STUDENT ENTRY POLICY AND PROCEDURE

INTRODUCTORY

Purpose

The purpose of this policy and procedure is to outline the requirements for entry into a course with Evolve College Pty Ltd (RTO 41035) (referred to as “Evolve College” or “the provider”), all or part of the fees for which the student/applicant may apply for a VET Student Loan.

VET Student Loans approved course

Evolve College is an approved provider of the following course (“approved course”):

- HLT52015 Diploma of Remedial Massage

Who this policy and procedure applies to

This policy and procedure applies to all students enrolled in the VET Student Loans approved course above, irrespective of how they choose to pay. A student’s choice of payment method is indicated on the enrolment form for the approved course.

1. PRINCIPLES OF ACCEPTING ENROLMENTS

1.1 Fair and equal treatment

Evolve College applies fair and equal treatment of all students seeking to enrol in an approved course. Evolve College has open, fair and transparent procedures that Evolve College reasonably believes are based on merit for making decisions about:

a) The selection of students seeking to enrol as students in VET qualifications or units of study; and
b) The treatment of such students.

Evolve College may take into account that a student may be enrolled in an approved course in accordance with an arrangement that:

a) Was entered into between Evolve College and the student’s employer or industry body; and
b) Limits or restricts the number of enrolments in some or all places in the course, at Evolve College’s discretion.
2. ENTRY REQUIREMENTS

In order to enrol in an approved course with Evolve College, the applicant must meet the following requirements:

a) Be academically suited to undertake the course
b) Satisfy reading and numeracy requirements

2.1 Academic suitability

A student is academically suited to a course where:

a) Evolve College reasonably believes that the student is academically suited (as per the VSL Rules para 80(1)(c))
b) The student satisfies the following entry requirements as per the training package:
   a. The student has achieved at least Australian Year 10 English competence.
c) The student satisfies one of the following, as required under Government regulation for approved courses:
   a. The student has provided Evolve College with a certified copy of a Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of an Australian State or Territory for the student’s completion of year 12; or
   b. The student has provided Evolve College with:
      i. a certified copy of a certificate of a qualification at level 4 or above in the Australian Qualifications Framework (AQF) (or a predecessor equivalent) awarded by a body registered to award that qualification, and
      ii. written confirmation from the course provider that the course was delivered in English; or
   c. Both:
      i. the student has been assessed using an assessment tool approved by the Government, as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy; and
      ii. Evolve College reasonably believes the student displays that competence.

In determining whether a certificate has been attained at level 4 or above, Evolve College shall refer to the AQF website at www.aqf.edu.au/previous-versions-of-the-aqf

2.2 Higher School Certificate: What is not satisfactory proof

The following is not satisfactory proof of a Higher School Certificate:
a) A letter from the student’s school confirming completion of year 12  
b) A lower level VET qualification (lower than Certificate IV)  
c) A Tertiary Preparation Certificate  
d) Any program with reading and numeracy components that allow students to achieve Exit level 3.

A Higher School Certificate for year 12 must be a certified copy of a certificate issued by a body, where the year 12 certificate and issuing body are recognised by the relevant Australian State or Territory government. Evolve College will determine whether that is satisfied in respect of documents produced by the student.

### 2.3 AQF Level 4: Satisfactory proof

A student who is seeking to rely on an AQF qualification at level 4 or above must provide one of the following:

- a) A certified copy of the qualification certificate; or  
- b) Only if the qualification certificate is not available:  
  - a. A certified copy of the student’s authenticated transcript from the Student Identifiers Register (USI Register), evidencing completion of the relevant qualification.

### 2.4 USI Register

If a student is relying on an authenticated transcript from the USI Register, Evolve College notes the following, as stipulated in the Manual for VSL Providers:

- a) The USI Register only reports on study undertaken since 1 January 2015, as reported through AVETMISS.  
- b) An individual may request and receive a personal exemption from the Student Identifiers Registrar exempting them from obtaining a USI.  
- c) The training provider may have obtained an exemption from the Regulator from reporting the training to NCVER.  
- d) The training provider may have closed and not reported training outcomes.  
- e) The training provider may not have included the USI when reporting training outcomes to NCVER.

### 2.5 Process for checking reading and numeracy

Below is the process for checking a student’s reading and numeracy against the ACSF:

- a) The Australian Core Skills Framework specifies what constitutes competence at particular levels of core skills (including reading and numeracy).  
- b) All applicants for enrolment who have not satisfied the requirements of section 2.1(c)a or b, above, must complete a Language, Literacy and Numeracy (LLN) test
using the Government approved The Learning Group Resources tool, as approved by the Australian Government for this purpose.

c) The Evolve College Administration Team will forward the applicant a link to undertake the LLN test.

d) If section 2.5(b) applies, the applicant is required to undertake the LLN test. The test should be completed with honesty and integrity.

e) Applicants should take care with their LLN test so as to accurately record their LLN competence, noting this is an entry requirement.

f) The Evolve College Administration Team is required to report the results of a student’s LLN test to the student as soon as practicable after completion of the test and in any event within 7 days.

