

1 Overview

Purpose

The purpose of this document is to outline the processes and procedures regarding VET Student Loans at EQUALS International (Aust) Pty Ltd (EQUALS).

This policy acknowledges the [Standards for Registered Training Organisations \(RTOs\) 2015](#). EQUALS ensures that practices are fair and equitable.

Scope

This policy applies to all eligible VET domestic students.

2 Procedure

Application & Enrolment

- 2.1 Prior to commencing a course at EQUALS, individuals must have applied and been offered an enrolment. EQUALS does not accept students who have not enrolled prior to commencing a course. It is important to understand that enrolment is not confirmed until an applicant has accepted an offer from EQUALS.
- 2.2 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 Student Loan enabled course;
 - Funded under a government supported course or training contract.
- 2.3 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).
- 2.4 EQUALS conducts orientation sessions where you will be welcomed by our Student 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 Student Loan Course

- 2.5 Before commencing a VET Student Loan enabled course, individuals must complete EQUALS' Admissions Procedure, which includes completing an Application Form and literacy and numeracy assessment.
- 2.6 Upon receipt of a complete Application, the Admissions Advisor will contact the applicant to arrange pre-enrolment meeting. During this meeting applicants will be required to complete a government approved VET Student Loan 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.
- 2.7 The assessments range from Level 1 to Level 5. For Diploma level courses 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, applicants 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 an applicant's assessment results.

- 2.8 To be exempt from the reading and numeracy assessment applicants must provide a certified copy of their Senior Secondary Certificate of Education (or equivalent).
- 2.9 Upon successful completion of the assessments, the applicant will be asked to complete a Request for VET Study Loan form. By completing the Request for VET Study Loan form, the applicant will be confirming that they have read and understood the information contained on the [VET Study Loans Information webpage](#).

Help & Support

- 2.10 EQUALS Admissions team help throughout the application and enrolment process and advises any concerns regarding the course or accessing a VET Study Loan.

3 Responsibilities

Compliance, monitoring and review

- Aligns with relevant legislation, government policy and EQUALS values.
- Is implemented and monitored to reflect the changing policy environment and emerging issues identified.
- Is reviewed to evaluate its continuing effectiveness in achieving its purpose and remaining relevant.

4 Definitions

Terms not defined in this document may be in the [EQUALS Glossary](#)
<https://app.smartsheet.com/b/home?lx=GCzY7kacE2GweBYJA345OQ>

5 Approval and Amendment History

Version	Approved by	Approval Date	Details
1.1	CEO	31/08/2017	Refer archived policy.
2.0	CEO	05/04/2019	Updated overview and terminology, minor updates throughout policy and procedure including edits to responsibilities, definitions, and comprehensive document map and clearer alignment to the appropriate responsible person/body. Change of policy number from 3-7400VET.1.0 to current.
2.1	CEO	06/04/2022	Minor updates to URLs. Change of policy number from 3.92 to current.

6 Document Map

Approval Authority:	Executive Management Committee	Advisory Committee for Approval Authority	
Authorised By:	Chief Executive Officer		
Effective from:	Pending		
Next Review Date:	Pending		
File Location:	The current version of this policy can be accessed from the Policy Register (internal users only)		
Relevant Legislation:	Standards for Registered Training Organisations 2015 VET Student Loans Act (2016)		
Related Documents and/or Registers:	Domestic Application Form Governance & Quality Assurance Framework VET Student Handbook		
Policy Subdivision	<input type="checkbox"/> Corporate or Academic Governance <input type="checkbox"/> Academic Management <input checked="" type="checkbox"/> Operational Management		
Administrator:	Quality Administrator		