

VET Student Loans Student Entry and Academic Suitability Procedure

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Related Procedures	<ul style="list-style-type: none"> • Student Enrolments • Smart and Skilled
Forms and supporting documents	<ul style="list-style-type: none"> • Program Guide • NSW Health RTO Student Handbook • Student Assessment Workbook • RTOEO Student Support Guidelines • RTOEO Master Student Support Questionnaire • RTOEO Master Student Support Plan • RTOEO Master Student Support Meeting • RTOEO Master Student Support Monitoring • Smart and Skilled
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DOCUMENT HISTORY

Version	Issued	Author	Reason for Change
v1.0	May 2019	RTOEO	New Procedure for Vet Student Loans
v1.1	May 2020	RTOEO	Amended the titles of the RTO new Committees Removed references to PECl and Course Guide and replaced with Program Guide.

Issued by the Executive Manager, NSW Health RTO under the authority of the Chief Executive (CE).

Overview

- As an approved VET Student Loans provider, NSW Health RTO will provide students seeking to access VET Student Loan with clear information regarding the Student Entry and Academic Suitability Procedure. This procedure outlines the process for ensuring that a student is academically suited to undertake a VSL approved course.
- All students seeking to access a VET Student Loan for study at NSW Health RTO are required to:
 1. Participate in an interview with the Program Coordinator.
 2. Provide evidence of their academic achievements to ensure that they are academically suited for entry into a course.
 3. Undergo an approved Language, Literacy and Numeracy (LLN) testing.

Definitions

AQF	Australian Qualification Framework (AQF)
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard. It is a nationally consistent data standard that ensures the accurate capture, reporting and analysis of Vocational Education and Training (VET) activities throughout Australia.
LLN	Language, literacy and numeracy skills
MHL	My Health Learning – NSW Health State-wide Learning Management System
RTOEO	NSW Health RTO Executive Office
TAS	Training and Assessment Strategy
UOC	Unit of competency
USI	Unique Student Identifier
VET	Vocational Education and Training
VET Products	AQF Qualification, Skill Set, Skill Cluster and standalone Unit of Competency
VSL	VET Student Loans

Procedure

Delivery Sites Suitability Requirements	Delivery site must ensure VSL students: <ol style="list-style-type: none">1. Participate in an interview with the Program Coordinator2. Provide details of their academic achievements to ensure that they are academically suited for entry into a course3. Undergo the approved VSL Language, Literacy and Numeracy (LLN) test.
Program Coordinator Facilitates the Interview Process	During the interview, the program coordinator will: <ol style="list-style-type: none">1. Discuss student's interests, career goals, academic achievements and work experiences.2. Obtain details including copies of the student's academic achievements to ensure that they are academically suited to a course. These may include:<ul style="list-style-type: none">• Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of a State or Territory for the student's completion of year 12 (Certificate of Completion of Year 12 from school); or• An Australian Qualification Framework certificate at a level IV or above, or• The student is assessed as displaying competence at or above level 3 in the Australian Core Skills Framework in both reading and numeracy using an assessment tool approved under section 82; and the Program Coordinator reasonably believes that the student displays that competence.3. Ensure the student's qualifications meet the entry and/or pre-requisites requirements identified in the appropriate training package.
Program Coordinator LLN Testing	The Program Coordinator will facilitate: <ul style="list-style-type: none">• Students completion of the NSW Health RTO Language Literacy and Numeracy test (LLN) prior to final enrolment to determine if they require extra support during their study.• The NSW Health RTO uses the LLN Robot system to assess the LLN level of potential students.

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