

DOMESTIC AND VET STUDENT LOANS PRE-ENROLMENT AND ENROLMENT POLICY

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1. POLICY PURPOSE

This policy outlines the requirements for prospective students wishing to enrol into a qualification course with Envirotech Education. This document includes information relating to students enrolling into an eligible course and accessing a VET Student Loan through the Commonwealth Government and was created with all relevant standards and legislation in the VET sector and the National Code as well as the Higher Education Support Act 2003 and VET Student Loans Act 2016. It also ensures that all potential learners enrolling at Envirotech Education are assessed as meeting enrolment criteria. Envirotech requires that the student entry process and academic suitability process must be conducted with honesty and integrity and fairness.

Envirotech Education will provide prospective and current clients with advice regarding relevant training products to meet their needs, considering the individual existing skills and competencies. Envirotech is committed to ensuring all clients admitting in courses are treated fairly and equitably, and are clearly informed of the admission process, conditions, details regarding their chosen course, clients rights, fees, funding opportunities and obligations.

2. POLICY SCOPE

This policy applies to all students that are enrolling into an Envirotech Education qualification course in all campuses, fee for service, students accessing the QVI funding as well as students wishing to access financial assistance in the form of state funding, scholarships and VET Student Loans if deemed eligible.

3. POLICY CONTENT

As part of the enrolment procedure, Envirotech Education requires prospective students to complete a pre-enrolment checklist to ensure that the course meets the candidates' expectations for study and that they are academically suited to undertake that course.

4. RELEVANT STANDARDS / LEGISLATION

4.1. Standards

4.1.1. Standards for RTOs - Clause 5.1: Prior to admission or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, considering the individual's existing skills and competencies.

4.1.2. Standards for RTOs - Clauses 5.2 to 5.4: Learners are to be provided with current and accurate information to enable an informed decision in relation to undertaking

training with an RTO. Information regarding fees and charges for agreed services to be provided.

4.1.3. VET Funding Contract - Section 5.1, Schedule 1: Must conduct a Pre-Training Review for each eligible individual that:

- i. Identifies any competencies previously acquired (e.g. Recognition of Prior Learning (RPL) or credit transfer);
- ii. Ascertains the most suitable program for that individual to enroll in, including likely job outcomes; and
- iii. Ascertains the proposed learning strategies and materials are appropriate for that individual;
- iv. Where the proposed learning includes portions delivered online, identify the individual's digital capability, including access to the necessary technology.

4.1.4. VET Funding Contract - Sections 5.6 of Schedule 1:

- i. Have clear and documented processes for conducting the pre-training review that demonstrates how the RTO determines which program a learner is enrolled in and why it is appropriate.

4.2. Legislation

- 4.2.1. Standards for Registered Training Organisations (RTOs) 2015.
- 4.2.2. National Vocational Education and Training Regulator Act 2011.
- 4.2.3. Commonwealth Privacy Act 1988.
- 4.2.4. Privacy Amendment (Private Sector) Act 2000.
- 4.2.5. Australian Privacy Principles.
- 4.2.6. Student Identifier Act 2014.
- 4.2.7. Higher Education Support Act 2003
- 4.2.8. VET Student Loans Act 2016
- 4.2.9. VET Student Loans Rules 2016
- 4.2.10. Social Security Act 1991

5. ASSOCIATED DOCUMENTS

5.1. Pre-Enrolment Form

- 5.2. Letter of Offer
- 5.3. Certificate 3 Guarantee Funding Acceptance Agreement
- 5.4. Higher Level Skills Funding Acceptance Agreement
- 5.5. eCAF
- 5.6. Statement of Covered Fees
- 5.7. VET Student Loans Course Schedules
- 5.8. VET Student Loan Fee Notice & Commonwealth Assistance Notice
- 5.9. Progression
- 5.10. VSL Eligibility Checklist
- 5.11. Domestic Learners Deferral, Suspension and Cancellation of Enrolment Policy

6. DEFINITIONS AND ABBREVIATIONS

Abbreviations

- 6.1. ASQA – Australian Skills Quality Authority.
- 6.2. ACSF – Australian Core Skills Framework.
- 6.3. Safeworks – Australian Council of Educational Research.
- 6.4. LLN Robot – Core Skills Profile for Adults (Government approved provider's assessments).
- 6.5. LLN – Language, Literacy and Numeracy.
- 6.6. VSL – VET Student Loans.
- 6.7. VET – Vocational Education and Training.
- 6.8. AQF – Australian Qualifications Framework.
- 6.9. SMS – Student Management System
- 6.10. eCAF – Electronic Commonwealth Application Form

