Student Entry Procedure
(VET FEE-HELP)

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<td>Amendments to include Student Entry Requirements under VET Guidelines 2015</td>
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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. Census information
   v. Required volume of learning

c. The CCC Student Handbook which contains the following information –
   i. Eligibility Criteria for VET FEE-HELP assistance
   ii. The withdrawal process
   iii. The complaints and appeals process
   iv. RPL and credit transfers
   v. Census date information
   vi. Policy information regarding the Statement of Tuition Assurance, Privacy, Access Equity & Fair Treatment and Tuition Fee Refund.
   vii. Payment options including up-front payment and government loan through the provision of VET FEE-HELP assistance

Enrolment application

If, once the above mentioned 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

b. Unique Student Identifier(USI) and;

c. The BKSB Language, Literacy and Numeracy (LLN) Assessment.

The College must be confident that the above has been completed independently and the applicant has demonstrated the required skills. Incoming applications need to be approved prior to the intake date of the course or the student may be required to join the following intake date.

Students have 48 hours after the enrolment application is received before they can submit a Request for Commonwealth Assistance form (VFH form).
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. Eligible New Zealand citizens who have been long-term residents of Australia since childhood:
      a. first entered Australia as a dependent minor aged under 18 years at least 10 years before applying for HELP;
      b. have been physically present in Australia for at least eight of the previous 10 years at the time of application for HELP;
      c. have been physically present in Australia for at least 18 months out of the last two years at the time of application for HELP; and
      d. are otherwise eligible for the loan.
   iii. A full fee paying/fee for service student, or a subsidised student in a state or territory that has implemented subsidised VFH arrangements;
   iv. If under 18 years of age, a Parental Consent Form must accompany the enrolment form;
   v. Enrolled in an eligible course at an approved provider; and
   vi. 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 display 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 the BKSB approved LLN assessment tool. This tool must be completed by the student alone with honesty and integrity.

c. The College will check the students LLN results. The student has complete access to their own results including further LLN development modules in the BKSB system. A Student Support Plan may be established between the student and their Student Support Officer within the first week of enrolment.

d. The results of the LLN or any other pre-enrolment assessment may be reported to the Secretary. This means that the Government may request these results, to which the College will provide.

e. A verbal Learning Needs Analysis (LNA) questionnaire is carried out in conjunction with the LLN Quiz to further assess the academic suitable 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. 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.

e. VFH Information Booklet 2016

f. Invoice Notice

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.

Invoice Notice

An Invoice Notice outlining course information, VET tuition fees and VFH entry requirements will be issued to the student’s email address upon enrolment.

Retention of Records

A record of all pre enrolment information provided to prospective students 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/certificates-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.


Tas: http://www.tga.tas.gov.au/0244


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 intranet.