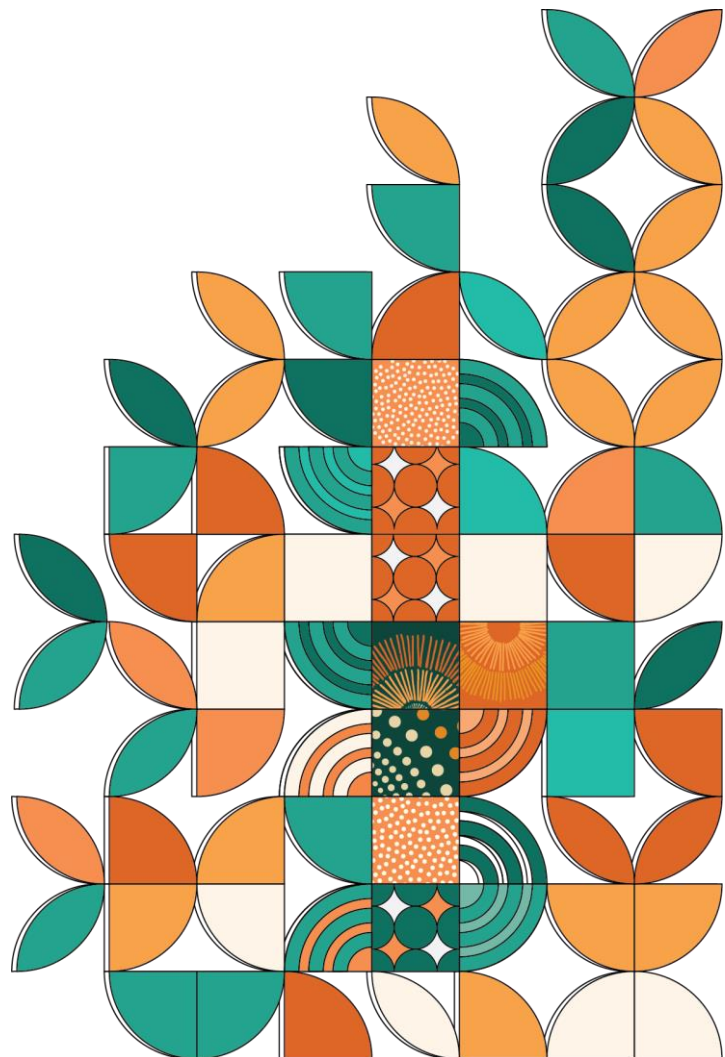


Student Entry Procedure for VET Student Loans



SECTION 1

1. Purpose

- 1.1 This procedure ensures that students are academically suited to undertake a course at the Institute of Health and Nursing Australia (IHNA). It outlines the entry criteria and the steps undertaken by IHNA to determine a student's academic suitability and eligibility for a course within IHNA's scope of registration for VET Student Loans (VSL).

2. Scope

- 2.1 This procedure applies to all students and applicants at IHNA that are, or would be, entitled to a VET Student Loans (VSL). The procedure responds specifically to the student entry requirements outlined in the VET Student Loans Manual for Providers, VET Student Loans Rules 2016, and VET Student Loans Act 2016.

3. Definitions

- 3.1 Refer to IHNA's Glossary of Terms.

SECTION 2

Procedure

4. Determining and assessing entry requirements and academic suitability for an approved course

- 4.1 Each qualification has distinct entry requirements that students must fulfil. Comprehensive details regarding course structure, entry prerequisites (such as prior qualifications or industry experience), course content and outcomes, fees, delivery methods, and assessment arrangements are available on the IHNA website and IHNA Admission and Enrolment Policy and Procedure.
- 4.2 Academic Suitability Requirements: to meet the academic suitability requirements, the student must:
- Year 12 Completion: Provide IHNA with a copy of their Senior Secondary Certificate of Education awarded by a recognised State or Territory agency; or
 - International Baccalaureate: Provide a copy of their diploma upon completion of the International Baccalaureate Diploma Program; or
 - Language, Literacy and Numeracy (LLN) Assessment: Complete an approved LLN assessment administered by IHNA (IHNA utilises the approved Safe Work Resources VFH LLN Assessment Tool (provided via The Learning Resources Groups' LLN Robot Platform) demonstrating competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both

