

# Course Enrolment Process including Equal and Fair Treatment of Students: – VET Student Loans

Part 7, Division 1, Subdivision C of VET Student Loan Rules

## 1. Purpose

Lawson College Australia meets its legal and ethical requirements in relation to Course Enrolment including Equal and Fair Treatment of Students.

An approved course provider processes and procedures for enrolment must provide for equal and fair treatment of all students seeking to enrol in an Approved Course.

An approved course provider must have open, fair and transparent procedures that the provider reasonably believes are based on merit for making decisions about:

- The selection of students seeking to enrol as VET students in VET units of study with the provider, and
- The treatment of such students.

This does not prevent a provider from taking into account that a student may be enrolled in an approved course in accordance with an arrangement that:

- Was entered into between the provider and an employer or industry body, and
- Limits or restricts enrolments in some or all of the places in the course.

Providers must retain for at least five years the documents collected for the purposes of applications by students for VET Student Loans.

An approved VET Student Loans provider must comply with the requirements of the VET Student Loans Ombudsman and fully cooperate with the VET Student Loans Ombudsman to ensure compliance with the Act.

## 2. Scope

This *Course Enrolment Process including Equal and Fair Treatment of Students – VET Student Loans* sets out the procedures Lawson College Australia uses in its course enrolment processes.

Related Lawson College Australia *Policy and Procedure*:

- Student Entry Process including the Approved LLN Tool\_VSL
- Access, Equity and Anti-discrimination
- Privacy and Information Handling Procedures\_VSL
- Record Management and access to records

This *Course Enrolment Process including Equal and Fair Treatment of Students – VET Student Loans* applies to all Lawson College Australia staff and students eligible for a VET Student Loan.

### 3. Definitions

**Approved Course:** A course of study which the Department of Education has approved for VET Student Loans.

**AVETMISS:** AVETMISS stands for the Australian Vocational Education and Training Management Information Statistical Standard. It is a national data standard which ensures the consistency and accuracy of vocational education and training (VET) information and covers the national VET data collections: the National VET Funding Data Collection ([What is AVETMISS? \(ncver.edu.au\)](#)).

**eCAF:** Refers to the Electronic Commonwealth Application Form which is the online system by which eligible students request access to a VET Student Loan for an Approved Course. ([eCAF fact sheet - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](#)).

**Eligible Student:** This is a student who meets all the eligibility requirements under the Act.

**Gap Fee:** The difference between the Covered Fee and the total Tuition Fee for a course.

**Genuine Student:** In regard to VET Student Loan is the condition that a student must meet of being a genuine student. The Secretary does not need to pay a loan amount for a student who is not a genuine student. Genuine student factors include considering whether students have demonstrated they are reasonably engaged in the course and have completed progression requirements (Australian Government, VET Student Loans Manual for Providers, V4.2 August 2020, p. 10)

**Privacy Act 1988 (Cth):** An Act to make provision to protect the privacy of individuals, and for related purposes ([Privacy Act 1988 \(legislation.gov.au\)](#)).

**RTO Standards:** These Standards form part of the VET Quality Framework, a system which ensures the integrity of nationally recognised qualifications. RTOs are required to comply with these Standards ([Standards for RTOs 2015 | Australian Skills Quality Authority \(ASQA\)](#)).

**Student:** A person who is enrolled in a higher education course or an *approved course* for VET Student Loans (may also be referred to as 'VET course') ([Student | HEIMSHHELP \(dese.gov.au\)](#)).

**The Act:** The VET Student Loans Act 2016 (Act) and the VET Student Loans Rules 2016 (Rules) set out the legislative requirements that underpin the VET Student Loans (VSL) program ([VET Student Loans Compliance - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](#)).

**The Secretary:** In regard to the VET Student Loans Act 2016, Australian Government, Department of Education, Skills and Employment (DESE), VET Student Loans Branch is the

person holding, occupying or performing the duties of the position of Secretary of the department, responsible for the administration of VET Student Loans.

**Unit of Study:** A unit of study may comprise a group of units of competency or one unit of study may equal one unit of competency.

**USI:** Means Unique Student Identifier. A USI is your individual education number for life. It also gives you an online record of your VET training undertaken in Australia. If you are at university, TAFE or doing other nationally recognized training, you need a USI ([Home page | Unique Student Identifier \(usi.gov.au\)](#)).

**VET Student Loan:** A VET Student Loan (VSL) helps eligible students to cover tuition fees for vocational education and training (VET) courses. VSLs are only available for approved courses at the diploma level and above ([VET Student Loans | StudyAssist](#)).

