



# Student Entry Process and Procedure including Approved LLN Tool – VET Student Loans

Part 7, Division 1, Subdivision B of VET Student Loan Rules; and Section 3 of the New Provider Information Pack

## 1. Purpose

Lawson College Australia meets its legal and ethical requirements in relation to student entry processes and administering an approved Language, Literacy and Numeracy (LLN) Tool.

An approved course provider Student Entry Procedure must:

- Specify the requirements a student must meet to be determined to be academically suited to undertake a particular Approved Course.
- Specify the results of assessing a student’s competence in reading and numeracy under the procedure must be reported to the student as soon as practicable after the assessment, and the Secretary in the form, manner and by the time requested by the Secretary.
- Describe the process (including the tools) for validly and reliably assessing a student’s competence in reading and numeracy against the Australian Core Skills Framework.
- Retain, a compliance requirement, documents and assessments related to the purposes of determining a student’s academic suitability for at least five years.

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 *Student Entry Process and Procedure including Approved LLN Tool – VET Student Loans* sets out the procedures Lawson College Australia uses in its Student Entry Procedures

Related Lawson College Australia *Policy and Procedure*:

- Course Enrolment Process including Equal and Fair Treatment of Students\_VSL
- Record Management and access to records
- Privacy and Information Handling Procedures \_VSL

This *Student Entry Process and Procedure including Approved LLN Tool – 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.

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**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? \(ncver.edu.au\)](#)).

**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 conditions a student may meet requirements of being a genuine student.

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

**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 \(ombudsman.gov.au\)](#))

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## 4. Student Entry

4.1 There are specific criteria students must meet to be eligible for a loan through VET Student Loans (VSL).

4.2 To be eligible for a VET Student Loan, you must either be:

- an Australian citizen; or
- hold a permanent humanitarian visa and usually reside in Australia; or
- a New Zealand citizen who holds a Special Category visa and meet certain qualifying requirements.

4.3 You must also be assessed as academically suited to undertake the eligible course, and

4.4 Your FEE-HELP balance must be greater than zero.

4.5 Prior to accepting the enrolment of any applicant, Lawson College Australia is required to verify the authenticity of the information provided by you, the applicant.

4.6 Refer to Lawson College Australia *Course Enrolment Process\_VSL*

## 5. Academic Suitability for a VET Student Loan

5.1 To be assessed as academically suited for a VET Student Loan, you must provide either:

- a copy of your Australian Senior Secondary Certificate of Education (year 12 Certificate), or
- evidence of successful completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English).
- A copy of a certificate that a qualification at level 4 or above in the AQF has been awarded to the student, or at a level in a framework that preceded the AQF (pre-1995). This certificate must be a document issued by a body registered to award the qualification in the AQF in Australia, or
- A letter or certificate issued by a Federal, State or Territory government agency which assesses overseas qualifications (or an organisation contracted by such an agency to undertake such assessments), that evidences that the student's qualification has been assessed by that agency (or contracted organisation) and determined to be equivalent or comparable to a qualification in the AQF at level 4 or above, or a qualification at a level in a framework that preceded the AQF, equivalent to level 4 or above; and
- The course for the qualification to meet this requirement was delivered in English.

5.2 If you do not have an Australian year 12 Certificate or have not successfully completed an AQF Certificate IV or higher qualification, you will be able to complete an approved Language, Literacy and Numeracy (LLN) test.

5.3 Prospective students will need to attain an 'Exit Level 3' or higher in the Australian Core Skills Framework (ACSF) assessment test in reading and numeracy and Lawson College Australia reasonably believes you display that competence.

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5.4 Lawson College Australia will administer this LLN test and required it be conducted with honesty and integrity.

5.5 Lawson College Australia will notify you of your result as soon as practicable.

5.5 Lawson College Australia uses the VSL Approved LLN test The *Learning Resources Group*, LLN ROBOT. Features of this tool include:

- 100% Online LLN Assessment (self-marking and non-biased)
- Access to the Approved VET Student Loans Test
- Learner Results Database
- Quiz answer reports

5.6 If Lawson College Australia believes on reasonable grounds that the student is academically suited to undertake the course, for example other specified entry requirements such as any prior education qualifications considered as needed for a student to be academically suited to undertake the course.

5.7 Lawson College Australia may also require applicants to undertake a pre-training review as an additional measure to determine academic suitability to undertake the Approved Course.

5.8 Assessments and documentation related to determining academic suitability for an Approved Course will be retained for a period of five years.

5.9 Lawson College Australia may permit applicants to re-sit an LLN test as determined by individual situation and engagement with LLN support. As recommended by the Australian Council for Educational Research, at least three months between assessments is required.

## 6. Senior Secondary Certificate Requirement

6.1 Lawson College Australia can only accept a copy of a year 12 certificate from an Australian State of Territory, or a copy of a diploma for completing the International Baccalaureate Diploma Program. In Victoria, in relation to a Victorian Certificate of Applied Learning (VCAL), only the VCAL Senior and VCAL Intermediate levels meet the requirement.

To be noted, the following will not be accepted.

- A letter from the student’s school confirming they completed year 12
- A low level VET qualification
- Tertiary Preparation Certificate
- Any program with reading and numeracy components tht allow student to achieve Exit Level 3.

## 7. Where a student cannot provide a copy of a certificate

7.1 Where a student cannot provide a copy of a qualification certificate for their AQF level 4 or above qualification, Lawson College Australia may accept a copy of the student’s authenticated transcript from the Student Identifiers Register (as specified under the

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Student Identifiers Regulation 2014, Section 5), as proof, provided it is evidenced completion of the relevant qualification.

7.2 To be noted, the USI transcript will only ever reflect study undertaken since 1 January 2015 that has been reported by the training provider through the AVETMISS process.

7.3 In some circumstances, study may have been successfully completed by a student but not show on the individual's USI transcript. In this situation, an authenticated transcript will not be accepted.

## 8. Retaining Information

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

## 9. 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/vet-student-loans)

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

[VET Student Loans | StudyAssist](https://www.studyassist.gov.au)

[Cancel your VET debt in special circumstances | Department of Education, Skills and Employment](https://www.dese.gov.au/cancel-your-vet-debt-in-special-circumstances)

[Census-days.pdf \(ombudsman.gov.au\)](https://www.ombudsman.gov.au)

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

[Information for VET Student Loans Students - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](https://www.dese.gov.au/information-for-vet-student-loans-students)

[VET Student Loans Information Booklet - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](https://www.dese.gov.au/vet-student-loans-information-booklet)

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

[Users' guide to Standards for RTOs 2015 | Australian Skills Quality Authority \(ASQA\)](https://www.asqa.gov.au/users-guide-to-standards-for-rto-2015)

[Legislation | Australian Human Rights Commission](https://www.humanrights.gov.au/legislation)



## 10. 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

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