reading and numeracy; or

- d. Qualification at AQF Level 4 or Above: Provide a copy of a qualification at Level 4 or above in the Australian Qualifications Framework (AQF) delivered in English. This certificate must be a document issued by a body registered to award the qualification in the AQF in Australia. or
- e. Overseas Qualification Assessment: Provide evidence from a government agency or authorised organisation that their overseas qualification has been assessed as equivalent to an AQF Level 4 or above qualification, delivered in English.
- f. If a student cannot provide a copy of their AQF Level 4 or above qualification certificate, an authenticated transcript from the Student Identifiers Register may be accepted as proof, provided it shows completion of the qualification. The Student Identifiers Regulation 2014 outlines the required content of a USI transcript, which only reflects studies reported through the AVETMISS process since January 2015. Some circumstances may result in completed studies not appearing on the transcript, such as:
 - i. Delayed reporting by the training provider.
 - ii. Exemptions from obtaining a USI.
 - iii. Exemptions from reporting to NCVER.
 - iv. Closure of the training provider before reporting outcomes.
 - v. Omission of the USI in training outcome reports.

4.3 Pre-Training Review (PTR) and Language, Literacy, and Numeracy (LLN) Assessment

- a. All students must complete their Language, Literacy and Numeracy (LLN) and Pre-Training Review (PTR) and assessment before enrolment. The LLN assessment tool, approved by the Department of Employment and Workplace Relations (DEWR), Australian Government (VET Student Loans Language Literacy and Numeracy (LLN) assessment tool information), assesses competency in reading and numeracy skills against the Australian Core Skills Framework (ACSF). IHNA will ensure that LLN test results are available for the students and communicate with them. IHNA implemented the assessment with honesty and integrity by an authorised employee (Refer to IHNA Pre-Training Review Policy and Procedure for detailed information).
- b. LLN test results will be provided to students as soon as possible after the diagnostic testing. A copy of the results will be retained by IHNA for at least five (5) years after enrolment and made available to the respective Australian Government entity upon request. IHNA will use these results to determine students' academic suitability for the chosen VET course.
- c. If a student fails to meet the required Language, Literacy, and Numeracy (LLN) standards, they may re-sit the test. The Australian Council for Educational Research (ACER) recommends a minimum of 3 months between assessments to allow for targeted LLN support and skill improvement. Re-sitting within 3 months may be considered a risk indicator. IHNA reserves the

- right to permit students to re-sit the assessment, where this is based on IHNA's assessment of the student's readiness.
- d. IHNA acknowledges prior recommendations of a three-month period between re-sits but reserves the right to decide based on individual needs and targeted LLN support.
 - e. IHNA will retain test records and results for 5 years and provide them to the Secretary or delegate if requested.
 - f. If necessary, all additional support services will be provided to the students, including recommendations for an alternative course based on the student's results and career goals. If required, students can contact the IHNA training managers/course coordinators/trainer/assessor/delegate to discuss their specific needs and suitability for the qualification before enrolment (Refer to the Student Support Services Policy and Procedure for detailed information).

