STUDENT ENTRY POLICY AND PROCEDURE

1. 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"):

- HLT52021 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.

2. PRINCIPLES OF ACCEPTING ENROLMENTS

2.1 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.

3. ENTRY REQUIREMENTS

In order to enrol in an approved course with Evolve College, the applicant must be academically suited to undertake the course.

3.1 Academic suitability

A student is academically suited to a course where:

1) Evolve College reasonably believes that the student is academically suited, as required by the VET Student Loans Rules 2016;

2) the student satisfies any particular entry requirements as per the training package which the qualification forms part of; and

3) the student satisfies one of the following, as required under Government regulation for approved courses:

   a) (**Year 12**) If the student completed prior study, 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 (see also section 3.2 below). Evolve College may accept a certificate issued by the relevant body in the state or territory for issuance of the Australian Tertiary Admission Rank (ATAR), for example VTAC in the case of Victorian students; or

   b) (**Certificate IV or higher**) If the student completed prior study:

      i. the student has provided Evolve College with a 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 (noting that, in determining whether a certificate has been attained at level 4 or above, Evolve College shall refer to the AQF website at https://www.aqf.edu.au) (see also sections 3.3, 3.4 and 3.5 below); and

      ii. the qualification was delivered by an Australian course provider and the certificate (testamur) or record of results is in English. Evolve College will not accept qualifications delivered overseas or in any language other than English; or

   c) (**LLN test**) If the student has not completed year 12 or a qualification at level 4 in the AQF or above:

      i. the student has successfully completed a Language, Literacy and Numeracy (LLN) test, using an assessment tool approved by the Government, in accordance with the Evolve College *LLN Assessment Policy and Procedure*. Students must display 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 (see also section 3.6 below).

3.2 Year 12 certificate: what is not satisfactory proof

The following is **not** satisfactory proof of completion of year 12:

a) a letter from the student's school confirming completion of year 12;

b) a lower level VET qualification (lower than Certificate IV);

c) an incomplete transcript, where it is evident the student has not met the requirements of the senior secondary certificate;

d) a Tertiary Preparation Certificate; or

e) any program with reading and numeracy components that allow students to achieve Exit Level 3.

3.3 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 copy of the qualification certificate (testamur) or transcript (record of results); or

b) (if the student cannot provide a copy of their qualification or transcript) a copy of the student's authenticated transcript from the Student Identifiers Register (USI Register), evidencing

completion of the relevant qualification.

3.4 AQF Level 4: verification

The Evolve College enrolments officer must verify the qualification by one of the following methods:

a) checking it has been certified (which means the certifier sighted the original qualification as issued by the education provider and certified the copy to be a true and correct copy of the original); or

b) verifying:

   i. the education provider, and that it has the qualification on scope (or did at the time of issue), on www.training.gov.au; and

   ii. the education provider's issue of the qualification to the student, which verification can be by phone or email to the provider, and which shall be recorded on the relevant form and filed on the student's file.

3.5 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.

f) The training provider may not yet have reported training through the AVETMISS reporting cycle, noting that private providers report annually.

3.6 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 (ACSF) 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 3.1(3)(a) or (b) above must complete an LLN test using a tool approved by the Australian Government for this purpose.

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

d) The test should be completed with honesty and integrity. Applicants should take care with their LLN test so as to accurately record their LLN competence, noting this is an entry requirement.

e) 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.

3.7 Re-sit of LLN test

If an applicant does not achieve the requisite results in an LLN test, the applicant may re-sit if Evolve College determines them to be ready. In determining whether the applicant is ready for a re-sit, Evolve College will take the following into account:

a) whether the applicant appears to have not achieved the requisite results due to a reason other than competence (e.g. rushing through a question), in which case a re-sit may be considered appropriate, at the Evolve College Administration Officer's discretion, within a short time after the unsuccessful attempt;

b) if the applicant appears to have not achieved the requisite results due to a shortfall in competence, whether it is appropriate to refer them to any targeted LLN support to enable them to improve their LLN skills to the required level before re-sitting the test; and

c) any other relevant factors on a candidate by candidate basis.

3.8 Retention of LLN results

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

3.9 Reporting LLN results to the Secretary

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

b) If a request is received from the Secretary under paragraph (a) above, the Evolve College VSL Officer must report the results of the student's LLN test to the Secretary of the Department within the time frame and in the manner specified by the Secretary.

4. 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.

4.1 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 business 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 of the Department, noting that:

   i. 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; and

ii. technical system issues do not constitute exceptional circumstances.

4.2 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 a 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.

4.3 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:

   i. a signed parental consent form; or

   ii. 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.

4.4 Monitoring student progress

Students will be required to demonstrate ongoing progress in their course through eCAF. Progression forms within eCAF will be required to be lodged. Evolve College triggers two progression forms for each student during the 12 month period of course delivery and census periods associated with the enrolment. Once a progression form is triggered, the student is notified by both the Commonwealth system and Evolve College that they are requested to complete a progression form. Progression forms will be triggered no less than four months apart and, in the case of the first progression form, no less than four months after the activation date of the student's VET Student Loan (unless a deferral, withdrawal or other change occurs, as detailed below).

For each progression, Evolve College sends an email to notify students of the requirement to complete the progression form, and to encourage students to participate in the student progression process. Evolve College does not, and will not, put students in a position where they are compelled, or feel reasonably compelled, to answer in a certain way.

The Government eCAF system and Evolve College send a notification email to the student alerting them to the progression form and requesting them to complete it, and Evolve College sends a series of reminder emails, if required, as detailed in the Evolve College eCAF progression procedure.

If a student defers, Evolve College triggers a progression form, requiring the student to provide details. Upon recommencement of study, or if the student decides to withdraw from their course, Evolve College triggers a further progression form for the student to enter the appropriate details. If a student withdraws from their course, Evolve College triggers a progression form for them to complete in the Government system, confirming their withdrawal. Further details are outlined in the Evolve College eCAF progression procedure.

4.5 Tax File Numbers

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 through the ATO (see www.ato.gov.au/individuals-and-families/tax-file-number/apply-for-a-tfn). Applications can take several weeks to process, 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:

   i. a certificate from the Commissioner stating they have applied for a TFN; or

   ii. other evidence from the ATO or Australia Post that they have applied for a TFN (such as their application summary and receipt).

g) If the student provides one of the pieces of evidence mentioned in paragraph (f) above, they must supply the TFN as soon as it is received. 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.

4.6 Verifying TFNs

When Evolve College submits a student's VSL debt record in the Government system TCSI, 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.

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Related documents: VSL Student Info Sheet – HLT52021, Student Agreement – Massage Courses, LLN Assessment Policy and Procedure.