

VSL1: Recruitment and Application Policy and Procedure

POLICY STATEMENT

As an approved training provider for the VET Student Loans (VETSL) program, Casey College of Beauty Therapy ensures that student recruitment, application and selection processes are fair, equitable and transparent on the basis of clearly defined entry criteria to be used for student selection. Selection of students is focused on merit and fostering academic success.

PURPOSE AND SCOPE

The purpose of this policy is to provide a framework for the Recruitment and Application of domestic students for approved courses and units of study, including students seeking Commonwealth assistance through the VET Student Loans (VETSL) program.

This policy is in accordance with:

VET Student Loans Act 2016

VET Student Loans Rules 2016

VET Student Loans (VSL Tuition Protection Levy) Act 2020

VET Student Loans (Charges) Act 2016

DEFINITION

Domestic student – a person enrolling in course of study who is an Australian citizen, an Australian permanent resident (holders of all categories of permanent residency visas, including humanitarian visa)

Full Fee Paying Student – a student enrolled in a course of study for which the provider does not receive any funding or loan from a State, Territory or the Commonwealth in relation to the student's enrolment in that course.

VET Student Loans - VET Student Loans is a loan program that helps eligible domestic students pay their tuition fees for higher-level VET qualifications undertaken through an approved training provider

Recruitment and Application Procedures



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The Enrolment Officers manage student enquiries in relation to recruitment and application. Enquiries may be received in different ways including via phone call, online, walk in, or email.

Information that will be provided to the student at this stage may include:

- Reference to the Casey College website for more information about the chosen course
- Course outline with course details
- Reference to documentation relating to studying with Casey College, including Student Handbooks and Policies and Procedures
- Payment options and related information
- Details of the application process, and
- Explanations on the Pre-Enrolment Meeting, LLN process and the completion of required documents / forms.

All applicants are required to complete an Enquiry Form, either online or in hard copy and will be provided with a copy.

Applications should be submitted with the requested supporting evidence relating to the application process and eligibility for enrolment.

- Certified copies (where appropriate) may be requested for but not necessarily be limited to Birth Certificates, Passports, Certificates of Citizenship, Marriage Certificate, pre-requisite qualifications, High School Completion Certificates, or Academic Transcripts.
- Casey College may determine that sighting original copies of the above documents is adequate. Notations will be made where originals have been sighted.

Once received, applications are initially assessed for suitability based on the published entry requirements and if required the student may be asked to complete additional steps such as the LLN Assessment process or provide additional information. Suitable candidates are progressed to the Enrolment and Admission (Pre-Enrolment) stage.

Application Process

All students are required to attend a pre-enrolment meeting, which includes a discovery conversation and is used to support determination of application suitability and as an opportunity to provide or confirm understanding of pre-enrolment information.

Conversation includes topics such as:

- The reason for the student's chosen course
- The student's future aspirations/goals
- Their preferred learning style/s
- Any support the student may require
- The student's prior experience in the industry (if any)
- The level of education already attained by the student

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- Possibility for RPL or Credit Transfer
- Their interests and abilities
- Their reason(s) for seeking admission into the VET course of study
- Their educational and work history

Recruitment and Application Meetings are held in person or over the phone:

- English as a second language
- Under 18
- Disclosed barrier to learning (e.g. disability or learning difficulty)
- Will be attending an on-campus course

Where students do fall into the above categories an individual pre-enrolment meeting will be held.

If during the Pre-Enrolment Meeting the staff member feels an individual's eligibility to enrol has not been adequately addressed an additional meeting will be arranged.

For Students under the age of 18 a parent or guardian will be required to accompany the student.

Provision of information to student

Upon receipt of an enrolment enquiry to undertake an approved course of study accessing the VETSL program, Casey College of Beauty Therapy will provide and confirm the following information prior to enrolment and admission:

- Industry and placement expectations/requirements
- Course content and duration, mode of study, assessment methods, fees applicable and payment terms.
- Eligibility for funding under government schemes or programs and the impact enrolment into a funded course may have in further funded study (where applicable).
- Location and general description of facilities, equipment, learning and support resources available
- Requirements for satisfactory academic progress and attendance, and
- Relevant policies and procedures include Complaints and Appeals
- The student at this stage, will also be provided with and directed to the website:
 - Course outline, duration, all fees associated with the course, mode of delivery, and vocational outcomes
 - Eligibility requirements and associated information for the VETSL program
 - Access and equity policy and procedure
 - Privacy policy and procedure
 - Recognition of Prior Learning information
 - Academic Student Grievance Policy and Procedure
 - Non Academic Student Grievance Policy and Procedure
 - Fees and Charges Policy and Procedure
 - Re-Credit policy and procedure
 - Student Handbook

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Students who are deemed not suitable to proceed with their course of choice, will be advised in writing and will be provided with alternative options or opportunities to participate in other courses or enrol and complete courses at a lower AQF level (where possible).