5. VET Student Loans Eligibility

- 5.1 Once students meet the entry requirements for their chosen course, they may be eligible to apply for a VET Student Loan up to a capped amount for an approved diploma-level course offered by IHNA. Students may also be eligible to apply for advanced diploma, graduate certificate, or graduate diploma levels in the AQF if offered by IHNA. The students:
- a. Have not been offered cash, vouchers, or gifts to enrol or share your personal information for such incentives.
 - b. Meet Citizenship and Residency Requirements: IHNA will verify proof of citizenship/visa status to ensure the student:
 - i. Is an Australian citizen, or
 - ii. Is a qualifying New Zealand citizen holding a Special Category Visa, meeting the residency requirements, or
 - iii. Is a permanent humanitarian visa holder, usually resident in Australia, or
 - iv. A Pacific engagement visa holder who is usually resident in Australia.
 - c. HELP Loan Limit: Has not exceeded the HELP Loan limit.
 - d. Tax File Number (TFN): Meets the TFN requirements.
 - e. Unique Student Identifier (USI): Has a USI or is exempted.
 - f. Parental/Guardian Consent: Provides a signed consent form if under 18 years old, or a youth allowance assessment proving independence.
 - g. VET Student Loans Information Booklet: This is for the necessary information and clarification.
 - h. Proof of Eligibility: Provides the required documents to IHNA.

5.2 VET Student Loans through Government Electronic Commonwealth Assistance Form (eCAF): Upon receiving a request from the student during the offer letter issuance, an IHNA delegate will enrol the student in the eCAF platform. Once enrolled, the student will receive an email notification containing the VSL application. IHNA encourages students to complete the application as soon as possible. Within seven days of enrolment/commencement, the student will be enrolled into the eCAF system. The application includes the following essential information about the student, course, and organisation:

- a. Legal entity name(s);
- b. Contact information for application purposes;
- c. Registered business name of the applicant approved course provider (if different);
- d. Any other business name(s) of the applicant approved course provider;
- e. Business address of the applicant approved course provider;
- f. Details of the proposed LLN testing tool(s), including name, version, and other relevant identifiers;
- g. Information about the reviewer of the proposed LLN testing tool, including:
 - i. name/description of the reviewed LLN testing tool(s) (including version and other relevant identifiers);
 - ii. declaration of any potential conflicts of interest specifically, certification of the reviewer's independence from the tool assessed, from selling adult LLN assessment tools, and from the applicant RTO.

5.3 Relevant qualifications, skills, and experience of the reviewer, particularly in reviewing LLN testing tools and LLN tests, including expertise with the ACSF.

5.4 Applications that do not meet these requirements may be deemed invalid.

6. Administrative Requirements for VET Student Loans

6.1 IHNA will verify the student's identity, date of birth, and eligibility. To apply for VET Student Loans:

- a. Enrol before the commencement of the course.
- b. When a student requests loans, an IHNA delegate will register the student on the eCAF platform during the offer letter process. After registration, the student will receive an email notification with the VSL application information. IHNA advises students to complete the application as soon as possible.

- c. The application must be submitted by 11:59 pm AEST on or before the Census Date for the first unit of the course for which the student is requesting a loan and no less than two business days after enrolling.
- d. Have a Tax File Number or a Certificate of Application for a TFN.
- e. If under 18, the application is co-signed by a parent or guardian, or the student needs to receive a youth allowance confirming their independence.
- f. All relevant rules and information regarding VET student loans can be found in the VET Student Loans Information Booklet, the VET Student Loans Rule 2016, and the VET Student Loans Manual. For detailed information and any clarifications, it is recommended to refer to these documents.

6.2 Cooling-Off Period and Notifications

- a. After being deemed eligible, IHNA will provide a cooling-off period. The student will receive:
 - i. A VET Student Loan Statement of Covered Fees before the first census date detailing tuition fees covered and those not covered by the loan;
 - ii. A VET Student Loan Fee Notice 14 days before the census date;
 - iii. A Commonwealth Assistance Notice (CAN) within 28 days from the census date.

