



## **Student entry and Academic Suitability Procedure**

### **Academic suitability**

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 a procedure that specifies that a student is academically suited to undertake a particular VSL approved course.

All students seeking to access a VET Student Loan for study at ACBC are required to:

#### **1. Participate in an interview with a Careers Advisor**

When making an enquiry to ACBC, applicants are required to participate in an interview with a Careers Advisor at an ACBC campus. During this interview, the Careers Advisor will discuss their interests, career goals, academic achievements and work experiences. At the interview, applicants will be asked to provide details of their academic achievements to ensure that they are academically suited to a course.

Under VET Student Loan requirements, an applicant is academically suited to a course when:

**a)** ACBC 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

**b)** both:

i. the student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using an assessment tool approved under section 82; and

ii. ACBC reasonably believes that the student displays that competence;

or

**c)** both:

i. ACBC provider obtains a copy of a certificate (however described) that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to the student; and

ii. the course for the qualification was delivered in English.

### **What this means:**

If students have completed year 12, they are required to show their Certificate of Completion to the Careers Advisor. They will still be required to complete an ACBC 'Language Literacy and Numeracy test' (LLN) prior to final enrolment to determine if they require any extra support during their 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 students have NOT completed year 12, they 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.

Students 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.

### **Assessment Results**

When the student has completed the test, the Careers Advisor will log into the CSPA system and retrieve their result, and the results of the testing will be verbally reported to the student immediately and a copy of the test results will be provided to the student. The results are confidential.

Results are to be reported to the Secretary in the form, manner and by the time requested by the Secretary.

### **Language, Literacy and Numeracy (LLN) assessment tool approved by the Department of Education and training**

The approved LLN tool used by ACBC is the Core Skills Profile for Adults (CSPA), published by the Australian Council for Educational Research Limited (ACER) in July 2013

The CSPA is a set of secure online assessments matched to the latest Australian Core Skills Framework (ACSF). It provides an efficient, valid and reliable method for assessing the stages of development of adult learners, from young school leavers to adults who are studying, working or returning to training and study.

Assessing across the five performance levels of the ACSF in reading, numeracy and writing, the CSPA offers four components:

- Reading
- Numeracy
- Writing
- Snapshot Reading & Numeracy Indicator (SRNI)

### **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 the student is competent at the set level [Exit Level 3 in the Australian Core Skills Framework (ACSF) – the Careers Advisor can offer the student a



position in a course with access to VET Student Loan. The ACER LLN test requires student to achieve a score of 111 for both reading and numeracy to be competent.

- If the result shows that the student is not yet competent at the set level, they will not be able to access VET Student Loan for a course at ACBC. The student will be informed of the results at the end of the test and provided a copy of their test results
- The results of the student’s competence in reading and numeracy are uploaded on the student’s portfolio in the Student management System, aXcelerate and are available to be immediately reported to the Secretary in the form, manner and by the time requested by the Secretary.

**LLN Assessment re-sits**

Where a student is considered **'borderline'** (see below , Careers Advisors shall offer the candidate to re-sit immediately or book the next opportunity to re-sit.

If the candidate does not achieve the 111 score benchmark for both reading and numeracy in the second test, the following will:

<b>ACSF Level (Working At)</b>	<b>CSPA Reading</b>	<b>CSPA Numeracy</b>	<b>ACBC Comment</b>
No score returned	0-29.99	0-29.99	Not Eligible – Re-sit after 3 months
Level 1	30-79.99	30-80.99	Not Eligible – Re-sit after 3 months
Level 2	80-95.99	81-95.99	Not Eligible – Re-sit after 2 weeks
Level 3	96-110.99	96-110.99	Borderline – Offer re-sit
Level 4	111-137.99	111-129.99	Eligible
Level 5	138-162	130-162	Eligible

The ACBC Careers Advisor may explore the option of the student completing some foundation studies elsewhere to increase reading and numeracy skills to the level required prior to studying for a Diploma or Advanced Diploma.

ACBC will retain the student’s assessment undertaken as well as the results for 5 years and must provide these if requested by the Secretary or delegate.