



EQUALS international

Learning from a New Perspective

VET FEE-HELP ADMISSIONS PROCESS

Application & Enrolment

Prior to commencing a course at EQUALS, individuals must have applied and been offered an enrolment. EQUALS International does not accept learners who have not enrolled prior to commencing a program. It is important to understand that enrolment is not confirmed until an applicant has accepted an offer from EQUALS International.

To apply for entry in any of our courses, an applicant will be required to complete an Application Form (F001) accurately and honestly. This applies to all types of students including those who are:

- Completing a full Fee for Service course;
- Completing a VET FEE-HELP Enabled course;
- Funded under a government supported program or training contract.

Our Application Form informs EQUALS with detailed information about your skills, knowledge and experiences and assists EQUALS in identifying any individual support needs that may be helpful during your learning experience at our Institute. Further, the information helps to identify suitability for Recognition of Prior Learning (RPL).

EQUALS conducts orientation sessions where you will be welcomed by our Learner Services and other key staff. During this orientation you will be introduced to some of the key procedures, policies, supports and systems that you will use throughout your learning experience with EQUALS.

Enrolment in a VET FEE-HELP Course

Before commencing a VET FEE-HELP enabled program, individuals must complete EQUALS' Admissions Procedure (3-1900), which includes completing an Application Form and literacy and numeracy assessment.

Upon receipt of a complete Application, a member of the Admissions team will contact the applicant to arrange pre-enrolment meeting. During this meeting applicants will be required to complete a government approved VET FEE-HELP literacy and numeracy assessment. This

assessment helps to identify potential support needs as well as determining the applicant's current literacy and numeracy level. Applicants are allowed to use a calculator, pen and paper.

The assessments range from Level 1 to Level 5. For Diploma level programs competence at an exit Level 3 in both reading and numeracy is required. Applicants will typically receive confirmation whether their assessment was acceptable within 48 hours of completing the assessments. If the results do not confirm an exit Level 3 was achieved, you may be allowed a further attempt to complete the assessments. This may be at a cost. Applicants should be aware that the Secretary of the Department of Education and Training may request a applicant's assessment results.

To be exempt from the reading and numeracy assessment applicants must provide a certified copy of their Senior Secondary Certificate of Education (or equivalent).

Upon successful completion of the assessments, the applicant will be asked to complete a Request for VET Fee Help Loan form. By completing the Request for VET FEE-Help Loan form, the applicant will be confirming that they have read and understood the information contained in the [VET FEE-HELP Information Booklet](http://studyassist.gov.au/sites/studyassist/HelpfulResources/Documents/2016_VET_FEE-HELP_booklet.pdf). (http://studyassist.gov.au/sites/studyassist/HelpfulResources/Documents/2016_VET_FEE-HELP_booklet.pdf)

Help & Support

It is important to remember that our Admissions and customer service team are here to help throughout the application and enrolment process.

Please don't hesitate to contact us should you have any questions regarding the program or accessing a VET FEE-HELP loan.