	<b>Enrolment and Application for VET Student Loans Policy and Procedure</b>
	<b>Version: 2.0</b>
<b>Department: Sarina Russo Institute</b>	<b>Latest Amendment: 27/03/2019</b>

## Policy Statement

The Sarina Russo Institute (SRI) is committed to providing equal and fair treatment for students in their enrolment process and during their application for a VET Student Loan in line with the requirements of the VET Student Loans Act 2016. All SRG staff are responsible for ensuring that the policy is read, adhered to and publicised to all customers.

## Purpose

The purpose of this policy and procedure is to ensure that every applicant is treated in an equitable, fair, ethical, accurate and consistent manner in line with the requirements of the course in which the applicant is seeking to enrol and the guidelines of the State and Commonwealth Government.

## Scope

The scope of this Policy applies to any individual who seeking to enrol in a Diploma course with SRI and applies for a VET Student Loan.

## Underpinning Legislation and Contractual Requirements

This Policy is underpinned by the:

- VET Student Loans Act 2016
- VET Student Loans Rules 2016
- VET Student Loans | Manual for Providers

## Definitions

**Australian Qualification Framework AQF** is the national policy for regulated qualifications in Australian education and training

**Basic Key Skills Builder (BKSB)** is an approved online skills review tool used to determine reading and numeracy levels within the Australian Core Skills Framework (ACSF)


**Secretary** is the Secretary of the Department

## Policy

1. SRI must believe, on reasonable grounds, that a student is academically suited to undertake a course.
2. To be deemed academically suited to undertake a Diploma course, students are required to meet any specified entry requirements and provide SRI with evidence of either a:
  - a. A Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of State or Territory for the student's completion of year 12; or

- b. A Level 4 Certificate or higher qualification in the Australian Qualifications Framework awarded to the student where the course qualification was delivered in English.
3. Where a student has not achieved one of these certificate types, students are instead required to:
  - a. Undertake an assessment of competence in reading and numeracy against the Australian Core Skills Framework in line with section 8 of this Policy,
  - b. Achieve an Exit Level 3 or above, and
  - c. Be deemed by SRI, on reasonable grounds, to display competency in reading and writing.
4. SRI uses the Basic Key Skills Builder (BKSB) tool to validly and reliability assess a student's competence in reading and numeracy, in line with item 3 of this policy.
5. SRI conducts the process of assessing a student's competence in reading and numeracy with honesty and integrity.
6. Students will automatically receive the results of their BKSB assessment via email, immediately upon completion.
7. SRI will report the results of a student's BKSB assessment to the Secretary in any form, manner, and in any timeframe, when requested by the Secretary.
8. In the process of collecting and verifying information relating to VET Student Loan applications,
  - a. SRI uses the electronic Commonwealth Assistance Form (eCAF) as the student application form for a VET Student Loan.
  - b. SRI requires that a student submit their eCAF prior to the first census date for which they wish to access a VET Student Loan.
  - c. SRI will seek approval from the Department to use a paper CAF form in exceptional circumstances only and will do so on a case-by-case basis
  - d. SRI will collect and verify:
    - i. The student's identity and date of birth,
    - ii. That the student is
      1. An Australian citizen, or
      2. The holder of a permanent humanitarian visa (and is usually a resident in Australia), or
      3. A qualifying New Zealand Citizen, who

- a. holds a special category visa; and
  - b. has been usually resident in Australia for at least 10 years; and
  - c. was a dependent child when he or she was first usually resident in Australia; and
  - d. has been in Australia for periods totalling 8 years during the previous 10 years; and
  - e. has been in Australia for periods totalling 18 months during the previous 2 years.
- iii. If the student is under 18, either:
- a. a signature from a responsible parent of the student, or
  - b. evidence they have received Youth Allowance on the basis that they are independent (as per Part 2.11 of Social Security Act 1991)
- iv. The student's Tax File Number, or a certificate that the student has applied for a Tax File Number.
9. SRI will retain all records collected during the student enrolment and VET Student Loan application process for at least five years.
10. SRI will provide documents to the Secretary as requested to demonstrate compliance with item 9.