Definitions

- 6.11. Pre-Training Review: Assessment process against set quality assurance, to support Envirotech enrolment officers in validating, prior to making an offer, the reason for the enrolment is genuine and will result in relevant and appropriate career development pathway.
- 6.12. Approved Government Skills Assessment (LLN Robot): The LLN Robot was developed by Safeworks staff with high level expertise in the design of online post-school assessments in language, literacy and numeracy. All items were trialled with adult learners and proven to be psychometrically valid and reliable. Assessing across the five performance levels of the ACSF in reading, numeracy, and writing, the LLN Robot offers four components:

- Reading
- Numeracy

6.13. Census Date: the date after which a VET learner incurs a debt for the VET unit of study in which they are enrolled.

6.14. VET Course: Vocational Education and Training course that is offered by the training provider and is approved for VSL under the current year

6.15. VET Unit of Study: A component of a VET Course to which fees and a Census Date are applied.

7. POTENTIAL LEARNER ENQUIRIES

7.1. Admissions Information

Envirotech admissions team will provide the relevant information by sending an electronic Domestic Student Handbook and providing the relevant course brochures. As a result of the admission request, Envirotech will inform learner by:

7.1.1. Interview and brief learner on the course duration, structure, academic requirements, additional fees, and participation requirements.

7.1.2. Providing answers to any questions raised by potential learners.

7.1.3. Provide information on the VET Student Loan informing the potential learner of the eligibility requirements for a VET Student Loan and explaining that accepting a VET Student Loan gives rise to a VETSL Debt that must be paid back to the Commonwealth Government, once earning over the repayment threshold for the appropriate year.

7.1.4. Providing the potential learner with a copy of the VET Student Loan Student Handbook as well as any other VSL Fact sheets that may assist the student with making an informed decision on applying for a VET Student Loan.

7.1.5. Conducting an initial assessment/interview or discussion with potential learners during the admission process to gauge the potential learners prior learning and previous studies completions, work experience and commitment towards study.

7.2. Application Process

Applicants can access and submit an application via the website or through a link provided to them by the Envirotech Marketing Team

8. VET STUDENT LOANS ELIGIBILITY CRITERIA

Envirotech Education is a commonwealth approved provider for VET Student Loans (VSL) which is a loan program by the Australian Government to help eligible students pay tuition fees within approved courses with approved providers. To check basic eligibility, it is recommended to access the VSL information booklet and read across Envirotech Education's website where VSL information is listed.

<https://docs.education.gov.au/node/42391>
[http:// https://envirotech.edu.au/en/](http://https://envirotech.edu.au/en/)

When a potential learner wishes to apply for a VET Student Loan to cover their tuition fees for an approved course with Envirotech Education as the approved course provider, the learner must provide evidence that they meet all of the following eligibility criteria.

8.1. FEE-VETSL Balance

- i. The potential learner must not have used all their FEE-VETSL Balance and FEE-VETSL balance must be more than \$0
- ii. If the potential learner has studied the desired course of enrolment previously using a VET Student Loan, and the remaining available Loan limit for the Course Loan Cap has exceeded the potential learner must be willing to cover the remaining tuition fees themselves.

8.2. Citizenship and Residency

Potential learners who can apply for VSL include:

- a) an Australian citizen or
- b) a permanent humanitarian visa holder who is usually a resident in Australia – see below or
- c) a qualifying New Zealand citizen — see below.

8.2.1. Acceptable evidence of Australian citizenship

- a) A copy of a current Australian Passport or
- b) Australian Citizenship Certificate
- c) A Citizenship by descent extract
- d) If born in Australia before 20 August 1986 - Full Australian Birth Certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM) or
- e) If born in Australia on or after 20 August 1986 along with:
 - i. At least one parent listed on birth certificate that was born in Australia on or before 20 August 1986.
 - ii. Australian Citizenship Certificate for at least one parent that was valid at time of applicant's birth
 - iii. Applicants own Australian Citizenship Certificate – Applicants can apply for evidence of Australian citizenship by lodging Form 119 Application for Evidence of Australian citizenship with certified copies of the required documents and the application fee with Home Affairs.
- f) Aboriginal and Torres Strait Islander applicants not registered at birth by the relevant State/Territory authority. Applicants in these circumstances without a current Australian Passport may submit a Statutory Declaration as provided on the department's Information for VET Student Loans Approved Providers page under 'Forms'.

8.2.2. Permanent Humanitarian Visa holders

Permanent humanitarian visa holders that have been confirmed with the Department of Home Affairs Visa Entitlement Verification Online (VEVO) website, who cannot be reasonably regarded as indicating an intention to reside outside of Australia for the duration of the course.