Additional Compulsory VET Student Loans information

All potential students wishing to enrol in an approved course with Casey College of Beauty Therapy and wishing to access a VETSL are provided the following pre-enrolment information.

- Vet Student Loan (VETSL) is a loan from the Commonwealth and will remain a personal debt until it is repaid to the Commonwealth
- VETSL may, until the debt is repaid, reduce a student's take-home (after- tax) wage or salary and may reduce the student's borrowing capacity
- A student may seek independent financial advice before applying for the loan
- Tuition fees for the approved course and other fees that are payable for the approved course, including payment options and other charges if applicable
- Eligibility criteria for a student to access the VET Student Loans program
- Application process for a VET Student Loan
- VET Student Loans Information Booklet and forms (directed to the website)
- Withdrawal, Deferral and Cancellation Policy and Procedure
- Re-credit Policy and Procedure – VET Student Loans

Recruitment and Application policy and procedures

Recruitment and Application policy and procedures and entry/eligibility criteria for admission to approved courses of study will be provided to all potential students prior to Enrolment and Admission stage by the Enrolment officer and by directing the students to the VETSL page on the website and the Student Handbook.

Agreed services

The students will be informed of any changes to services, third party arrangements that may be made, and change in ownership that will affect the agreed services to be provided by Casey College of Beauty Therapy Pty Ltd

Information

For further information please contact the office with any enquiries regarding admission.

Email: ccbt@live.com.au or

Phone: 1300 711 072

Entry Requirements

- Entry requirements are the minimum qualifications, knowledge, skills and experience that an applicant must have if they are to be considered for entry into a Casey College of Beauty Therapy approved course of study.
- Entry requirements are comprised of the general entry requirements and the approved course suitability requirements.

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- An eligible applicant is one who has met both the general entry requirements, including the approved course eligibility and academic suitability requirements.
- Entry requirements for a course of study are advertised on the Casey College of Beauty Therapy website, and in approved course specific information materials.
- Transparent entry requirements, both academic and non-academic, shall be used to underpin judgements that are made during the selection procedure for entry.

General Entry Requirements

Unique Student Identifier

All applicants are required to obtain a Unique Student Identifier (USI) for their enrolment to be successful. The USI links to an online account which contains all records of training results that a person will have completed from 01 January 2015 onwards. Casey College of Beauty Therapy will not be able to issue formal documentation i.e., Statement of Attainment, Record of Results or Certificate, if the student does not have a USI and their enrolment can not be finalised.

Computer Literacy

All applicants should have basic computer skills and have access to the Internet and a personal email account. This will be confirmed during the pre-admission process.

Minimum age requirements

Prospective students under the age of 18 must have their enrolment paperwork, loan applications and agreements signed and witnessed by a parent or guardian.

VET Student Loans eligibility requirements

Applicants for approved courses must satisfy the following minimum entry criteria:

- The student satisfies the general entry requirements as set out in this procedure
- Hold an Australian Senior Secondary Certificate of Education (Year 12 Certificate); or
- Certificate of completion of an AQF Certificate IV or higher qualification; or
- Successful completion of a Language, Literacy and Numeracy (LLN) test achieving Exit Level 3 in Reading and Numeracy

Citizenship and residency requirements – VET Student Loans

To meet the citizenship and residency requirements, the applicant must be either:

- an Australian citizen, or
- a New Zealand Special Category Visa holder, who meets the long term residency requirements, or
- a permanent humanitarian visa holder who is usually residing in Australia

To verify proof of visa status, the student may provide permission and passport details to Casey College of Beauty Therapy to confirm the student's visa status.

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Other eligibility requirements - VET Student Loans (VETSL)

To be eligible for a VET Student Loan (VETSL), the applicant must:

- be enrolling in an approved course with an approved provider
- have not exceeded the FEE-HELP limit
- meet the Tax File Number (TFN) requirements
- an acknowledgement by the student that they have read the 2021 VET Student Loans Information Booklet 2021 available at <https://www.dese.gov.au/vet-student-loans/resources/vet-student-loans-information-booklet>
- if the student is under 18, information that:
 - one of the signatories to the application is a responsible parent of the student (by submission of the signed VET Student Loans – Parental Consent Form, or
 - the student has received youth allowance on the basis that the student is independent within the meaning of Part 2.11 of the Social Security Act 1991 (student evidence of this assessment in the form of their Centrelink Income Statement)