**VET Student Loans Ombudsman:** The VET Student Loans Ombudsman in the Office of the Commonwealth Ombudsman investigates complaints from students regarding their VET FEE-HELP or [VET Student Loans](#) provider in Australia. Their services are free, independent and impartial ([VET Student Loans Code of Practice \(ombudsman.gov.au\)](#))

#### 4. Equal and Fair Treatment of Students

4.1 Lawson College Australia does not accept enrolments from persons under the age of 18 years.

4.2 Lawson College Australia will treat fairly all Students and Potential Students and has open, fair and transparent procedures, based on merit for making decisions about the selection and treatment of Students.

4.3 Lawson College Australia is committed to promoting and implementing the principles of legislation that protects people from discrimination in education, employment, the provision of goods, and the administration of Commonwealth laws and services.

4.4 Potential Students seeking to enrol, regardless of their background, circumstances or eligibility for funding will be assessed for entry to study through the same published entry requirements and through the same process.

4.5 Admission to courses and programs is based solely on the applicant meeting published entry criteria and the availability of places.

4.6 Opportunities and benefits of Commonwealth assistance is equally available to all eligible students upon enrolment.

4.7 Lawson College Australia ensures that practices are non-discriminatory and inclusive: valuing students from a diverse background.

4.8 Lawson College Australia provides students access to information about access and equity issues.

## 5. Applications

- 5.1 The Lawson College Australia website details information about all courses available including Approved Courses [www.lawsoncollege.edu.au](http://www.lawsoncollege.edu.au).
- 5.2 Prospective students can find information about application and enrolment on the Lawson College Australia website.
- 5.2 Alternatively prospective students can talk to Lawson College Australia staff for more information. Contact information if provided on the Lawson College Australia website.

## 6. Entry Requirements

- 6.1 Entry Requirements into courses are published on the Lawson College Australia website.
- 6.2 To be noted, for Approved Courses, Entry Requirements must be met. Refer also to Lawson College Australia *Student Entry Process including LLN Tool\_VSL*.

## 7. Completing an Enrolment Form

- 7.1 The Enrolment Form can be requested by contacting Lawson College Australia as per contact details published on [www.lawsoncollege.edu.au](http://www.lawsoncollege.edu.au) and or download the Enrolment Form.
- 7.2 The Enrolment Form administered by Lawson College Australia is designed to assist with the collection and submission of data compliant with AVETMISS for the National VET Provider Collection as required by legislation.
- 7.3 VET Student Loan information is web-accessible for Approved Courses which details information about Tuition Fees and Census Days.

## 8. Applicant Responsibilities prior to Enrolment

- 8.1 Seek information about the course and course requirements prior to enrolment.
- 8.2 Find out about the how much the RTO charges for a course, for example, Tuition Fees.
- 8.3 Find out about course duration and modes of delivery.
- 8.4 If applicable, find out about a VET Student Loan.
- 8.5 Find out about support services.
- 8.6 Make an informed decision about enrolment.
- 8.7 To be noted, visit My Skills to access information about the RTO – <https://myskills.gov.au>

## 9. Approved Course Provider Responsibilities prior to Enrolment

- 9.1 Publish information about Approved Courses on its website.
- 9.2 Inform potential students about courses available.
- 9.3 Inform potential students about course requirements.
- 9.4 Assist students with course enrolment.
- 9.5 Comply with legislated and regulated requirements for information and enrolment into Approved Courses.

## 10. Applying for a VET Student Loan

- 10.1 Check the Australian Government VET Student Loan Information for Students at <http://www.dese.gov.au/vet-student-loans/vet-information-students> .
- 10.2 To be noted, VET Student Loans are only available to students in Approved Courses at Diploma level and above.
- 10.3 Confirm that your provider offers the Approved Course and is a VSL Provider for the Approved Course.
- 10.4 Ensure you meet eligibility requirements for a VET Student Loan.
- 10.5 Ensure your USI has been verified.
- 10.6 Have a Tax File Number.
- 10.7 Let Lawson College Australia know that you intend to apply for a VET Student Loan.

## 11. Eligibility for a VET Student Loan

- 11.1 Students are eligible for a VET Student Loan if they:
  - are enrolled in a VET Student Loans approved course offered by a VET Student Loans provider
  - meet citizenship/residency requirements
  - have an available HELP balance of more than \$0 (that is, have sufficient HELP balance remaining)
  - meet student entry requirements.
- 11.2 Eligibility – Australian citizenship
  - Evidence of Australian citizenship
    - Documentation that is acceptable:
      - Current passport
      - Birth Certificate (pre 20/08/1986)

- For students born after 20/08/1986, if their Australian birth certificate shows one of their parents was born in Australia (before 20/08/1986), this is sufficient for citizenship eligibility for VSL purposes.
- Citizenship Certificate
- To be noted, Medicare care and/or Drivers Licence *is not* sufficient to prove citizenship status.

