

STUDENT ENTRY AND ACADEMIC SUITABILITY POLICY & PROCEDURE

Introduction

There are specific criteria students must meet to be eligible for a loan through VET Student Loans (VSL).

- To be eligible for a VET Student Loan, students must be either be:
 - an Australian citizen; or
 - hold a permanent humanitarian visa and usually reside in Australia; or
 - a New Zealand citizen who holds a Special Category visa and meet certain qualifying requirements.
- Students must also be assessed as academically suited to undertake the eligible course, and
- Their FEE-HELP balance must be greater than zero.

Prior to accepting the enrolment of any student, Gold Training is required to verify the authenticity of the information provided by the student.

Determining Citizenship and Residency Status

For the purposes of VSL, Gold Training requires applicant students to provide the following information:

Information about the student's identity and date of birth. This includes Australian Citizenship*, a current Australian Passport, a valid Australian Driver's Licence, evidence of a permanent humanitarian visa if applicable.

* Australian citizenship

An Australian Passport is suitable evidence of Australian citizenship. If the applicant does not have an Australian Passport, the evidence required to demonstrate that an applicant is an Australian citizen may differ depending on whether the applicant was:

- Born in Australia before 20 August 1986,
- Born in Australia on or after 20 August 1986,
- Born overseas.

Applicants born in Australia before 20 August 1986

If applicants do not have an Australian Passport, they will need to provide their full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM). An exception to this is where the applicant's parents were in Australia as diplomats or consular officers at the time of the applicant's birth. In

these circumstances, the applicant will need to provide a citizenship certificate as evidence that they are an Australian citizen.

Applicant was born in Australia on or after 20 August 1986 and one of their parents was an Australian citizen at the time of their birth

If applicants do not have an Australian Passport, and where one (or both) of the applicant's parents was an Australian citizen at the time of their birth, the applicant should provide their full birth certificate issued by an Australian RBDM.

If the applicant's full birth certificate shows that at least one of their parents was born in Australia, and that parent was born before 20 August 1986, this is sufficient evidence to prove the student's Australian citizenship. If neither parent was born in Australia, the applicant can provide a parent's Australian Citizenship certificate to prove at least one of their parents was a citizen at the time of their birth, to meet this requirement.

If their parent was born in Australia on or after 20 August 1986, the parent's full birth certificate issued by an Australian RBDM, or the parent's citizenship certificate, is still required.

If the applicant cannot provide this, they should apply for their own 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.

Applicant was born in Australia on or after 20 August 1986 and one of their parents was a permanent resident of Australia at the time of their birth

Applicants in these circumstances without a current Australian Passport must provide their Australian citizenship certificate.

Applicants born in Australia on or after 20 August 1986 and neither parent was an Australian citizen or an Australian permanent resident and they spent the first 10 years of their life in Australia

Applicants in these circumstances without a current Australian Passport must provide their Australian citizenship certificate.

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'.

Note: The Statutory Declaration has been pre-populated, and must only be used by applicants to whom these circumstances apply. The Statutory Declaration must be witnessed by a person included in the List of Occupations or the List of Persons provided in the template on the department's website mentioned above.

Statutory declarations are not acceptable forms of proof of Australian citizenship for any applicants other than Aboriginal and/or Torres Strait Islanders whose birth was not registered by the relevant State/Territory authority.

Applicants born overseas and acquired Australian citizenship by application

Applicants will need to provide one of the following documents as evidence of their Australian citizenship:

- an Australian passport
- an Australian citizenship certificate
- a Citizenship by Descent extract

New Zealand citizens

A New Zealand citizen is eligible if they hold a Special Category visa and:

- has usually been resident in Australia for at least 10 years; and
- was a dependent child aged under 18 years of age when he or she first was usually resident in Australia, and
- has been in Australia for periods totalling eight years during the previous 10 years, and
- has been in Australia for periods totalling 18 months during the previous two years [Act s 11)].

Most New Zealand citizens who arrive in Australia are the holders of a temporary visa called a Special Category visa (SCV). This is not a permanent visa but allows its holder to visit, live and work in Australia indefinitely.

Applicants must satisfy Gold Training that they meet the eligibility criteria as a New Zealand SCV holder.

What constitutes a New Zealand SCV holder?

New Zealand citizens, who arrive in Australia using a New Zealand passport and, in the absence of a valid Australian visa, automatically receive a SCV provided they meet certain security, character and health requirements. There are no prior forms, fees, or applications required for this. They can then stay and work in Australia indefinitely. The SCV is a temporary visa that remains in place for as long as they remain in Australia, but expires as soon as the New Zealand citizen leaves Australia.

Applicants will be required to provide evidence that they began living in Australia as a child at least, 10 years before applying for the loan.

