

VFH Student Entry: POLICY AND PROCEDURES

Table of Contents

Scope.....	2
Definitions.....	2
1 Policy.....	2
1.1 Overview	2
1.2 Establishing Academic Suitability	3
1.2.1 Minimal academic qualifications	3
1.2.2 Ineligible documents	3
1.2.3 Consequences of failing CSPA test	4
1.2.4 Maintaining integrity	4
1.2.5 Storage and sharing CSPA results	4
2 Procedures	5

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VFH Student Entry: POLICY AND PROCEDURES

Scope

This policy and procedure document focuses on the minimum entry requirements that students must meet to be eligible to apply for VFH funding for courses offered through RGIT Australia.

Definitions

CSPA Core Skills Profile for Adults

ACSF Australian Core Skills Framework

VFH Vet Fee Help

LLN Language, literacy and numeracy

VET Vocational Education Training

1 Policy

1.1 Overview

From January 1, 2016, students applying through RGIT Australia for VFH funding to study a VET Diploma or Advanced Diploma are required to meet the following entry requirements:

1. Be aged 18 years or older.
2. RGIT must be reasonably satisfied that the applicant is academically suited to the course
3. Satisfy one of the following requirements:
 - provide an Australian Year 12 Senior Secondary Certificate of Education;

OR both:

- be assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy,

Page: 2 of 6

Policy: VFH Student Entry Policy and Procedure	Version: 1.4	Date Created: January 2016
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VFH Student Entry: POLICY AND PROCEDURES

- RGIT reasonably believes that the student displays the required level of competence through a 'Pre-Training Review' interview.

The 'VFH Student Entry Policy and Procedure' document is available on RGIT's website and on RGIT partner provider websites.

1.2 Establishing Academic Suitability

1.2.1 Minimal academic qualifications

To apply for a VFH loan, students must:

- a. Have an Australian Year 12 Senior Secondary Certificate of Education. Photocopies are not permitted OR
- b. If an applicant does not have an Australian Year 12 Senior Secondary Certificate of Education, he or she will need to demonstrate academic competence by sitting a language, literacy and numeracy (LLN) test. To assess LLN, RGIT uses the Core Skills Profile for Adults (CSPA) test. The CSPA is a government-endorsed test and will be conducted with honesty and integrity. The applicant's CSPA test outcome needs to demonstrate performance in reading and numeracy equivalent to exit level 3 on the Australian Core Skills Framework (ACSF); and:

Satisfactorily complete a 'Pre-Training Review' interview to determine academic suitability for the chosen course.

1.2.2 Ineligible documents

Qualifications which will **not** be accepted as eligible for a VET FEE-HELP loan include:

1. a VET qualification (e.g. Cert III, Cert IV, diploma)
2. a higher education qualification (e.g. degree or higher tertiary qualification)
3. an overseas year 12 equivalent qualification
4. achievement of a Certificate IV within the same suite of the applied course

Page: 3 of 6

Policy: VFH Student Entry Policy and Procedure	Version: 1.4	Date Created: January 2016
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VFH Student Entry: POLICY AND PROCEDURES

5. any 'Fee for Service' program with Reading and Numeracy components providing another pathway for students that do not meet Exit Level 3, and should they pass this unit, gain entry into the diploma
6. Where a student is unable to produce a certificate and submits a letter from a secondary school delegate in replacement.

1.2.3 Consequences of failing CSPA test

Students who fail to achieve ACSF Level 3 performance in the CSPA test will be advised to undertake additional language and numeracy study to enable them to reach the required LLN competency level.

RGIT will advise students on available options that will enable students to improve the student's language, literacy and numeracy. Options may include enrolling in a formal LLN course, enrolling in RGIT's English-language course or undertaking self-directed learning.

Students who fail the CSPA test are advised to wait a minimum of 3 months between CSPA assessments to provide enough time for progress and improvement to be made.

Students who fail the CSPA test may still enrol in a VET course but will be ineligible to apply for VFH funding until such time as they can demonstrate that they have met the minimum LLN and academic requirements.

1.2.4 Maintaining integrity

RGIT expects CSPA testing to be conducted with honesty, integrity and in a manner that satisfies RGIT that the student is academically suited for their chosen course. RGIT reserves the right to retest a student, if RGIT has concerns about result integrity or validity.

CSPA testing will be conducted under invigilated test conditions at RGIT or partner provider sites.

1.2.5 Storage and sharing CSPA results

RGIT will retain student CSPA results for at least 5 years.

Page: 4 of 6

Policy: VFH Student Entry Policy and Procedure	Version: 1.4	Date Created: January 2016
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VFH Student Entry: POLICY AND PROCEDURES

Students will be provided with test results as soon as practicable after the assessment. However, no formal test certificates or statements of attainment will be issued.

The results of the CSPA test will be made available to the Secretary, Department of Education and Training, upon request.

