Student Entry Procedure

In accordance with the Higher Education Support (VET FEE HELP Reform) Bill 2015 and the associated VET Guidelines 2015, all students wishing to apply for a Commonwealth VET FEE-HELP student loan, must be assessed for academic suitability to undertake a high level VET qualification. Qualifications eligible for a VET FEE-HELP loan include all Diplomas, Advanced Diplomas, Graduate Certificates and Graduate Diplomas. This is a student protection measure introduced by the Commonwealth Government from 1 January 2016.

This academic suitability assessment is *in addition* to any entry requirements that may be required for the specific course you are undertaking.

**Assessing Academic Suitability**

In order to apply for a VET FEE-HELP student loan to cover your course fees, Smart City Vocational College must reasonably believe that you are academically suited and you must meet one of the following requirements:

- Provide a copy of your senior secondary certificate of education that has been awarded by an Australian authority or agency when you apply to enrol.

  **Or both**

- Undertake a literacy and numeracy assessment using an approved assessment tool and display competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF). Your Course Advisor will advise you how you may undertake this assessment; and

- Smart City Vocational College must be confident that you completed this test independently, with honesty and integrity and that you have the required skills to complete your study.

**Assessing Competence at or above Exit Level 3 in the ACSF**

The process that will be used by Smart City Vocational College to assess a student’s competency at or above Exit Level 3 in ACSF is the Core Skills Profile for Adults (CSPA) test. This is an approved testing tool as specified in the VET Guidelines in both reading and numeracy. You will be provided with the links to this online tool at the time of enrolment.

**Test Outcome and Results**

The results of the Core Skills Profile for Adults test will be made available to you as soon as is practicable during the enrolment process. Smart City Vocational College will retain these results for five (5) years.

If you are not able to meet either of these requirements, you will not be eligible to apply for a Commonwealth VET FEE-HELP loan.