8.2.3. Qualifying New Zealand Citizens

Qualifying New Zealand Citizens must provide evidence of the following to prove their citizenship eligibility under the VET Student Loan Program:

- a) Holds a current Special Category Visa (SCV) and
- b) Has usually been resident in Australia for at least 10 years; and
- c) Was a dependent child aged under 18 years of age when he or she first was usually resident in Australia and
- d) Has been in Australia for periods totalling eight years during the previous 10 years – If necessary, applicants can obtain copies of their international

movement records from the Department of Home Affairs by lodging a Request for International Movement Records form (available at www.homeaffairs.gov.au); and

- e) Has been in Australian for periods totalling 18 months during the previous two years and
- f) Who is not a Permanent Resident – as a PR Visa holder, a New Zealand Citizen would not be eligible for a VET Student loan from the time when they were granted a PR visa.

8.2.4. Academic Suitability

Prospective learners will be assessed by Envirotech Education as to evidence of student demonstration of academic suitability to undertake the approved Diploma or Advanced Diploma course. Envirotech requires that the student entry process and academic suitability process must be conducted with honesty and integrity.

- a) Applicants may be asked to provide evidence of:
 - i. Successful completion of Australian Year 12 Certificate issued by State or Territory government not by the school; or
 - ii. providing evidence of successful completion of a qualification that has been delivered in English and:
 - iii. is a Certificate IV or Higher Qualification demonstrating an AQF level of 4 or above; or
 - iv. if an overseas qualification, has been assessed by a Federal, State or Government Agency which assesses overseas qualifications
- b) Where the student cannot provide evidence of the above, Envirotech Education will enrol the applicant into The Learning Resources Group LLN Robot an approved government skills assessment VET Student Loan Australian Core Skills Framework (ACSF) test to determine Language Literacy and Numeracy Skills;
- c) Applicants will be enrolled into a reading and numeracy test and must receive an exit level 3 for both reading and numeracy.
 - i. Access to the LLN Robot link and login details will be provided with information on the test such as compatible operating systems and browsers, expected duration to complete (1 ½ hours but no time limit is imposed) and timeframes for the response and feedback from the Envirotech admissions team upon completion of the online assessment.

- ii. If the applicant receives an outcome of exit level 3 or higher for both reading and numeracy, they will receive notification from Envirotech Education with the test results and the applicant may continue the application process
- iii. If the applicant receives an outcome less than exit level 3 for at least one or both reading and numeracy, they will not meet Academic suitability for a VET Student Loan course and their application will be rejected. The applicant will receive notification from Envirotech education with the test results and will be given the opportunity to re-sit the LLN test after 3 months or when the student has completed sufficient training to prepare to re-sit the LLN test or Envirotech will offer an alternative education pathway to assist in reaching their educational goals.
- iv. In addition, the applicant must meet specified entry requirements and Envirotech Education must reasonably believe the student is academically suited to enrol in the desired course

9. ENROLMENT AND LOAN APPLICATION REQUIREMENTS

- 9.1. Enrolled in a VSL approved Diploma or Advanced Diploma Course with Envirotech Education
- 9.2. Applicants must be undertaking their study primarily at an Australian Campus
- 9.3. If studying via distance education must not intend on studying overseas for the majority or entire course
- 9.4. Have a Tax File Number (TFN) or a certificate from the commissioner stating the applicant has applied for a TFN.
- 9.5. Submit key items to support the client's application for a VET Student Loan as follows:
 - a) Proof of age information about the student's identity and date of birth include:

A copy of the student's Birth Certificate, Current Passport or Driver's Licence will be accepted.
 - b) If the student is under 18 years of age a parent/guardian co-signature is required
 - if the student is under 18, the completion of the VET Student Loan parental consent form must precede the eCAF being created and provided to the student.

- if the student is under 18, information that one of the signatories to the VET Student Loan eCAF application is a responsible parent of the student or that the student has received youth allowance on the basis the student is independent;
- c) Provides Envirotech education with a Unique Student Identifier (USI) Number
- d) Applicant intends to submit the eCAF in acceptance of the loan on or before the first census date and no less than 2 days after enrolling

10. ENVIROTECH EDUCATION GENUINE STUDENT (GS) ASSESSMENT

Envirotech admissions team will assess the pre-enrolment application against quality assurance criteria and course relevance to the learner career development and determine if the learner is considered as a genuine student and can be accepted to the course.

10.1. Applicants will be expected to complete the Pre-Enrolment form, with sub-section Pre-Training Review, as part of the application process to determine the student's intention for study, work experience and desired career pathway.