6.3 Loan Agreement and Government Loan Fee

- a. Students need to confirm their agreement with the Australian Government to continue accessing the VET Student Loan throughout the study. Students should understand their financial responsibilities before taking out a VET Student Loan. This is a loan from the Commonwealth Government that they need to repay once their income exceeds the compulsory repayment threshold.
- b. For full fee-paying students, there is a 20% loan fee added to the tuition fees. VET Student Loans are also subject to annual indexation, meaning the loan amount will increase with the Consumer Price Index (CPI) to reflect changes in the cost of living. As a result, the total amount to repay will likely be more than the original tuition fee. For a better understanding of these obligations, students may use the VSL Calculator.

6.4 Withdrawal, Refund, and Re-Credit

- a. For information on withdrawal, refunds, and re-crediting of HELP Loans, refer to the relevant IHNA policy and procedure.

6.5 More information about VET Student Loans, maximum loan amounts, and loan repayments can

be found in the VET Student Loans Information Booklet (<https://www.dewr.gov.au/vet-student-loans/vet-information-students>) and www.studyassist.gov.au.

7. Complaints and Appeal

7.1 Students have the right to appeal any decision made by IHNA under this procedure. Students must lodge their appeal within 20 working days of the decision being made. The affected parties will have access to IHNA Students Complaints and Appeals Policy and Procedures if they think that the decisions made by appropriate authorities are not justified and fair.

8. Record Keeping

8.1 All associated documents related to the VET student Loan application, academic suitability and eligibility are stored electronically in the IHNA’s student management system (Knowledge Hub).

8.2 All data is saved for at least 5 years according to IHNA’s Student Data and Records Management Procedure.

9. Ongoing Review

9.1 To ensure ongoing compliance and continuous improvement, IHNA will actively monitor relevant changes in the standards, legislations and rules of the VET Students Loans program. Any necessary updates to this procedure will be incorporated and reflected in the continuous improvement register.

10. Responsibility

10.1 The IHNA Admission Team (Admission Officers and other respective persons) is responsible for implementing this procedure in coordination with the National Registrar and Marketing Manager.

10.2 LLN and PTR assessment and other specific needs and suitability for the qualifications will be conducted and overseen by the training manager/course coordinator/trainer/assessor/delegates to discuss their specific needs and suitability for the qualification before enrolment.

10.3 The IHNA Executive Management Committee is responsible for the overall execution of this procedure.

SECTION 3

11. Associated Information

<p>Related Internal Documents</p>	<ul style="list-style-type: none"> ● Admission and Enrolment Policy ● Admission and Enrolment Procedure ● Student Review Procedures for Re-Crediting Student Loans Balance ● Cancelling a Student’s Enrolment in a Course Procedure ● Procedure for withdrawal from VET course of Study or an Approved Course ● Government Electronic Commonwealth Assistance Form (eCAF)
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	<ul style="list-style-type: none"> • Deferral, Leave of Absence, Withdrawal and Suspension Policy • Student Complaints and Appeals Policy • Student Complaints and Appeals Procedure • Student Support Services Policy • Student Support Services Procedure • Continuous Improvement Register • Academic Participation and Progress Policy • Academic Participation and Progress Procedure • Student Data and Records Management Policy • Student Data and Records Management Procedure • Student Data and Records Management Procedure
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for Registered Training Organisations 2015 • Education Services for Overseas Students Act 2000 (ESOS Act) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) • Enrolled Nurse Accreditation Standards 2017 • Australian Core Skills Framework (ACSF) • Australian Qualifications Framework (AQF) • VET Student Loans Act 2016 • VET Student Loans Rules 2016 • VSL Manual for Providers • VET Student Loans Information Booklet
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DEPARTMENT	Admissions
SRTO2015 Stds and sub section	

12. Change History

Version Control		Version 3.0
Version No.	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
V.2.0	04/03/2021	Separated Procedure document from Policy, revised and updated with pertinent sections
V.3.0	09/08/2024	Updated in new template and logo, rewritten and updated the documents in alignment of the VSL Manual for Providers, VET Student Loans Information Booklet and current practices of IHNA. Added information regarding Administrative Requirements for VET Student Loans, Complaints and Appeal, Record Keeping