Recruitment and Application - VET Student Loans (VETSL)

Once an applicant is deemed as suitable, further information about applying for a VET Student Loan (VETSL) is provided. The student is directed to refer to the information available on www.education.gov.au/vet-student-loans and www.studyassist.gov.au

Documentation of Evidence to Support an Application

- Where the application for entry into an approved course of study requires the submission of documentary evidence, such as transcripts and testamurs of educational achievement, the applicant must provide copies of this documentation which with the originals to be physically sighted by the staff member.
- Where the application for entry into a course of study requires the submission of other supporting documentation (e.g. a written piece of work, a portfolio of the applicant's work), Casey College of Beauty Therapy must be satisfied with the authenticity of the supporting documentation.
- Where the Student Enrolment Officer or CEO considers that documentary evidence provided to support the application is insufficient, the applicant can be requested to provide further evidence. The applicant will not be considered eligible for entry until they provide the further evidence requested.

Student Selection

- The selection criteria and methods are fair and do not exclude or discriminate against applicants in any way and will be applied consistently across Casey College of Beauty Therapy.
- Entry requirements will reflect the level of qualification and must be measurable.
- Applications will be assessed against the published entry requirements for the course and the eligibility requirements for the VET Student Loan (VETSL).

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- Applicants who meet the entry requirements may be offered a place in the course subject to availability of places for the course.
- In cases where eligible applications exceed available places. Offers will be made to applicants for a future intake.

Reviewing Eligibility and Entry Requirements

- Any changes to course eligibility or entry requirements must be approved by the CEO.

Advising Applicants of Result of Application

- Successful applicants will be made an offer of a place in the course via Letter of Offer.
- Successful applicants will be given a date by which:
 - they must accept the offer, or
 - they must decline the offer, or
 - if no correspondence is received by Casey College of Beauty Therapy by the given date, it will be considered as having declined the offer
- Successful applicants who decline the offer, and who wish to be considered for entry at a subsequent intake, must submit a new application for course entry by the closing date for the subsequent intake. Previous applications will not be held over and applications for deferment will not be considered.
- Unsuccessful applicants will be advised by written correspondence.

Electronic communications between Students and Commonwealth

The Secretary will not treat an application by a student for a VET Student Loan (VETSL) made by electronic communication as having been signed by the student if the communication does not contain:

- the student's student identifier (USI under the Student Identifiers Act 2014); and
- the student's TFN (or certificate from the Commissioner stating that the student has applied for a TFN); and
- an acknowledgement by the student that they read and understood the application; and
- a confirmation by the student of the accuracy of the information in the application

Acceptance Advice

- Applicants who have been offered a place must accept the place in the course of study by way of signing the Enrolment Form.
- The acceptance form sets out the contractual obligations of accepting a place in the course, including the student's tuition fee obligations.
- For students accessing the VETSL, the Request for Commonwealth Assistance Notice form will be received by Casey College of Beauty Therapy at least 2 business days after the student's acceptance of the Letter of Offer.
- Once the student has been informed about their Acceptance into the course they will progress to the Enrolment and Admission stage.