2 Procedures

Students applying for VFH funding to undertake a VET course through RGIT will need to fulfil the following requirements:

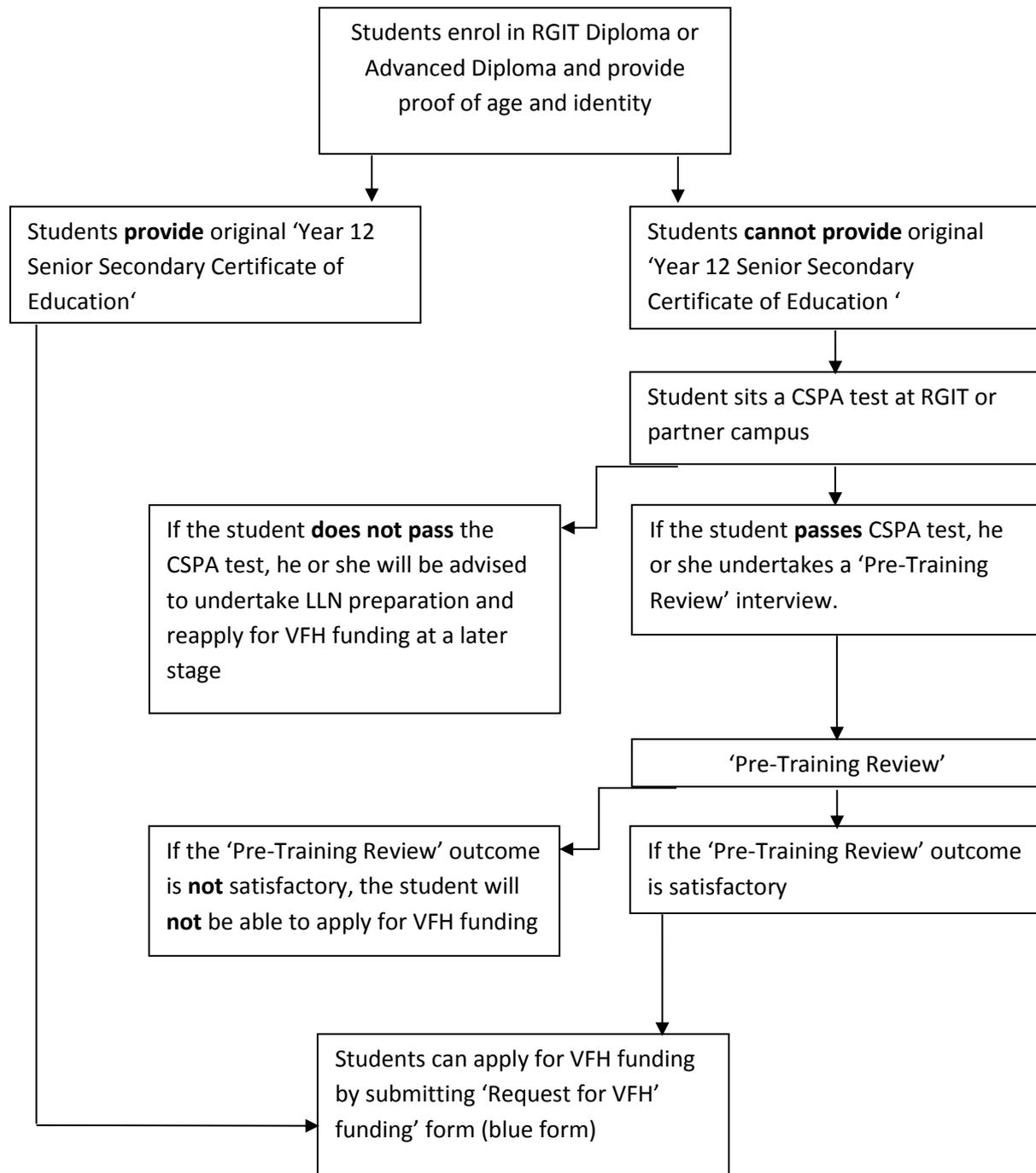
1. Provide proof that they are 18 years or older
2. Provide proof of identity
3. Provide an original Year 12 Senior Secondary Certificate of Education.
4. If no certificate provided, the student will sit a CSPA test.
5. CSPA testing will be conducted at RGIT or RGIT partner provider sites and will be conducted under invigilated test conditions. No mobile phones will be permitted to be carried by the student during the test.
6. Student undertakes the CSPA test.*
7. If the student does not pass the CSPA test, he or she will be advised to undertake LLN preparation and reapply for VFH funding at a later stage.
8. If the student passes CSPA test, he or she undertakes a 'Pre-Training Review' interview.
9. If the 'Pre-Training Review' outcome is satisfactory, the student applies, through RGIT, for VFH funding.

*If RGIT has serious concerns about the CSPA test results' integrity, the student will be ineligible for VFH funding.

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VFH Student Entry: POLICY AND PROCEDURES

VFH Entry Procedure Flowchart:



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