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## Student Application Procedure

Step	Action
1	<p><b>Student submits application form to SRI Sales Team</b></p> <p>This may be in the form of either the <i>Domestic Online Application Form</i> or by completing the <i>Domestic Application Form</i> in hardcopy and emailing to info@sri.edu.au.</p> <p><i>Proceed to Step 2</i></p>
2	<p><b>SRI Sales Team confirms student eligibility</b></p> <p>SRI Sales Team assesses if the student meets the <u>eligibility</u> requirements of section 8d ii) of this <i>Policy</i>.</p> <p><i>If student does <b>not</b> meet eligibility requirements, proceed to Step 3a</i>  <i>If student meets eligibility requirements, proceed to Step 3b</i></p>
3a	<p><b>SRI Sales Team contacts student</b></p> <p>If the SRI Sales Team assesses that the student does not meet the student eligibility requirements of section 8d ii) of this policy, they will call the student to discuss their application to confirm whether an error was made.</p> <p><i>If no error was made, the SRI Sales Team will advise the student they are ineligible for a VET Student Loan and may only participate in the course as 'Fee-for-Service'. <b>End Process.</b></i>  <i>If the student made an error on the application, SRI Sales Team corrects this and proceeds to Step 3b</i></p>
3b	<p><b>SRI Sales Team confirms student academic suitability</b></p> <p>SRI Sales Team assesses if the student holds a certificate/qualification that meets the <u>academic suitability</u> requirements of section 2 of this <i>Policy</i>. This involves requesting a copy of either a:</p> <ul style="list-style-type: none"> <li>• A Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of State or Territory for the student's completion of year 12; or</li> <li>• A Level 4 Certificate or higher qualification in the Australian Qualifications Framework awarded to the student where the course qualification was delivered in English.</li> </ul> <p>If obtained, this is attached to the student's application within the Student Folder.</p> <p><i>Once academic suitability it assessed (regardless of result), proceed to Step 4</i></p>
4	<p><b>SRI Sales Team forwards student application to the SRI Quality Unit Admin Team</b></p>

	<p>The SRI Quality Unit re-confirms the eligibility checks made by the SRI Sales Team, then enrolls student into SRI's student customer-relationship management system (eBecas) with an "offer" status.</p> <p><i>If student has not provided evidence of a certificate/qualification to demonstrate academic suitability, proceed to Step 5</i></p> <p><i>If student has provided evidence of a certificate/qualification to demonstrate academic suitability, proceed to Step 7</i></p>
5	<p><b>SRI Quality Unit Admin Team refers student to SRI eHub for BKSb Assessment</b></p> <p>If the student does not hold a certificate/qualification that meets student academic suitability requirements, the SRI Quality Unit Admin team will refer the student to SRI eHub for a BKSb assessment.</p> <p>The SRI eHub will enrol the student in BKSb, which will send the student an email requesting they complete the assessment.</p> <p><i>If the student achieves an Exit Level 3 score on the BKSb assessment, proceed to step 6a</i></p> <p><i>If the student fails to achieve an Exit Level 3 score on the BKSb assessment, proceed to step 6b</i></p>
6a	<p><b>SRI Trainer confirms student's BKSb assessment pass result</b></p> <p>Once the SRI Trainer has confirmed the student has passed the BKSb Assessment with an Exit Level 3, they will email the SRI Quality Unit Admin Team to confirm the level at which the student has passed.</p> <p><i>Proceed to Step 7</i></p>
6b	<p><b>SRI Trainer refers student to diagnostic test</b></p> <p>Where the student does not initially pass BKSb Assessment with an Exit Level 3 - they will refer them to the diagnostic test system, so the student can train to re-take the BKSb assessment. The student will re-take the BKSb assessment until they achieve with an Exit Level 3 passing grade.</p> <p><i>Once the student achieves the Exit Level 3 grade, proceed to Step 7</i></p>
7	<p><b>Student is eligible to commence the course</b></p> <p>SRI Quality Unit Admin Team updates eBecas to reflect the student is 'accepted'. The student is now able to undertake the 'foyer' unit. SRI Quality Unit Admin Team then forwards the SRI welcome emails to the students on the Friday before the intake date.</p> <p><b><i>End Process</i></b></p>