

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, where student chooses to apply for a VET Student Loan, that SRI ensures that the requirements of the VSL Act and the VSL Rules are met.

Scope

The scope of this Policy applies to any individual who is 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 framework recognition and endorsement of 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. It is a requirement that SRI confirm a potential student's eligibility for a VET Student Loan, **including:**
 - a. Citizenship and residency requirements; and
 - b. Academic suitability requirements

Citizenship and residency requirements

2. In the order to confirm a student's eligibility for a VET Student Loan SRI will collect information to confirm that the student is either:

- a. An Australian citizen; or
- b. The holder of a permanent humanitarian visa and usually a resident Australia; or
- c. A qualifying New Zealand Citizen, who:
 - i. holds a special category visa; and
 - ii. has been usually resident in Australia for at least 10 years; and
 - iii. was a dependent child when he or she was first usually resident in Australia; and
 - iv. has been in Australia for periods totalling 8 years during the previous 10 years; and
 - v. has been in Australia for periods totalling 18 months during the previous 2 years.


Academic Suitability Requirements

3. Where a student meets the citizenship and residency requirements, SRI must assess the student's academic suitability to undertake the course. SRI must believe, on reasonable grounds, that a student is academically suited to undertake a course. A student will be academically suited to undertake a course if:
 - a. They meet any specific entry requirements for the course; and
 - b. SRI believes on reasonable grounds that a student is academically suited to undertake the course; and either
 - c. They provide a copy of a Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of a State or Territory for the student's completion of year 12; or
 - d. They provide a copy of a diploma that has been awarded to the student for the student's completion of the International Baccalaureate Diploma Programme; or
 - e. Both:
 - i. The student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using an assessment tool approved in accordance with Section 82 of the VET Student Loan Rules (refer to part 4 of this policy); and
 - ii. SRI reasonably believes that the student displays that competence; or
 - f. Both:
 - i. SRI obtains a copy of a certificate (however described) that the student has been awarded a qualification, either:

- A. at level 4 or above in the Australian Qualifications Framework or at a level in a framework that preceded the Australian Qualifications Framework that is equivalent to level 4 or above in the Australian Qualifications Framework; or
 - B. that has been assessed by a Federal, State or Territory government agency which assesses overseas qualifications (or an organisation contracted by such an agency to undertake such assessments) as equivalent or comparable to a qualification referred to in sub-subparagraph (2)(c)(i)(A).
- ii. The course for the qualification was delivered in English
- 4. Where SRI needs to assess a student's competence in reading and numeracy, SRI uses the Basic Key Skills Builder (BKSB) tool. All assessments are conducted with honesty and integrity and without bias.
 - 5. Students will automatically receive the results of their BKSB assessment via email immediately upon completion.
 - 6. 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.

Application for the Loan

- 7. Where student eligibility and academic suitability is confirmed, the student will be required to complete the electronic Commonwealth Assistance Form (eCAF) to apply for a VET Student Loan.
 - a. SRI requires that a student submit their eCAF prior to the first census date for which they wish to access a VET Student Loan
 - b. 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.
- 8. As part of the application for a VET Student Loan SRI may require:
 - a. The Student's Tax File Number, or a certificate from the Commissioner that the student has applied for a Tax File Number;
 - b. Proof of identity and proof of age; and
 - c. If the student is under 18:
 - i. a signature from a responsible parent of the student; or
 - ii. evidence they have received Youth Allowance on the basis that they are independent (as per Part 2.11 of Social Security Act 1991)
- 9. SRI will retain all records collected during the student enrolment and VET Student Loan application process for at least five years.

	Enrolment and Application for VET Student Loans Policy and Procedure
	Version: 2.2
Department: Sarina Russo Institute	Latest Amendment: 23/02/2022

10. SRI will provide documents to the Secretary as requested.

Equal and Fair Treatment

SRI will treat all students seeking to enrol in a course equally and fairly

Student Application Procedure

Step	Action
1	<p>Student submits application form to SRI Sales Team</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>SRI Sales Team confirms student eligibility</p> <p>SRI Sales Team assesses if the student meets the <u>eligibility</u> requirements of this <i>Policy</i>.</p> <p><i>If student does not meet eligibility requirements, proceed to Step 3a</i> <i>If student meets eligibility requirements, proceed to Step 3b</i></p>
3a	<p>SRI Sales Team contacts student</p> <p>If the SRI Sales Team assesses that the student does not meet the student eligibility requirements, 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'. End Process.</i> <i>If the student made an error on the application, SRI Sales Team corrects this, re-assess eligibility and proceeds to Step 3b</i></p>
3b	<p>SRI Sales Team confirms student academic suitability</p> <p>SRI Sales Team assesses if the student holds a certificate/qualification that meets the <u>academic suitability</u> requirements of this <i>Policy</i>. This involves requesting a copy of either a:</p> <ul style="list-style-type: none"> • 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 • A copy of their International Baccalaureate Diploma Program (IB) diploma; or • A copy of the Certificate, or transcript, for a Level 4, or higher, qualification in the Australian Qualifications Framework awarded to the student, or at a level in a framework that preceded the AQF that is equivalent to level 4 or above the AQF and where the course qualification was delivered in English. • A copy of a Certificate (however described) that the student has been awarded a qualification that has been assessed by a Federal, State or Territory government agency which assesses overseas qualifications (or an organisation contracted by such an agency to

	<p>undertake such assessments) as equivalent or comparable to a level 4 or higher qualification in the Australian Qualifications Framework.</p> <p>If obtained, this is attached to the student’s application within the Student Folder.</p> <p><i>If student has not provided evidence of a certificate/qualification to demonstrate academic suitability, proceed to Step 4</i></p> <p><i>If student has provided evidence of a certificate/qualification to demonstrate academic suitability, proceed to Step 6</i></p>
<p>4</p>	<p>SRI Quality Unit Admin Team refers student to SRI eHub for BKSb Assessment</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 and then enrolls student into SRI’s student customer-relationship management system (eBecas) with an “offer” status.</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 5a</i></p> <p><i>If the student fails to achieve an Exit Level 3 score on the BKSb assessment, proceed to step 5b</i></p>
<p>5a</p>	<p>SRI Trainer confirms student’s BKSb assessment pass result</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 6</i></p>
<p>5b</p>	<p>SRI Trainer refers student to diagnostic test</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 6</i></p>
<p>6</p>	<p>SRI Sales Team forwards student application to the SRI Quality Unit Admin Team</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 “accepted” status.</p> <p>The student is now able to undertake their first unit of competence. SRI Quality Unit Admin Team then forwards the SRI welcome emails to the students on the Friday before the intake date.</p>

	<i>proceed to Step 7</i>
7	<p>Student completes VET Student Loan Application</p> <p>The student is required to complete the eCAF (except in exceptional circumstances where SRI will seek Departmental approval to use a paper CAF) before the first census date for which they wish to access a VET Student Loan.</p> <p><i>End Process</i></p>