2.6 Re-sit of LLN test

If an applicant fails in a LLN test to achieve the requisite standard of language, literacy and numeracy, the student may re-sit if Evolve College determines them to be ready. In determining whether the student is ready for a re-sit, Evolve College will take into account:

a) the length of time between the failed sitting of the LLN test and the proposal to re-sit

b) whether there has been sufficient time for the student and Evolve College to implement any targeted LLN support and to enable the student to improve their LLN skills to the required level

c) that generally a three month period between test sittings will be considered adequate, although there may be exceptions, which Evolve College will assess on a candidate by candidate basis.

2.7 Retention of LLN results

Evolve College shall retain the results of an applicant’s LLN test for at least five years.

2.8 Reporting LLN to the Secretary

The following applies:

a) The Evolve College VSL Officer must report the results of a student’s LLN test to the Secretary of the Department of Education and Training within the time frame and in the manner specified by the Secretary.

b) Evolve College shall provide the student’s assessment results to the Secretary if requested by the Secretary or delegate.

3. LOAN APPLICATIONS

This section applies to any student who wishes to pay for all or any part of their approved course by a VET Student Loan.
3.1 Loan application process

Where a student elects to apply for a VET Student Loan for all or part of their approved course, the following process applies:

a) Evolve College shall use the electronic Commonwealth Assistance Form (eCAF) as the student application form for a VSL.

b) Evolve College must maintain access to the eCAF system for the above purpose.

c) Students are required to submit an eCAF at least two days after their enrolment with Evolve College, but no later than the first census day for which they wish to access a loan.

d) Evolve College must provide accurate student information in the eCAF.

e) Evolve College may not delete an eCAF once it has been submitted by a student, but it may be possible to delete an eCAF before submission by the student if the student does not wish to access a VSL.

f) A paper CAF may be possible but on an exceptions only basis and with the prior written approval, noting that:

   a. Exceptional circumstances are limited to disability that prevents screen or internet use, cultural or religious restrictions that preclude use of technology, detention in correctional facilities where internet access is not permitted and remote locality where internet is not available.

   b. Technical system issues do not constitute exceptional circumstances.

3.2 What the loan application must contain

Each application for a VET Student Loan must contain:

a) The student’s unique student identifier (USI);

b) The student’s Tax File Number (TFN) (or certificate from the Commissioner stating that the student has applied for a TFN);

c) An acknowledgement by the student that they have read and understood the application; and

d) A confirmation by the student of the accuracy of the information in the application.

3.3 Collection and verification of information

Evolve College is required to collect and verify the following:

a) Information about the student’s identity and date of birth;

b) If the student is under 18:

   a. a signed parental consent form; or

   b. a Centrelink Income Statement from the student verifying that the student has received a youth allowance on the basis that they are deemed to be independent;
c) information and documents to establish citizenship and residency requirements; and
d) the student’s TFN or a certificate from the Commissioner that the student has applied for a TFN.

3.4 Monitoring student progress

Students will be required to demonstrate ongoing progress in their course through using eCAF. Progression forms within eCAF will be required to be lodged.

3.5 Tax File Numbers

The following applies:

a) The ATO will not provide a student's TFN to a provider.
b) The Commonwealth will not pay a provider if there has been no TFN supplied.
c) If there has been no TFN supplied and the student has indicated they are applying for a VSL, the provider may not seek payment directly from the student.
d) If a student does not know their TFN they can call the ATO on 13 28 61.
e) If a student does not have a TFN they can apply using a NAT1432 form available from the ATO. Applications generally are processed within 28 days, so students should apply early to ensure they have a TFN on or before the first census day.
f) If the student does not have a TFN by the census day, they should produce:
   a. A certificate from the Commissioner stating they have applied for a TFN;
   or
   b. A copy of their online application summary and barcode matched receipt issued by Australia Post.
g) If the student provides one of the above pieces of evidence mentioned in paragraph (f) above, they must supply the TFN as soon as it is received. In order to do so, the student must request that Evolve College re-open their eCAF (by putting the eCAF into *revision status*) so that the student may update their TFN and then re-submit the eCAF. This must be completed within six weeks of the first census date included in the eCAF. Students are advised via this policy that they must provide the TFN upon receipt or they will not be able to access a VSL for that study period.
h) Evolve College may follow up on students who have not yet provided a TFN by running a report from the eCAF dashboard. Evolve College may also search for eCAFs without TFNs directly in the eCAF system or via API links from the College’s Student Management System. The eCAF Help Guide provides more information.
3.6 Verifying TFNs

When Evolve College submits a student’s VSL debt record in the Government system HEIMS, the TFN will be automatically sent for verification with the ATO. If the student's TFN and personal details match, the student's HELP debt will be transferred to the ATO.