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**Student entry procedure**

As a condition of being an approved VET Student Loans provider, ACBC must detail the Student Entry Procedure for course applicants seeking to access a VET Student Loan. The Student Entry Procedure includes compliance requirements set by the Australian Government for access to the VET Student Loans scheme. All students seeking to access a VET Student Loan for study at ACBC are required to:

1. Attend an interview with a Careers Advisor;
2. Demonstrate to ACBC that they are academically suited to their course of choice;
3. Complete an online or paper version of a request for a VET Student Loan (no sooner than two business days after enrolment ):
4. Complete an Enrolment process.
5. **Attend an interview with a Careers Advisor**

When making an enquiry to ACBC, applicants are required to attend an interview with a professional Careers Advisor at an ACBC campus. At this interview, the Careers Advisor will discuss their interests, career goals, academic achievements and work experiences. The aim of this interview is to provide applicants with a broad range of information to assist them to select a course, and to explain details of courses and career and further study pathways.

1. **Demonstrate to ACBC that they are academically suited to their course of choice**

At the interview, applicants will be asked to provide details of their academic achievements to ensure that they are academically suited to a course. VET Student Loan requirements define that an applicant is academically suited to a course when:

* ACBC reasonably believes the student is academically suited
* the applicant satisfies any entry requirements for the course set by ACBC
* the applicant must also satisfy one of the following requirements:
* the provider obtains a copy of a Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of a State or Territory for the student’s completion of year 12, (Certificate of Completion of Year 12 from school); or the applicant completes an approved test to determine their abilities in reading and Numeracy; and the VET provider reasonably believes that the student displays that competence.

The approved test is an online activity called Core Skills Profile for Adults (CSPA).  This test has been selected by the Government to assess whether applicants for VET FEE HELP display competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy. The test process will be conducted with honesty and integrity. It is important that applicants are tested to determine that they can manage the level of study selected.

**What this means:**

If you have completed year 12 – you are required to show your Certificate of Completion to the Careers Advisor. You will still be required to complete an ACBC ‘Language Literacy and Numeracy test’ (LLN) prior to final enrolment to determine if you require any extra support during your study. This is a hand written test that has been developed based on requirement of the ACSF at level 3. This test takes up to 40 minutes to complete. The results are confidential. The test must be completed on site at ACBC.

If you have NOT completed year 12 – you are required to complete the online CSPA test prescribed by VET Student Loans prior to final enrolment. This is an online test in two stages that takes up to an hour. The test must be completed on site at ACBC.

You will be provided with a calculator and a quiet space and computer to complete this test. Mobile phones may not be present during this test. When you have completed the test, the Careers Advisor will log into the CSPA system and retrieve your result, and the results of the testing will be reported to you as soon as practicable after the assessment. The results are confidential.

**Interpreting the results of the CSPA test:**

The CSPA will provide one of two results, competent or not yet competent:

If the result shows that you are competent at the set level [Exit Level 3 in the Australian Core Skills Framework (ACSF) – your Careers Advisor can offer you a position in a course with access to VET Student Loan, or

If the result shows that you are not yet competent at the set level, you will not be able to access VET Student Loan for a course at ACBC. Your Careers Advisor may explore the option of you completing some foundation studies elsewhere to increase reading and numeracy skills to the level required prior to studying for a Diploma or Advanced Diploma. Applicants who do not meet the requirements of the CSPA online test may not re-sit the test with ACBC for three months.

**IMPORTANT**

All RTO’s are required to conduct this testing as part of their conditions of offering VET Student Loans.

1. **Complete an online application for a VET Student Loan or a paper application , and**
2. **Complete an Enrolment process**

Official enrolments using VET Student Loans to fund part of tuition fees will commence from 1st January 2017. After determining your academic suitability, your Careers Advisor will arrange an Enrolment process. At Enrolment, you will be provided with a letter from ACBC confirming that you have met the VET Student Loan entry requirements; a VET Student Loan information booklet and a Request for a VET Student Loan form or online access information. The request form (OR ONLINE APPLICATION) should be completed, 2 business days AFTER your enrolment procedure. ACBC receiving the form/advice e related to an online application finalises and confirms your enrolment in a course. ACBC will advise successful applicants of an Orientation day prior to the commencement of the course.

Where students are required to pay a ‘gap’ fee between the ACBC Tuition fee and the available VET Student Loan, the Careers Advisor will record how this gap will be funded.

OTHER IMPORTANT REQUIREMENTS:

You must provide ACBC with your Unique Student identifier (USI) and Tax file Number) (TFN) before commencing your course to be eligible for a VET Student Loan (see ACBC student handbook).

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