10.2. Pre-Enrolment Form will be assessed by an Envirotech Education Admissions Officer, using the Pre-Training Review checklist, and the outcomes of the assessment will be communicated with the student with an option to appeal/ resubmit if they do not meet Envirotech admission requirements.

11. ADMISSIONS OUTCOMES COMMUNICATIONS

The admissions team must record the outcome of the applicant assessment, and all provided documents including learners' identification, Pre-Enrolment form and Letter of Offer, CV, previous certificates, employer reference letters, parental consent forms (where required) and any other documents. The admissions team must also ensure that the documentation is completed accurately and retained for compliance purposes.

Admission officers must:

- a) Ensure that all necessary documents are received inclusive of the learner's LLN Robot results to ensure that the potential learner is eligible, meets pre-requisite requirements and admission can be finalised.
- b) Use the Envirotech VSL Eligibility checklist and Pre-Training Review checklist.

- c) Ensure that all criteria are met, and necessary information and documentation have been provided prior to admission finalisation.
- d) If the Pre-Enrolment form is incomplete or additional documents are required, the admission officer will notify the potential learner of what is required to be completed for finalization of the application.
- e) If the applicant does not meet entry pre-requisite requirements, this will be communicated to the applicant, in writing with a detailed explanation. When an applicant does not meet the requirements, the application for a VET Student Loan will not be accepted and the applicant will be informed of the Fee For Service Application Process if they wish to proceed with the enrolment without being covered by a VSL.
- f) Once the relevant criteria has been met and agreed upon, formalisation of the application will proceed.

12. ENROLMENT

Students meeting all the entry criteria will be issued with a Formal Letter of Offer. Each offer will detail the fee schedule payment plan (if applicable), key criteria and agreed details for the student to review. The Letter of Offer must be signed and returned within 28 days of issuing and or prior to the induction. Offer letters are subject to eligibility criteria when specific requirements must be met.

12.1. The Letter of Offer

The Letter of Offer includes information for Domestic VET Student Loans Learners which ensures their understanding of financial and academic requirements as specified by Envirotech Education. This may include but is not limited to;

- a) Full tuition fees covered by a VET Student Loan
- b) Any extra tuition fees payable by the student
- c) Course information
- d) Assigned Census dates and amount charged per census
- e) Complaints and Appeals Policy
- f) Academic requirements – Attendance and Course Progress
- g) Additional fees and charges - i.e., Late Submission Fees
- h) Induction date
- i) Privacy Declaration
- j) Statement of Declaration

12.2. Credit Transfer / Recognition of Prior Learning (RPL)

A student can apply for a Credit transfer and /or Recognition of Prior Learning for their intended course of study, application for Credit Transfer or Recognition of Prior Learning (RPL) will be assessed by the Academic Manager and must follow the Envirotech Education Credit Transfer and Recognition of Prior Learning Policy.

12.3. eCAF Enrolment

- 12.3.1. Students will also need to submit an electronic Assistance Form (eCAF) to access the VET Student Loans program. When a student signs a new eCAF, the student agrees that they will maintain awareness of their VETSL fee balance and advise their provider if they are approaching their limit.
- 12.3.2. A provider cannot delete an eCAF once it has been submitted by a student. However, a provider may be able to delete an eCAF that has not been submitted by the student if the student does not wish to access a VET Student Loan.
- 12.3.3. Where students choose or are required to transition from the superseded to the replacement course, a new eCAF application will be required to be submitted by the student prior to the first census day in the replacement course and the student will have access to the maximum loan amount for the new (replacement) course if required.
- 12.3.4. eCAF must be submitted by the first census day for the first unit of study or the course for which the student is requesting a loan and no less than two business days after enrolling.
- 12.3.5. If under 18, parental consent / independent youth procedures will be followed prior to enrolment into the eCAF system

12.4. Statement of Covered Fees

When an Envirotech has enrolled a learner in a course, they must give the learner a written statement as to whether or not the enrolment is accepted on the basis that some or all of the tuition fees for the course will be covered by a VET Student Loan. Where tuition fees are covered by a VET Student Loan, they are known as 'covered fees'.

- 12.4.1. The statement may include but is not limited to;
 - a) Census dates
 - b) Course tuition fees
 - c) Student Loan Fee

- d) the learner's Commonwealth Higher Education Student Support Number (CHESSN), if available
- e) If the enrolment is accepted on the basis that only some of the tuition fees for the course will be covered—show the amounts of the tuition fees that will, and will not, be covered by the VET Student Loan.
- f) Envirotech will issue this notice after the learner enrolls in the course in the eCAF system but before the first census day for the course.

