support purposes

12.   Student Contractual Obligations

Learners accessing a **VET Student Loan (VSL)** enter into a contractual arrangement with both the **Commonwealth Government** and **Envirotech Education**. This arrangement includes obligations related to course progression, loan reporting, and fee transparency.

12.1   eCAF Progression (Genuine Student Confirmation)

As required by the *VET Student Loans Rules 2016*, learners must complete a **Progression Form** through the eCAF system to confirm their ongoing engagement.

Key requirements:

a) There are **three fixed progression points** annually—typically in **February, June, and October**. Learners must submit the progression form within a **two-week window**.
b) Submission can only occur **after four months have passed** since the eCAF was first submitted.
c) A **progression may also be triggered** if a learner returns from deferral, suspension, or a break in study.
d) Learners enrolled in multi-year courses will be required to confirm their genuine student status **multiple times throughout their enrolment**.
e) Failure to complete **two consecutive progressions**, or an indication of withdrawal, will classify the student as **non-genuine**. Envirotech will initiate the **Intention to Cancel** process as per the **Domestic Learners Deferral, Suspension, and Cancellation of Enrolment Policy**.

12.2   Commonwealth Loan Information

12.2.1 VET Student Loan Fee Notice

Envirotech will issue a VET Student Loan Fee Notice (VSL Fee Notice) for each applicable fee period or unit of study.

Requirements:

a) The VSL Fee Notice is issued at least 14 calendar days before the relevant census date

b) A single VSL Fee Notice may cover multiple census dates for a term or semester

c) The notice must include:

- Learner details
- Course parts (unit names and codes)
- Exact census date(s) for each unit or fee period
- Tuition fees covered by the VET Student Loan
- Total VETSL debt to be incurred (including the 20% loan fee if applicable)
- Any tuition fees payable directly by the learner, including due dates

d) Withdrawal information:

Learners may withdraw from a unit of study on or before the census date without incurring a VET Student Loan debt for that unit.

e) Important notice:

A VET Student Loan is a personal debt to the Commonwealth and remains payable until repaid through the taxation system.

Student guidance: The census date listed in your Fee Notice is the last day you can withdraw without incurring a loan debt for that unit.

12.2.2 Commonwealth Assitance Notice (CAN)

Following each census date, Envirotech will issue a Commonwealth Assistance Notice (CAN) confirming the loan amounts that have been applied.

Requirements:

a) The CAN is issued within 28 calendar days after the census date

b) A CAN may include multiple census dates where applicable

c) The CAN must include:

- Learner details
- Course components and unit codes
- Census date(s)
- Tuition fees charged against the learner's VETSL debt
- Total VETSL debt incurred (including loan fee where applicable)
- Any tuition fees personally paid by the learner

Student guidance: Learners must review the CAN carefully and notify Envirotech within 14 days of issue if they believe any information is incorrect.

13.   Changes to Admission

Any change to a learner's admission status, personal information, or enrolment must be accurately recorded and communicated in accordance with Envirotech Education's data management procedures and the VET Student Loans compliance obligations.

13.1   Changes to Personal Details

Learners are responsible for ensuring that their **personal information remains accurate and up to date**. If changes occur after enrolment finalisation, the following steps apply:

- The learner must **update their personal profile** through the **Student Portal**.

- The learner must notify Envirotech of the change immediately.

- Envirotech will then notify the **Secretary of the Department of Education** (VSL Program Administrator) as required under **Section 88 of the VET Student Loans Rules 2016**.

Changes may include:

- Name

- Contact details

- Residential status (affecting VSL eligibility)

13.2   Changes to Financial Details

If there are changes to a learner's **fee schedule, payment plan, or covered tuition amounts**, Envirotech will:

- Update the learner's **Statement of Covered Fees**

- **Notify the Secretary** (VSL Program Administrator) of any material changes to loan arrangements as soon as practicable

- Ensure that changes are reflected in **future VSL Fee Notices and Commonwealth Assistance Notices (CANs)**

13.3   Changes to Academic Details

If there are changes to a learner's **academic plan** that impact enrolment or VET Student Loan arrangements—such as a change of course, units of study, delivery mode, or deferral—Envirotech will:

- Record the change in the Student Management System

- Reassess the learner's eligibility and tuition fee structure

- **Notify the Secretary of the Department of Education** if the change impacts the learner's VETSL debt, enrolment status, or loan cap

14.   Relevant Standards and Legislation

14.1   Relevant Standards

- **Standards for RTOs 2025** – Outcome Standards relating to Entry Requirements, Learner Support, and Transparent Enrolment
- **Standards for RTOs 2015 (legacy reference)** – Clauses 5.1 to 5.4:
    - 5.1: Students are provided advice on appropriate training products based on their skills and competencies.
    - 5.2 to 5.4: Students are given clear and current course information to make informed decisions.
- **VET Funding Contracts** – Schedule 1, Section 5.6:
    - Requires documented Pre-Training Review (PTR) to justify program selection
    - Includes RPL, job outcome alignment, and assessment of online learning readiness