Academic Suitability and Entry Procedure

Students must provide evidence of completion of Australian Secondary Certificate of Education (Year 12) as issued by the relevant State Authority. If the student has not completed Year 12, evidence of competency via a Language, Literacy and Numeracy (LLN) assessment test must be demonstrated.

As a condition of being an approved VET Student Loans provider, Gold Training must detail the Student Entry Procedure for course applicants seeking to access a VET Student Loan. The Student Entry Procedure includes a procedure that specifies that a student is academically suited to undertake a particular VSL approved course.

When making an enquiry to Gold Training, applicants are required to participate in an interview with an Education Consultant. During this interview, the Education Consultant will discuss their interests, career goals, academic achievements and work experiences. At the interview, applicants will be asked to provide details of their academic achievements to ensure that they are academically suited to a course.

Under VET Student Loan requirements, an applicant is academically suited to a course when:

- Gold Training obtains a copy of their Australian Secondary Certificate of Education (Year 12) that has been awarded to the student; or
- the student is assessed as competent in both reading and numeracy using an LLN assessment tool approved under section 82; and Gold Training reasonably believes that the student displays that competence; or
- Gold Training obtains a copy of a certificate (however described) that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to the student; and the course for the qualification was delivered in English.

Literacy and Numeracy Requirements

If you wish to apply for a VET Student Loan to pay for your tuition fees, you will need to satisfy the Commonwealth requirements for literacy and numeracy.

Prospective students will need to attain an 'Exit Level 3' or higher in the Australian Core Skills Framework (ACSF) assessment test in reading and numeracy.

Gold Training currently uses the Commonwealth approved LLN Robot Tool. Assessments are based on the community domain of communication, using examples from everyday life to avoid bias relating to specific training or working environments and experience.

If a literacy and numeracy assessment is required you will be advised by Gold Training. You will require a personal email address for this test.

About the Assessment

- A link to the test will be sent to your personal email account immediately before your appointment. You must be able to login to your personal email to access the link.
- The assessment has two components: Reading and Numeracy.
- Consists of thirty questions, 15 for reading and 15 for numeracy.
- The format of questions is a mix of point and click; drag and drop; reorder items and text or numerical entry.
- Marking is done automatically by the tool.
- 13 out of 15 questions for both reading and numeracy must be answered correctly to be assessed at Level 3 of the ACSF.

Assessment Conditions

- The assessment is online and must be conducted with honesty and integrity as per Commonwealth requirements.
- When commencing the assessment, you are required to make a declaration that the assessment will be completed without assistance and that the answers are your own work.
- Mobile devices and the Internet are not permitted to be used.
- Two hours will be allocated to complete the assessment, but you may request additional time should the need arise.

What Happens Next

- Your assessment results will usually be available immediately after your assessment.
- Your enrolment officer will advise you of your results. In addition, a copy will be emailed to you. We will discuss your results and your next steps.
- You will need to obtain an 'Exit Level 3' for both reading and numeracy components to be eligible for a VET Student Loan.
- If you do not meet the level required, you may opt to re-sit another test. If you still do not meet the level required your Education Consultant will discuss options for appropriate literacy and numeracy support.
- Further re-testing may occur after three months when appropriate literacy and numeracy support has been undertaken.
- Your results will be kept by Gold Training for five years and made available to the Commonwealth when requested.

Applying for a VET Student Loan

To apply for a VET Student Loan, you must complete the Request for a VSL electronic Commonwealth Assistance Form (eCAF) by the census day.

You will receive an email from the department allowing you to sign into the eCAF system. Once you sign-in, you must verify the pre-populated information and complete the mandatory fields. You must wait at least two full business days after you have enrolled in your course before submitting the eCAF.

The eCAF must be submitted on or before the first census day for which you would like the loan to apply. Once the eCAF is submitted, you will receive an email confirming loan approval and providing you with a copy of the completed form. This should be kept as a record.

Students under 18 years of age

If you are under years 18 old, you must:

- have a parental consent form signed by a responsible parent and provide the signed parental consent form prior to submitting enrolment information into the eCAF system, or
- you must have evidence you have received youth allowance on the basis that you are independent within the meaning of Part 2.11 of the Social Security Act 1991. The evidence must be in the form of your Centrelink Income Statement noting this assessment.

Unique Student Identifier (USI)

As part of the enrolment process, Gold Training staff shall collect details of students USI and/or facilitate the creation and recording of the USI. This process addresses in general the requirements of RTO Standard 3.6.

Tax File Number (TFN)

Applicants must provide Gold Training with their Tax file Number (TFN) to be eligible for a VET Student Loan. If you do not have a tax file number but have applied for one, you must provide a certificate from the Commissioner stating that you have applied for a tax file number.

For information on how to obtain a Tax File Number, visit:

<https://www.ato.gov.au/individuals/tax-file-number/apply-for-a-tfn/>