12.4.2. Envirotech is responsible for ensuring that their VET Student Loan Statement of Covered Fees meets the requirements of section 56 of the Act and section 129 of the Rules.

13. INDUCTION / ORIENTATION

As soon as is practical before commencing study, staff will email the students a welcome email with all relevant information regarding commencement of study. This communication will include details regarding the Induction/Orientation to complete the compulsory session.

- 13.1. Envirotech provides learners with induction/orientation to ensure they have appropriate information about the course requirements and expectations.
- 13.2. Each learner receives a copy of the Student Handbook which outlines key information including their rights and responsibilities as a learner.
- 13.3. Domestic students studying Online Via distance, will not be expected to come to campus to attend the induction, however they will be required to complete the induction online, course materials will not be available until all unit parts in the induction module have been completed.

14. STUDENT CONTRACTUAL OBLIGATIONS

14.1. eCaf Progression

Learners are required to complete a Progression Form issued by providers in the eCAF system.

- a) There are three fixed progression points through the year, at four-month intervals, with delivery dates in February, June and October. Learners have two weeks to submit the Progression Form.
- b) Learners will be required to indicate that they are continuing to be a genuine student only after at least four months have elapsed since their eCAF application was submitted.

- c) A progression may also be triggered when a learner returns from a break in their studies (for example, deferral for a period of time, or return after ceasing study).
- d) A learner studying a course over multiple years would be required to indicate progression a number of times, confirming their continuity as a genuine student over the elongated period.
- e) Where a learner fails to complete two consecutive progressions or where a learner indicates they have completed or withdrawn from their course, the learner will then be viewed as a non-genuine student and Envirotech Education will begin the Intention to Cancel process as per the Domestic Learners Deferral, Suspension and Cancellation of Enrolment Policy.

14.2. Commonwealth Loan information

14.2.1. VSL Fee Notice

- a) Envirotech will provide a 'VET Student Loan Fee Notice' in relation to each fee period designated for a Unit of Study
- b) The VET Student Loan Fee Notice will be provided to the learner at least 14 days before the first census day in the fee period. More than one census day can be included in the fee notice – for example, Envirotech may wish to provide one fee notice for a term or semester's study.
- c) Information to be included in the VET Student Loan Fee Notice is as follows:
 - i. the learner's details
 - ii. the names and identifying codes of the parts of the course included in the fee period
 - iii. the census day for each part of the course included in the fee period
 - iv. for each part of the course included in the fee period:
 - v. the amount of the tuition fees that are to be covered by a VET Student Loan, and
 - vi. the amount of VETSL debt the learner will accrue (which could be up to 120% of the loan amount concerned if the loan fee applies to the learner – see section 4.7.2 Loan fee), and
 - vii. the amount of the tuition fees that is to be paid by the learner and when the amount must be paid

- d) VET Student Loan debt will remain a personal debt until it is repaid to the Commonwealth.
- e) Course withdrawal information will be issues on the VSL Fee Notice and a student has up until the census date to withdraw from the course without incurring the fees attached to the current unit of study block

14.2.2. Commonwealth Assistance Notice (CAN)

- a) Envirotech will give the learner a notice that is known as a 'Commonwealth Assistance Notice'. Providing information for the Unit of Study that had just been charged against their VETSL Debt
- b) The Commonwealth Assistance Notice will be issued to the student no more than 28 days after the census day. More than one census day can be included in the CAN notice – for example, Envirotech may wish to provide one CAN notice for a term or semester's study.
- c) Information to be included in the Commonwealth Assistance Notice is as follows:
 - i. the learner's details
 - ii. the names and identifying codes of the parts of the course included in the fee period
 - iii. the census day for each part of the course included in the fee period
 - iv. for each part of the course included in the fee period:
 - v. the amount of the tuition fees that were charged against the VETSL debt
 - vi. the amount of VETSL debt the learner has accrued (up to 120% of the loan amount concerned if the loan fee applies to the learner – see section 4.7.2 Loan fee), and
 - vii. the amount of the tuition fees that was paid by the learner

15. CHANGES TO ADMISSION

15.1. Admission details: If a learner changes their personal details after the Finalisation of admission, they must update their profile through the Student Portal and notify the Secretary of VSL.

15.2. Financial Details: If a learner has changes to the financial plan and fee structure, Envirotech will notify the Secretary as soon as practicable.

15.3. Academic Details: If a learner has changes to the Academic plan and fee structure, Envirotech will notify the Secretary as soon as practicable.