### 11.3 Eligibility – other citizenship

- New Zealand Special Category Visa (SCV) holders
  - Usually been resident in Australia for at least 10 years,
  - Were a dependent child when first began residency in Australia,
  - Have been in Australia for periods totalling eight years during the previous 10 years, and
  - Been in Australia for periods totalling 18 months during the previous two years.
  - *To be noted: If the first time a NZ citizen came to Australia was at the age of 19, they will not be eligible for VSL.*
- Permanent Humanitarian Visa holders

11.4 *To be noted, Permanent Residents are not eligible for VSL.*

## 12. Unique Student Identifier (USI)

12.1 If you are completing nationally recognised training, you must have a USI. If you do not have a USI, you will not be issued with a qualification or Statement of Attainment.

12.2 A USI is your lifelong education number – you only need to create it once. If you have undertaken any VET training since 2015, you may already have a USI. Visit <https://www.usi.gov.au/students/find-your-usi>

12.3 To get a USI if you do not already have one visit <https://www.usi.gov.au/students/get-a-usi>

12.4 As part of the enrolment process, Lawson College Australia collects details of students USI and/or facilitates the creation and recording of the USI.

12.5 You can also give access to providers to view and/or update your USI account and view your VET transcript. Providing access to your USI account and VET transcript might help your provider to process your enrolment.

12.6 As an RTO, Lawson College Australia is obliged to collect and report students' USI numbers as a requirement under Commonwealth legislation. This applies to:

- new students
- pre-enrolled students
- continuing students
- school students completing nationally recognised training

*(This process addresses in general the requirements of RTO Standard 3.6.)*



### 13. Tax File Number (TFN)

13.1 Applicants must provide their Tax File Number (TFN) to Lawson College Australia to be eligible for a VET Student Loan.

13.2 If you do not have a tax file number but have applied for one, you must provide a certificate from the Commissioner stating that you have applied for a tax file number.

13.3 For information on how to obtain a Tax File Number, go to the Australian Government, Australian Tax Office (ATO) website at: <https://www.ato.gov.au/individuals/tax-file-number/apply-for-a-tfn>

### 14. Completing Enrolment Processes

14.1 If Entry and Enrolment requirements are all met Lawson College Australia will confirm the enrolment offer in writing.

14.2 If the student accepts the offer the completion of enrolment processes are activated: For example:

- Student Record created
- Student Identification Number issued
- Student provided access to Student Learning System and relevant Approved Course or Units of Study.

### 15. Electronic Communications

15.1 Lawson College Australia in using Electronic Communications ensures systems are:

- Secure
- Provide for disaster recovery, and
- Are sufficiently up to date

### 16. Retaining Information

16.1 Lawson College Australia will retain documents and information related to the operation of the Act and Rules for seven years or as otherwise specified in the Rules.

16.2 The Rules provide that the following information and documents must be retained for five years.

- The information provided to a student under section 98 before the student enrolled in an Approved Course
- Documents obtained or assessments undertaken for the purposes of determining a student's academic suitability
- Records of the student's enrolment, including the day and time the student enrolls in the course or a part of the course
- Information and documents collected for the purposes of, or in relation to, an application by a student for a VET Student Loan

Lawson College Australia	RTO: 40679	CRICOS Provider: 03406J	Version
VET Student Loan Rules 2016: Course Enrolment Process including Equal and Fair Treatment of Students: Part 7, Division 1, Subdivision C.	Document Name	VET Student Loan Rules 2016: Course Enrolment Process including Equal and Fair Treatment of Students – VET Student Loans	03082021



- If applicable, the day and time the student gives the provider an application for a VET Student Loan
- All correspondence between the provider and the student (or the student’s parent or guardian) in relation to the course, including notices issued to the student
- Records of each use of the provider’s grievance procedure
- The Census Days and Tuition Fees for Approved Courses
- A copy of each version of a process or procedure required under this instrument, and the dates when the version was current
- Marketing and promotional material relating to Approved Courses.

## 17. Acknowledgements

VET Student Loans Act (2016) <https://www.legislation.gov.au/Details/C2021C00150>

VET Student Rules (2016) <https://www.legislation.gov.au/Details/F2020C00982>

[VET Student Loans - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](https://www.dese.gov.au)

Australian Government, *VET Student Loans, Manual for Providers*, V4.2 August 2020

[VET Student Loans | StudyAssist](#)

[Cancel your VET debt in special circumstances | Department of Education, Skills and Employment](#)

[Census-days.pdf \(ombudsman.gov.au\)](#)

[VET Student Loans Compliance - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](#)

[Information for VET Student Loans Students - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](#)

[VET Student Loans Information Booklet - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](#)

[eCAF fact sheet - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](#)

[Users' guide to Standards for RTOs 2015 | Australian Skills Quality Authority \(ASQA\)](#)

[Legislation | Australian Human Rights Commission](#)

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## 18. Document History and Version Control Table

Version Date	Approval Date	Approved By	Type of Change	Extent
03082021	3 August 2021	Quality and Compliance Committee (QACC)	Initial	NA