14.2   Relevant Legislation

- National Vocational Education and Training Regulator Act 2011
- Higher Education Support Act 2003
- VET Student Loans Act 2016
- VET Student Loans Rules 2016
- Student Identifiers Act 2014
- Commonwealth Privacy Act 1988

- Privacy Amendment (Private Sector) Act 2000
- Australian Privacy Principles
- Social Security Act 1991

15. Associated Documents

This policy is supported by the following associated documents and forms which guide the enrolment and VET Student Loan processes:

- Pre-Enrolment Form
- Letter of Offer
- Career SAS VETiS documentation
- VSL eCAF (Electronic Commonwealth Assistance Form)
- Smart and Skilled enrolment and eligibility forms
- EVET documentation
- Statement of Covered Fees
- VET Student Loan Course Schedules
- VET Student Loan Fee Notice
- Commonwealth Assistance Notice (CAN)
- VSL Progression Forms
- VSL Eligibility Checklist
- Domestic Learners Deferral, Suspension and Cancellation of Enrolment Policy

These documents must be reviewed and issued in accordance with Envirotech's enrolment workflow and government requirements, ensuring transparency, compliance, and support for prospective learners.

16. Entry and Suitability Requirements

All learners seeking enrolment in a VET course at Envirotech Education—particularly those applying for a VET Student Loan (VSL)—must meet minimum entry, academic, and identity verification requirements. These ensure that students are genuine, capable, and supported in achieving positive outcomes.

These requirements are assessed during the Pre-Training Review (PTR) and admissions process, in accordance with:

- Standards for RTOs 2025 – Outcome Standards (Entry Requirements, Learner Support, Transparent Enrolment)
- VET Student Loans Rules 2016 – Section 80 (Academic Suitability)
- VET Funding Contract – Schedule 1, Section 5.6 (PTR and suitability assessment)
- Opportunities for Credit Transfer and RPL are explored during the PTR and evaluated by the Academic Team.

16.1   Academic Suitability

Learners accessing VSL must demonstrate academic readiness via:

- Australian Year 12 Certificate; or

- AQF Level IV or higher qualification; or

- Achievement of Exit Level 3 in Reading and Numeracy in an approved LLN assessment tool (LLN Robot)

16.2   Pre-Training Review (PTR)

All applicants undergo a documented Pre-Training Review, which includes:

- Course suitability and career alignment

- Previous study and work experience

- Verification of digital access and literacy (for online delivery)

- Recognition of prior learning or credit transfer opportunities

16.3   Student Identity and Eligibility

All students must provide:

- Verified USI

- Photo ID and proof of citizenship or residency

- Eligibility documentation for VSL, Smart & Skilled, or Skills Assure (where applicable)

17.   Data Reporting and Compliance

Envirotech Education ensures all learner and enrolment data is **accurate, traceable, and compliant** with regulatory requirements.

To maintain funding integrity and support audit-readiness:

- All student data must be entered accurately into **aXcelerate** and associated systems

- Data must be validated for **AVETMISS**, **VSL**, and other relevant national reporting formats

- Reports must be submitted to:

  - **NCVER** (for AVETMISS)

  - **PRISMS** (for international students, if applicable)

  - **VSL Portals** (for Commonwealth loan records)

The **Compliance Manager** is responsible for:

- Ensuring reporting timelines are met

- Overseeing the accuracy of VSL-related documentation, including:

  - **Commonwealth Assistance Notices (CANs)**

  - **Fee Notices**

  - **eCAF progressions**

  - **Enrolment updates and variations**

This supports Envirotech's obligations under the *National Vocational Education and Training Regulator Act 2011*, *VET Student Loans Act 2016*, and the *Standards for RTOs 2025*.

18.   Roles and Responsibilities

The successful implementation of this policy relies on clear role delegation across teams involved in admissions, academic assessment, compliance, and student services.

Role	Responsibilities
Admissions Team	Process enrolments, collect eligibility documents, issue the Letter of Offer
Student Services	Coordinate Pre-Training Review (PTR) and LLN assessments; issue VSL support documents
Compliance Manager	Oversee policy implementation, VSL reporting, and ensure regulatory compliance
Academic Department	Review prior learning and course suitability, confirm learner placement

19.   Self-Assurance and Policy Review

This policy is subject to **annual review** as part of Envirotech Education's **self-assurance and internal audit cycle**. Reviews are informed by:

- Enrolment trends and learner feedback

- Staff insights and operational observations

- Internal and external **compliance audits**

- Data quality reviews (e.g., AVETMISS accuracy, VSL progression and rejection rates)

- **LLN test outcomes** and Pre-Training Review (PTR) insights

All improvements are documented, and any necessary updates to this policy are implemented in consultation with relevant stakeholders.