



# VET FEE-HELP Student Entry Procedure



## Responsibility

The following are responsible for the implementation of the VET FEE-HELP Student Entry procedure:

- Marketing Manager
- Sales Managers
- Industry Engagement Manager
- State Managers
- National Education Manager
- Quality Assurance Manager

## Legislation / Contracts

- Higher Education Support (VET FEE-HELP Reform) Bill 2015
- VET FEE-HELP Administrative Information for Providers

## Related Policies and Procedures

- Managing Individual Needs Policy
- Core Skills Support Policy
- Validation Policy
- Records Retention and Management Policy

## Purpose

The purpose of this policy is to ensure that Kirana Education consistently applies the required entry requirements for students seeking to undertake study in a Diploma level qualification or above, who are choosing to defer payment through the Commonwealth Government's VET FEE-HELP loan scheme.

## Definitions

Kirana Education – Refers collectively to the VET FEE-HELP approved Registered Training Organisations operating under the Kirana Education umbrella. Namely:

- Access Training Institute Pty Ltd
- Kirana Training Pty Ltd



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## VET FEE-HELP Eligibility

### Eligibility for VET FEE-HELP

#### General eligibility

A person may be eligible for a VET FEE-HELP loan if they:

- Are an Australian citizen or permanent humanitarian visa holder (resident in Australia for the duration of the unit of study); and have not exceeded the FEE-HELP limit
- Are a full fee-paying / fee for service student studying a diploma, advanced diploma, graduate certificate or graduate diploma level course at an approved VET FEE-HELP provider; or
- Are a student subsidised by the Victorian, South Australian, Queensland, Western Australian, New South Wales, Tasmanian or Northern Territory Government studying a diploma or advanced diploma course or a specified Certificate IV course (except in Tasmania)

#### Changes to eligibility which will apply from January 1<sup>st</sup> 2016

If a person holds a New Zealand SCV they will be able to access a VET FEE-HELP loan, providing they:

- first entered Australia as a dependent child aged under 18 years of age;
- have been ordinarily resident in Australia for the previous 10 years (that is, they have been physically present in Australia for at least eight out of the past 10 years) and 18 months out of the last two years at the time of application for the loan.
- Students will have to provide evidence they have been living in Australia for the qualifying period, through provision of one or more of the following:.

Evidence documents	Required details
International movement record	Department of Immigration and Border Protection by lodging form 1359-Request for International Movement Records available at <a href="http://www.immi.gov.au/allforms/pdf/1359.pdf">www.immi.gov.au/allforms/pdf/1359.pdf</a>
Stamped Passport	Passport must be from when the applicant was a minor
Proof of age card	Can be an expired card verifying holder was a minor at time of issue
Qualification or academic transcript issued by an Australian vocational, or tertiary education institution	Documents must be dated when the applicant was a minor
Notification of Assessment of income tax from the Australian Tax Office	Dated from when the applicant was a minor.



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- and are otherwise eligible for the loan.

## Protection for Students under 18

Kirana Education must not accept a Request for VET FEE-HELP loan form as a completed form from a student under the age of 18 unless a parent or guardian (responsible parent) has co-signed the form.

Exceptions are permitted in limited circumstances where a student under the age of 18 is receiving youth allowance (within the meaning of the Social Security Act 1991) on the basis that the person is independent (within the meaning of Part 2.11 of that Act). Students seeking this exemption will need to provide suitable evidence to the provider from Centrelink to this effect, and retain these records for compliance purposes.

## Language, literacy and numeracy requirements

In accordance with the Higher Education Support (VET FEE-HELP Reform) Bill 2015 and the associated VET Guidelines 2015, all students wishing to apply for a Commonwealth VET FEE-HELP student loan must be assessed for academic suitability to undertake a diploma level or above VET qualification. This measure has been introduced by the Commonwealth Government and will apply from 1 January 2016.

Qualifications that are eligible for a VET FEE-HELP loan include all Diplomas, Advanced Diplomas, Graduate Certificates and Graduate Diplomas.

This academic assessment is in addition to any entry requirements that may be required for the specific course being applied for by the Student.

## Ways to assess academic suitability

In order for a student to apply for a VET FEE-HELP loan to cover their course fees, they must meet one of the following requirements:

- provide a copy of their senior secondary certificate of education, that has been awarded by an Australian authority or agency when you apply to enrol. Kirana Education is required to store a copy of this for five years after enrolment. OR
- undertake a literacy and numeracy assessment using Kirana Education's approved assessment tool and display competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF). This assessment must be administered and completed prior to commencement of the student's chosen qualification. Results will be communicated as soon as practicable, and a copy of this assessment will be stored for five years following enrolment. Results may also be communicated to the Department of Education and Training, upon request by the Department.

In addition to the above requirements, Kirana Education must also be satisfied that the student displays the required level of competence.

**IMPORTANT: Students unable to meet the applicable requirements mentioned above, will not be eligible to apply for a Commonwealth VET FEE- HELP loan, and may not be deemed academically suited for their chosen course of study.**

## VET FEE-HELP Student Entry Procedure

### Step 1

**Speak to a Kirana Education Career's Advisor**, or one of our approved broker representatives about your interest in studying with Kirana Colleges, and the entry requirements for study at a Diploma level using a VET FEE-HELP loan, from the Australian Government.

### Step 2



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Your **Kirana Colleges Career's Advisor** will assess your suitability and skill level relative to our course requirements, prior to initiating your application.

### **Step 3**

Complete a **course application form** online, and either:

- **provide a copy of your Year 12 Certificate**, OR
- **complete the Basic Key Skills Builder (BKSB) LLN assessment** (applicants must score a level 3 in literacy and numeracy, or above to apply for a VET FEE-HELP loan. Your results will be retained for five years).

### **Step 4**

Your application will be confirmed as received.

### **Step 5**

48 hours (2 business days) after your course application form is received, we will send you a **Request for Commonwealth Assistance form** to complete (application for a VET FEE-HELP loan). This will need to be completed and submitted prior to your first course census date.

### **Step 6**

If all of the above steps have been completed successfully, and in accordance with Kirana Education, and Australian Government requirements, an **enrolment confirmation letter** will be issued to your e-mail address

## Document and Version History

Version	Amendment	Approval	Date
0416	<a href="#">○</a> Added table containing NZ SCV proof of eligibility documents	Quality Assurance Manager	14/04/2016