Student Entry Procedure
(VET FEE-HELP)
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**Purpose**

The purpose of this procedure is to detail how Captain Cook College (CCC) ensures prospective students are: individually accessed for their academic suitability for their chosen course of study; fully informed about VET FEE-HELP (VFH) tuition fees that apply; and are clear about their responsibilities, obligations and rights in regards to their VFH loan. Eligible qualifications for a VFH loan include all Diplomas, Advanced Diplomas, Graduate Certificates and Graduate Diplomas.

**Process**

**Pre-enrolment information**

Ensure the prospective student is provided with all mandatory pre-enrolment information which includes:

- a. An online link to the VFH Booklet 2016 and a hardcopy booklet for on-campus students;
- b. A Course Information Flyer which contains the following information –
  - i. Title of the qualification and course code
  - ii. Course costs
  - iii. Course duration
  - iv. Required volume of learning
- c. The CCC Student Handbook which contains the following information –
  - i. The withdrawal process
  - ii. The complaints and appeals process
  - iii. RPL and credit transfers
  - iv. Census date information
  - v. Policy information regarding the Statement of Tuition Assurance, Privacy, Access Equity & Fair Treatment and Tuition Fee Refund.

**Enrolment application**

If, once the abovementioned mandatory pre-enrolment information has been read and understood, the prospective student is interested in enrolling, they will be directed to the online enrolment portal where they will complete the following:

- a. The online enrolment form and;
- b. The Language, Literacy and Numeracy (LLN) Quiz.

The College must be confident that the above has been completed independently and the applicant has demonstrated the required skills.

**Eligibility considered**

The Admissions Team will conduct a thorough Quality Assurance (QA) conversation to assess if they are a suitable candidate for their chosen course. This includes the following:

- a. Does the prospective student meet the VFH Eligibility Requirements –
  - i. An Australian citizen or a permanent humanitarian visa holder who will be a resident in Australia for the duration of your course of study;
  - ii. A full fee paying/fee for service student, or a subsidised student in a state or territory that has implemented subsidised VFH arrangements;
  - iii. If under 18 years of age, a Parental Consent Form must accompany the enrolment form;
  - iv. Enrolled in an eligible course at an approved provider; and
v. Read the *VFH information for 2016* booklet before you complete and submit the *Request for a VFH loan* form by the course Census Date.

b. Does the prospective student satisfy the minimum entry requirements for the course of study –
   i. Copy of a Senior Secondary Certificate of education, that has been awarded by an Australian education authority or agency when you apply to enrol; or
   ii. Competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using an approved assessment tool.

c. Check the students LLN results and report it to the student. A Student Support Plan may be established between the student and their Student Support Officer within the first week of enrolment;

d. A verbal Learning Needs Analysis (LNA) questionnaire is carried out in conjunction with the LLN Quiz to further assess the academic suitability of prospective student and to gain an understanding of their individual prior skills in the field of their chosen course specifically.

**Enrolment confirmed**

Upon successful completion of the enrolment QA, the enrolment of the student is confirmed and they will receive the following:

a. Their individual Training Plan
b. Offer of Enrolment
c. CCC Student Handbook
d. Learning Management System login including access to the Orientation Module on how to use the system.

**VFH form completion**

After the mandatory 48 hour cooling off period (from the submission of the enrolment form) has passed, the prospective student is now able to log back into the online enrolment portal and complete the VFH Application Form.

**Retention of Records**

The student’s records will be retained for at least five years.

**Acquiring senior certificates**

For Senior/Year 12 Certificated from each State or Territory:

**QLD**: [https://www.qcaa.qld.edu.au/senior/qualifications/reissue-certificates](https://www.qcaa.qld.edu.au/senior/qualifications/reissue-certificates) the Queensland Curriculum and Assessment Authority is able to re-issue Senior Secondary Certificates from 1973 onwards. 2016 costs are $29.80 for each copy + postage is applicable.


ACT: http://www.bsss.act.edu.au/information_for_students/certified_copies_of_past_results

Copies of Senior/Year 12 Certificates issued pre-1973 may be obtained from:

**Publication**

This policy will be available externally on CCC’s website and internally on Sharepoint.