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Roles and Responsibilities

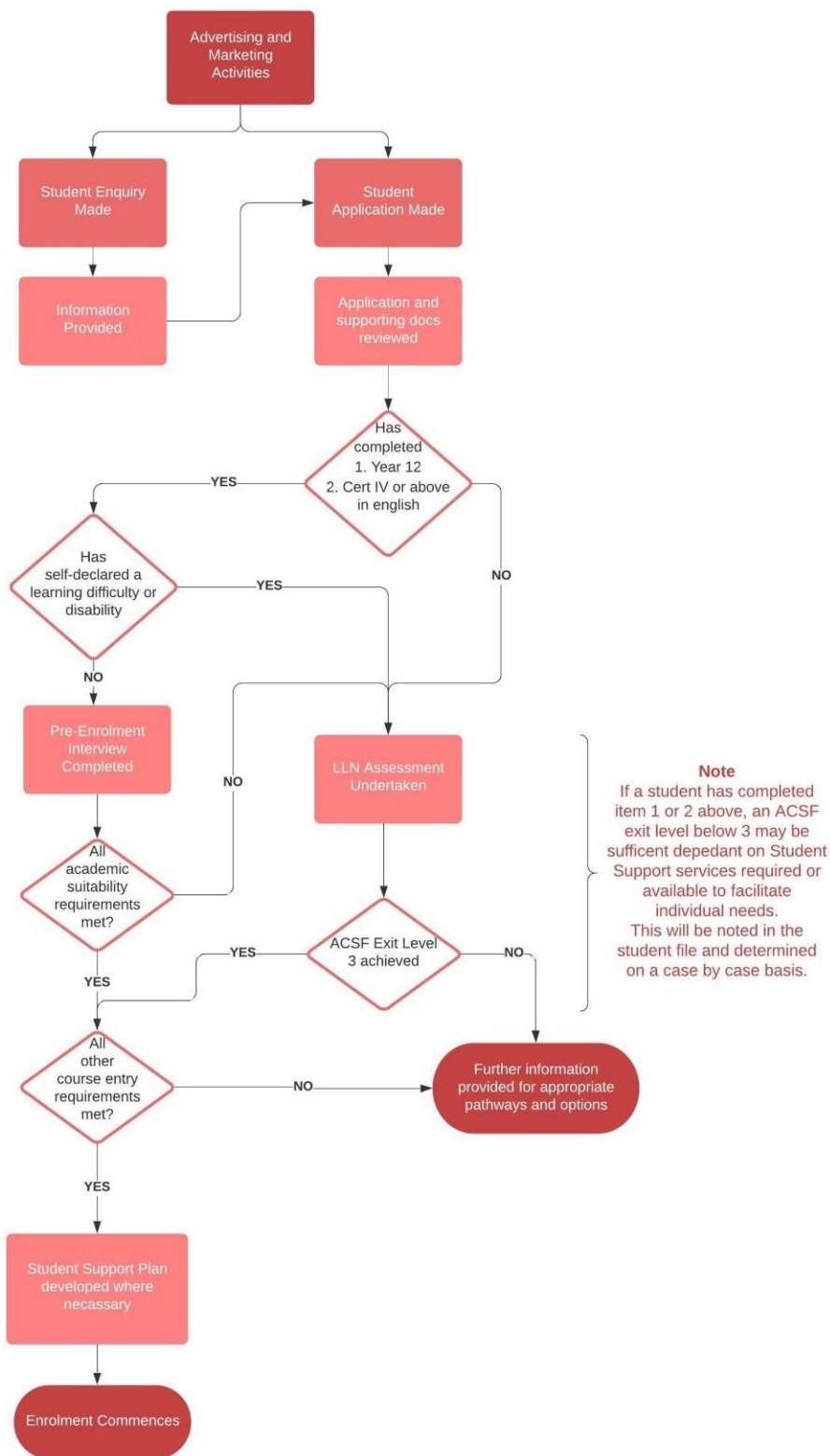
- Staff involved in student selection and admissions are responsible for the effective administration and implementation of these procedures.
- The Enrolment officer has overall responsibility for overseeing the admissions process and making admissions decisions in relation to the course.
- The Enrolment officer / CEO has responsibility for oversight of admissions procedures and for resolving admissions issues identified by the Enrolment officer.

Fees and charges / Payment Options

- Tuition fees for all VET Student Loan approved courses offered by Casey College of Beauty Therapy are available on the Casey College website under Diploma of Beauty Therapy (Diploma Info Brochure Download File)
- Casey College of Beauty Therapy will also inform the student during the course consultation, of the amounts of the tuition fees that will and will not be covered by the VET Student Loan (VETSL).
- For the amounts of the tuition fees that will not be covered by the VET Student Loan, the student will pay these fees according to the agreed payment options with Casey College of Beauty Therapy.
- Casey College of Beauty Therapy will inform the student of other incidental charges in relation to the enrolment which are not part of the tuition fees, if any.

The tuition fees will be apportioned into fee periods based sequentially on the Units of Study the students are allocated as per their timetable and that each fee period will contain at least one census day.

Recruitment, Application and Enrolment Flow Chart



VSL1: RECRUITMENT & APPLICATION POLICY AND PROCEDURE – VET STUDENT LOANS

REVIEW

The CEO has the overall responsibility for implementing and monitoring this policy, which will be reviewed every year. However, if at any time the legislative, policy or funding environment is altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Related policies, procedures and documents

- VSL 1.1 Enrolment Form 2021 V4
- VSL 1.4 Enrolment and admissions Policy and procedure
- VSL 3 - Fair Treatment and Equal Benefits and Opportunity Policy
- VSL 5 - Access and Equity Policy and Procedure
- VSL 5.1-Privacy Policy and Procedure
- VSL2.2 - Application For Refund Form - VET STUDENT Loans V2
- VSL2.3 - Remission of fees under special circumstances form - VET STUDENT Loans
- VSL3.1 - Complaints Grievances and Appeals Form - VET STUDENT Loans

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